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COMMISSIONER OF LABOR

**ALARM AND LOCKSMITH LICENSING PROGRAM
FREQUENTLY ASKED QUESTIONS**

1. How do I become licensed?

- Each applicant must complete an Alarm and Locksmith Application for the particular categories they want to obtain a license in and submit with the appropriate fee. Each new applicant to the industry must also submit two (2) completed fingerprint cards along with a copy of current driver license or other state issued ID from place of residence and a copy of Social Security card (or) unexpired passport (or) W2 from current employer. **IF YOU CURRENTLY HOLD AN ALARM AND LOCKSMITH LICENSE AND PREVIOUSLY HAD YOUR FINGERPRINTS DONE THESE DO NOT NEED TO BE RESUBMITTED.** Manager applicants will also need to submit the required experience pursuant to the Alarm and Locksmith Regulations. This experience may be submitted using the Certification of Experience form located on the website at www.labor.ok.gov. Highlight on Services, Alarm, Locksmith & Fire Sprinkler Licensing and then go to bottom of page for Forms. New companies will need to submit the completed Company Application, application fee of \$250.00 and also provide two (2) completed fingerprint cards for each individual who owns 25% or greater of the company. (If the owner(s) have already had their fingerprints done this does not need to be redone.)

2. Do I have to test for licensure?

- The only categories that **do not** require state testing or NICET Certification (Fire Sprinkler) are the individuals applying for trainee and for monitoring manager licensure. In addition, the fire sprinkler technician may obtain licensure by either submitting current NICET III or higher in the subfield of Inspection and Testing of Water-based Systems or by taking and passing the fire sprinkler technician state exam. All testing is done offsite through various approved Career Tech facilities. Once the application for testing has been approved an original, embossed letter from the Oklahoma Department of Labor will be provided to the applicant for each category of testing requested. The letter(s) along with the applicant's driver license or other state issued ID will need to be submitted at the chosen Career Tech facility prior to testing. The applicant will have sixty (60) days from the date of the letter to accomplish the testing. If the testing is not done within this 60-day period a \$50 retest fee will need to be paid. In addition, any tests not passed will require a \$50 retest fee (\$50 per retest application not per category). **PLEASE NOTE: NO DUPLICATION OR COPY OF THE LETTERS WILL BE ALLOWED FOR SUBMISSION AT THE TESTING SITES.**
- For study material information, go to www.okhcp.com. Highlight on Alarm & Locksmith then click on the appropriate category listed under Candidate Resources. Only the following code books will be allowed in the testing area: original bound NFPA 72, NFPA 70, NEC, NFPA 101, and IBC. For fire sprinkler exams, the following original bound code books are allowed: NFPA 13, NFPA 13R, NFPA 13D, NFPA 24, and NFPA 25. PLEASE NOTE: each test may also include questions concerning the Alarm and Locksmith Regulations and Act which can be downloaded off the website for review **BUT NOT ALLOWED IN THE TESTING AREAS.** Highlight on Services and click on Alarm, Locksmith & Fire Sprinkler then select Alarm, Locksmith and Fire Sprinkler Administrative Rules.

3. How do I renew my license?

- The license can be renewed by coming to the Department of Labor located at 3017 N Stiles, Suite 100 in Oklahoma City. When renewing the following must be submitted: the completed renewal form with the appropriate renewal fee, a copy of the licensee's driver license or other state issued ID from place of residence. At the time of submission, the licensee's photograph will also be taken (if photograph not already taken and stored on ODOL system). For all approved walk-in renewals the license will be generated and hand delivered at that time. If the licensee's photograph has already been taken a licensee can submit the required documentation and renewal fee by mail for processing. All licenses for approved renewals will then be sent to the licensee via mail. (NOTE: If submitting my mail please allow two (2) weeks for processing.)

4. Can I renew online?

- At this time, this option is not available.

5. Can I renew over the phone?

- No, you will need to provide an application with the required documentation and fee either in person or by mail.

6. What do I need to send with my application? (either renewal or new)

- Please refer to #1 and #3 above

7. What forms of payment do we accept?

- We accept cash, MasterCard, Visa, American Express, Discover, money order, cashier's check or check payable to ODOL.

8. How long is my license valid?

- It will expire at the end of your birth month.

9. How often do I need to get my picture taken?

- You will need to appear in person every 10 years for a new photo.

10. What forms of identification are acceptable?

- Current, unexpired Driver License or other form of state issued ID from place of residence AND either Social Security card (or) W2 from most current employer (or) unexpired passport.

11. Where do I need to go to have my picture taken?

- Oklahoma Department of Labor, 3017 N Stiles, Suite 100 Oklahoma City, OK or at any of the approved weld test facilities located on the website at www.labor.ok.gov. Highlight on Services and Alarm, Locksmith and Fire Sprinkler Licensing and then click on Processing Sites.