



South Carolina Department of Labor, Licensing and Regulation
SOUTH CAROLINA CONTRACTOR'S LICENSING BOARD

110 Centerview Drive, Columbia, SC 29210
PO Box 11329, Columbia, SC 29211-1329
Telephone (803) 896-4686 Fax (803) 896-4814
www.llronline.com/pol/contractors



Burglar/Fire Alarm REGISTERED EMPLOYEE Instructions
Document 126

REGISTERED EMPLOYEE Definition (SC Code of Laws, Section 40-79-20(A)(15)):

A **registered employee** is an individual of an alarm system business who has not met the requirements of a "qualifying party" and is employed more than thirty days in any given calendar year.

REGISTERED EMPLOYEE Requirements (SC Code of Laws, Section 40-79-220(A)(4), (C)(1-5)):

All registered employees who have access to the licensee's client records must be registered with the department within thirty working days of employment within the branch office.

All employees of a licensed alarm business that meet the definition of registered, as provided in Section 40-79-20, must be registered by the department. The licensee must conduct a **criminal background check** (CBC) of any applicant for employment and report the results to the department in conjunction with the registration process. The department must be notified by the licensee of each employee required to be licensed **within thirty days** of employment along with the results of the criminal background check. An employee must not have access to the burglar alarm client's records until the license applicant or licensed entity verifies that the employee has not been convicted of a crime listed in Section 40-79-130 and documents in the employee's personnel file that the individual meets SC registration requirements. If the employee has been convicted of a crime listed in Section 40-79-130, in order to be registered the individual must appear before the board and present evidence satisfactory to the board, in its discretion, as to the individual's fitness and qualifications for registration.

The department must be notified in writing by the licensee and registered employee of termination of employment for any registered employee within thirty days after termination. If the registered employee fails to notify the department within thirty days, the department shall immediately cancel the registration of the employee. Failure of the licensee and registered employee to notify the department of the termination of the employee within thirty days may result in disciplinary action for violation of this chapter.

A licensee may employ, without registering under this section, administrative, monitoring, or customer service personnel working temporarily within this State for a period not to exceed thirty consecutive days. These employees must not have access to the alarm business system's client's records until the licensed entity verifies that the employee has not been convicted of a crime listed in Section 40-79-130 and documents in the employee's personnel file that the temporary administrative, monitoring, or customer service employee meets SC registration requirements. These employees do not have to be registered with the department. Any administrative or customer service personnel working over thirty consecutive days must be registered.

A licensee may temporarily employ in this State, without registering under this section, an alarm technician who is registered in another state for a period not to exceed ninety days in any given calendar year if the licensed entity verifies that the employee has not been convicted of a crime listed in Section 40-79-130 and documents in the employee's personnel file that the temporary alarm technician meets SC registration requirements. This employee does not have to be registered with the department. A temporary alarm technician working over ninety days in a calendar year must be registered.

Monitoring personnel for a licensed entity located within this State that are solely engaged in burglar alarm monitoring do not have to be registered with the department, if the licensed entity verifies that the employee has not been convicted of a crime listed in Section 40-79-130 and documents in the employee's personnel file that the employee meets SC registration requirements.

A CRIMINAL BACKGROUND CHECK (CBC) MUST BE SUBMITTED WITH THIS APPLICATION FOR ALL STATES THE APPLICANT HAS RESIDED IN THE PAST 10 YEARS (transferring applicants must submit a CBC if they have not been employed and registered with an alarm company within the last 90 days).

In-state applicants: contact SLED-Criminal Records, 4400 Broad River Rd Columbia SC 29210; www.sled.state.sc.us; 803-896-7165.

Out-of-state applicants: contact your state law enforcement agency or a national criminal background check agency.



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FOR OFFICE USE ONLY

- CBC verified/ok _____
- CBC issue/docs scanned

FOR OFFICE USE ONLY

- Registered Employee#: _____
- Registered Date: _____

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Burglar/Fire Alarm Business – New Registered Employee Application

- NEW EMPLOYEE TRANSFERRING EMPLOYEE (include a criminal background check if you have not been employed and registered with a SC alarm company within the last 90 days)

Burglar Alarm Co. License No.: _____ Fire Alarm Co. License No.: _____ Branch Office? Yes No

1. Alarm Business Name: _____

Business Address: _____
Street, City, State, Zip County (S.C. only)

Mailing Address: _____
Street, City, State, Zip County (S.C. only)

2. Employee Name: _____ Home Phone: _____
Full Name

3. Home Address: _____
Street City, State, Zip County (S.C. only)

4. Date of Birth: _____ 5. Social Security No.: _____

6. Drivers License No.: _____ State issued: _____

7. a) Has the employee been convicted of a felony; or a crime involving the sale, manufacture, or distribution of a controlled substance, drug, or narcotic in the last ten years; or involving unlawful breaking or entering, burglary, or larceny or of an offense involving moral turpitude in the last ten years? "Conviction" means the entry of a plea of guilty or *nolo contendere* or a verdict rendered in open court by a judge or jury.

