New Jersey Office of the Attorney General
Division of Consumer Affairs
Fire Alarm, Burglar Alarm and Locksmith Advisory Committee
124 Halsey Street, 6th Floor, Newark, NJ 07102
http://www.njconsumeraffairs.gov/fbl/

Mailing Address:
P.O. Box 45042
Newark, NJ 07101
(973) 504-6245

Instructions
Application for a Business License

N.J.A.C. 13:31A-2.5, N.J.A.C. 13:31A-2.6, N.J.A.C. 13:31A-2.7, N.J.A.C. 13:31A-2.8
N.J.A.C. 13:31A-3.4, N.J.A.C. 13:31A-3.5, N.J.A.C. 13:31A-3.6, N.J.A.C. 13:31A-3.7

Rules and definitions applicable to Business Licenses may be downloaded from the following Web site: http://www.nj.gov/lps/ca/adoption/adopt.htm.

Business Licenses will be issued in the following categories:

Burglar Alarm Business (BX)
Burglar Alarm and Fire Alarm Business (BF)
Burglar Alarm and Locksmith Business (BL)
Burglar Alarm, Fire Alarm and Locksmith Business (AL)
Fire Alarm Business (FX)
Locksmith Business (LX)
Fire Alarm and Locksmith Business (FL)

General Information

The nonrefundable application fee of $150.00 must be paid in the form of a check or money order payable to the **STATE OF NEW JERSEY**. The application must be neatly printed or typewritten. All sections of the application must be fully completed before the application can be processed. If the application is not of sufficient size to furnish the required information, a supplemental sheet of the same size may be enclosed with the application (please refer to the section for which you have used the supplemental sheet).

Business Qualifier

A business must designate a licensee who will serve as the Business Qualifier. A Business Qualifier must be listed for each license category in which the business is seeking a license. A licensee may serve as a Business Qualifier for more than one license category provided a license is held in each category. The Business Qualifier must complete an affidavit included in the application. Additional copies of the affidavit may be made if necessary.

Business License Fees

(Do not submit this fee with the application. A license fee letter will be sent to a business once its application has been approved.)

If licensed in the first year of the triennial licensing period - $75.00
If licensed in the second year of the triennial licensing period - $50.00
If licensed in the third year of the triennial licensing period - $25.00

Once a business has been licensed, it will be required to provide the names of its employees and the duties the employees perform. A licensed business also will be asked to designate its employees as supervised or unsupervised. Applications with regard to employees will be sent to licensed businesses. All employees will be required to undergo a criminal history background review and obtain photo identification cards.

New Jersey Office of the Attorney General
Division of Consumer Affairs
Board of Examiners of Electrical Contractors
Fire Alarm, Burglar Alarm and
Locksmith Advisory Committee
124 Halsey Street, 6th Floor, P.O. Box 45042
Newark, New Jersey 07101
(973) 504-6245

Application for a Business License

Application date: _____
Month Day Year

Please indicate the category of business license which is being applied for:

- ☐ Burglar Alarm Business (BX)
- ☐ Fire Alarm Business (FX)
- ☐ Locksmith Business (LX)
- ☐ Burglar Alarm and Fire Alarm Business (BF)
- ☐ Burglar Alarm and Locksmith Business (BL)
- ☐ Fire Alarm and Locksmith Business (FL)
- ☐ Burglar Alarm, Fire Alarm and Locksmith Business (AL)

The application filing fee must accompany this application. Only checks or money orders payable to the State of New Jersey will be accepted. The qualifier for your business will be notified of the license fee when the application for a business license is approved.

A nonrefundable application filing fee of $150.00, in the form of a check or money order made out to the State of New Jersey, must be submitted with this application. (Applicants should understand that if the application filing fee is paid with a personal check, and the check is returned by the bank due to insufficient funds, the next step in the licensure or certification process will be delayed until the fee is paid.)

The Committee maintains, as part of its responsibilities, a record of your home address, business address and mailing address. You may choose which of these addresses will be considered as your "address of record." If you do not indicate (by putting a check in the appropriate box) which address should be used as your address of record, your mailing address will be considered to be your address of record. A post office box may be used as your address of record, but only if you provide another address which includes a street, city, state and ZIP code.

Information that you provide on this application may be subject to public disclosure as required by the Open Public Records Act (OPRA).

Please print clearly. You must answer all of the questions on this application.

1. Name of business: _____

2. Trading as:

   - ☐ Individual _____
   - ☐ Limited Liability Company (L.L.C.) _____
   - ☐ Partnership _____
   - ☐ Corporation _____
   - ☐ Franchise _____
   - ☐ Other (Explain) _____

   Number of individuals employed by the business_____

   A copy of the trade name certificate must be attached to this application if the business name is other than that of the licensee, or a copy of the corporation papers filed with the Department of Treasury, Division of Commercial Recording, must be attached.

3. Federal Tax Identification number: _____

   ☐ Business:_____
   Name of company Telephone number (include area code)

   _____
   Street City State ZIP code County

   ☐ Mailing: _____
   Street or P.O. Box City State ZIP code County

If this application is not being submitted for a corporation, please provide the name and address of each individual, partner, trustee, receiver, executor or other person in whom ownership will be vested.

a. _____
Name of owner

_____
Street address (no post office boxes) City State ZIP code

b. _____
Name of owner

_____
Street address (no post office boxes) City State ZIP code

c. _____
Name of owner

_____
Street address (no post office boxes) City State ZIP code

d. _____
Name of owner

_____
Street address (no post office boxes) City State ZIP code

If this application is being submitted for a corporation, please provide the following information.

a. _____
Name of owner

_____
Street address (no post office boxes) City State ZIP code

b. Date of incorporation and location , if other than New Jersey.

Date:_____ Location: _____

c. If you are filing for a foreign corporation, is it registered to do business in New Jersey? ☐ Yes ☐ No

If "Yes," provide the date of registration in New Jersey: _____

Business License Holder Requirements (N.J.A.C.13:31A-2.6 and N.J.A.C. 13:31A-3.5)

An alarm and/or locksmith business license holder shall maintain at least one business office within the State or file with the Committee a statement, duly executed and sworn to before a person authorized by the laws of New Jersey to administer oaths, containing a power of attorney constituting the Committee as the true and lawful attorney of the licensee upon whom all original process in an action or legal proceedings against the licensee may be served and in which the licensee agrees that the original process that may be served upon the Committee shall be of the same force and validity as if served upon the licensee and that the authority thereof shall continue in force so long as the licensee engages in the burglar alarm, fire alarm or locksmith business in the State.

If your business is not physically located in the State of New Jersey, please complete the Power of Attorney form included with the application.

Businesses must maintain an emergency service number attended to on a 24-hour basis and respond appropriately to emergencies on a 24-hour basis when engaged in the burglar alarm or fire alarm business or in the provision of electronic security systems. For purposes of this section "attended to" means that the main business telephone number or another telephone number designated and advertised by the business as an emergency service telephone number is answered on a 24-hour per day basis.

Emergency service telephone number (please include area code) _____

"Business Qualifier" means a licensee who authorizes the holder of a business license to provide fire alarm, burglar alarm, electronic security system or locksmithing services.

For the specific responsibilities of Business Qualifiers, refer to N.J.A.C. 13:31A-2.6 (locksmith business license holder requirements) and N.J.A.C. 13:31A-2.8 (supervision of locksmith employees) or N.J.A.C. 13:31A-3.5 (burglar alarm or fire alarm business license holder requirements) and N.J.A.C. 13:31A-3.7 (supervision of burglar alarm or fire alarm business employees).

List the licensee(s) who will serve as the Business Qualifier(s) for your business. A Business Qualifier must be licensed in the category in which the business is seeking a license. A licensee may serve as a Businesss Qualifier for more than one license category, provided a license is held in each category.

- Name of licensee who will serve as the Burglar Alarm Business Qualifier _____

  License number: ***34BA*** _____

- Name of licensee who will serve as the Fire Alarm Business Qualifier _____

  License number: ***34FA*** _____

- Name of licensee who will serve as the Locksmith Alarm Business Qualifier _____

  License number: ***34LS*** _____

The Business Qualifier(s) must complete the affidavit enclosed with this application. (Make additional copies of the affidavit as necessary if your business is using more than one Qualifier.)

Liability Insurance and Surety Bond

The Certificate of Liability Insurance of $1,000,000 for an Alarm Business, and $500,000 for a Locksmith Business, must list the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee, 124 Halsey Street, Newark, NJ 07102, as the "Certificate Holder." This is done so that if the liability insurance expires or is terminated by the insurance carrier, the Committee is notified immediately. It would then notify the business that it must provide new insurance or lose its business license.

Alarm Business (Burglar Alarm, Fire Alarm or Burglar Alarm and Fire Alarm)

General liability insurance in the amount of $1,000,000; ***and***
Additional insurance coverage payable to the State of New Jersey in the sum of $10,000; ***or***
A surety bond payable to the State of New Jersey in the sum of $10,000.

Locksmith Business

General liability insurance in the amount of $500,000; ***and***
Additional insurance coverage payable to the State of New Jersey in the sum of $10,000; ***or***
A surety bond payable to the State of New Jersey in the sum of $10,000.

Alarm and Locksmith Business

General liability insurance in the amount of $1,000,000; ***and***
Additional insurance coverage payable to State of New Jersey in the sum of $10,000; ***or***
A surety bond payable to the State of New Jersey in the sum of $10,000.

Please attach a copy of your Certificate of Liability Insurance to this application. Also, please have the Surety Bond form enclosed with this application completed by your bond provider.

Affidavit

This affidavit is to be executed by the applicant before a notary public:

State of: _____

County of: _____ } ss.

I, _____, License number: **34BA** _____
Business Qualifier

License number: **34FA** _____

License number: **34LS** _____

in making this application to the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee for licensure

of _____
Name of business

under the provisions of Title 45 of the General Statutes of New Jersey and the Rules of the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee, swear (or affirm) that all information provided in connection with this application is true to the best of my knowledge and belief. I understand that any omissions, inaccuracies or failure to make full disclosures may be deemed sufficient to deny or to withhold renewal of or suspend or revoke a license issued by the Committee.

I further authorize all institutions, employers, agencies and all governmental agencies and instrumentalities (local, state, federal or foreign) to release any information, files or records requested by the Committee.

_____
Signature of business qualifier

Sworn and subscribed to before me this _____

day of _____, _____
Month Year

_____
Name of Notary Public (please print)

_____
Signature of Notary Public

Affix seal here

Division of Consumer Affairs
Board of Examiners of Electrical Contractors
Fire Alarm, Burglar Alarm & Locksmith Advisory Committee

For Businesses Not Physically Located in the State of New Jersey

Business License Holder Requirements (N.J.A.C.13:31A-2.6 and N.J.A.C. 13:31A-3.5)

An alarm and/or locksmith business license holder shall maintain at least one business office within the State or file with the Committee a statement, duly executed and sworn to before a person authorized by the laws of New Jersey to administer oaths, containing a power of attorney constituting the Committee as the true and lawful attorney of the licensee upon whom all original process in an action or legal proceedings against the licensee may be served and in which the licensee agrees that the original process that may be served upon the Committee shall be of the same force and validity as if served upon the licensee and that the authority thereof shall continue in force so long as the licensee engages in the burglar alarm, fire alarm or locksmith business in the State.

If your business is not physically located in the State of New Jersey, please complete the Power of Attorney found below appointing the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee or agent and lawful attorney upon which all original process in an action or legal proceedings may be served.

Power of Attorney

The undersigned hereby appoints the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee, located at: **124 Halsey Street, 6th floor, Newark New Jersey, 07102**, as agent and lawful attorney of the licensee upon which all original process in an action or legal proceeding against the licensee may be served.

The undersigned licensee further agrees that the original process that may be served upon the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee shall be of the same force and validity as if served upon the licensee and that the authority hereof shall continue in force while the undersigned holds a business licensee issued by the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee.

_____
Name of Business

_____
Signature of Principal of Business

Sworn and subscribed to before me this _____

day of _____, _____
Month Year

_____
Name of Notary Public / Attorney-at-Law (please print)

_____
Signature of Notary Public / Attonery-at-Law

Affix seal here

Division of Consumer Affairs
Board of Examiners of Electrical Contractors
Fire Alarm, Burglar Alarm & Locksmith Advisory Committee

Surety Bond Form

Bond No. _____

Know all these men by these presents, that we,

_____
of the City of County of and State of

Principal, and _____, a Surety company duly authorized to transact business in the State of New Jersey, as Surety, are held and firmly bound unto the **State of New Jersey**, its municipal successors and assigns, in the just and true sum of **($_____) dollars**, lawful money of the United States of America, to which payment well and truly made, we do hereby bind and obligate ourselves, our and each of our heirs, executors, administrators, successors and assigns, jointly and severally firmly by these presents.

Sealed with our seals and dated this _____day of _____ , _____

The condition of this obligation is such, that

whereas the above bounden _____ Principal, has appeared before the Board of Examiners of Electrical Contractors and the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee, of the State of New Jersey and has been licensed as a(n) _____under the provisions of "P.L. 1997, c.305, N.J.S.A. 45:23A et seq." and amendments thereto and in consideration of the representations made in the application, the said Principal has been licensed as a(n)_____ in the State of New Jersey and has agreed to comply with the aforesaid statute and amendments that may be adopted by the Board of Examiners of Electrical Contractors and the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee.

Now therefore, if the said

Principal shall truly, properly and satisfactorily perform the duties prescribed for alarm contractors and locksmiths under the terms of the aforesaid act and amendments thereto and comply with the aforesaid statute and amendments that may be made thereto and all rules and regulations which may have been or may be adopted by the Board of Examiners of Electrical Contractors and the Fire Alarm, Burglar Alarm and Locksmith Advisory Committee, then this obligation to be void, otherwise to be and remain in full force and virtue.

The term of this bond is from _____to January 31, 2020.

It is mutually understood and agreed between all parties hereto that if the Surety shall so elect, this bond may be cancelled by giving thirty (30) days notice in writing to the said Obligee and this bond shall be deemed cancelled at the expiration of said thirty (30) days, the said Surety remaining liable for all or any act or acts covered by this bond, which may have been committed by the Principal up to the date of such cancellation, under the terms, conditions and provisions of this bond.

Signed, sealed and delivered in the presence of

By _____
Witness

_____
Principal

Affix seal here