No Yes* NOTE: SECTION 40-79-110(A)(22): The board may impose disciplinary action upon a licensee if found guilty of allowing an individual to work in the licensee's alarm business who has access to a client's residence or business and cannot meet the criminal background check requirements. It is the responsibility of the business alarm company/licensee to submit a new criminal background check upon the conviction of a crime of a registered employee.

b) Does the employee have any outstanding monetary judgments related to the alarm business?

No Yes*

c) Is the employee currently under sentence, including probation or parole, for a felony, crime of moral turpitude, or other criminal violation committed while engaged in or related to any aspect of the business of contracting.

No Yes*

d) Do other alarm companies currently employ the employee?

No Yes - Company(ies) Name: _____

* All "Yes" answers must be accompanied with a written explanation and supporting legal documentation, i.e. court documents stating the disposition of the case, payment arrangement correspondence, documentation disputing the case, etc.

I hereby certify that the information concerning me submitted in this application and/or registration form is true and correct to the best of my knowledge and gives my permission for any and all information contained herein to be verified.

Signature of Registered Employee Title of Position Date

Signature of President or Manager Date

INSTRUCTION SHEET FOR COMPLETING AFFIDAVIT OF ELIGIBILITY

CHECK box 1:

If you are a United States Citizen by birth or naturalization

CHECK box 2:

If you are a Legal Permanent Resident and you are not a U.S. Citizen, but are residing in the U.S. under legally recognized and lawfully recorded permanent residence as an immigrant.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

CHECK box 3:

If you are a Qualified Alien. You are a Qualified Alien if you are:

An alien who is lawfully admitted for residence under the INA.

An alien who is granted asylum under Section 208 of the INA.

A refugee who is admitted to the United States under Section 207 of the INA.

An alien who is paroled into the United States under Section 212(d)(5) of the INA for a period of at least 1 year.

An alien whose deportation is being withheld under Section 243(h) of the INA (as in effect prior to April 1, 1997) or whose removal has been withheld under Section 241(b)(3).

An alien who is granted conditional entry pursuant to Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

An alien who is a Cuban/Haitian Entrant as defined by Section 501(e) of the Refugee Education Assistance Act of 1980.

An alien who has been battered or subjected to extreme cruelty, or whose child or parent has been battered or subject to extreme cruelty.

PROVIDE A COPY OF ALL IMMIGRATION DOCUMENTS.

ACCEPTED IMMIGRATION DOCUMENTS:

Unexpired Reentry Permit (I-327)

Permanent Resident Card or Alien Registration Receipt Card With Photograph (I-551)

Unexpired Refugee Travel Document (I-571)

Unexpired Employment Authorization Card Which Contains a Photograph (I-766)

Machine Readable Immigrant Visa (with Temporary I-551 Language)

Temporary I-551 Stamp (on passport or I-94)

I-94 (Arrival/Departure Record) in Unexpired Foreign Passport

I-20 (Certificate of Eligibility for Nonimmigrant, F-1, Student Status)

DS2019 (Certificate of Eligibility for Exchange Visitor, J-1, Status)

AFFIDAVIT OF ELIGIBILITY PAGE: TO BE COMPLETED BY QUALIFIER (QP); QP MUST SUBMIT COPY OF SOCIAL SECURITY CARD AND VERIFIABLE PICTURE ID, i.e. DRIVER'S LICENSE. IF YOU ARE UNABLE TO PROVIDE A COPY OF YOUR CARD, CONTACT YOUR LOCAL SOCIAL SECURITY OFFICE FOR A FREE COPY. IF YOU HAVE TO WAIT FOR THE CARD, SUBMIT A COPY OF THE APPROVAL LETTER FROM THE SOCIAL SECURITY OFFICE VERIFYING YOUR SOCIAL SECURITY VALIDITY.

Social Security APPLICATION: www.socialsecurity.gov/forms/ss-5.pdf

Social Security OFFICE LOCATOR: <https://secure.ssa.gov/ICON/main.jsp>

Social Security PHONE#: 1-800-772-1213



STATE OF SOUTH CAROLINA
DEPARTMENT OF LABOR, LICENSING AND REGULATION
VERIFICATION OF LAWFUL PRESENCE IN THE UNITED STATES
AFFIDAVIT OF ELIGIBILITY



Pursuant to Section 8-29-10, *et seq.* of the South Carolina Code of Laws (1976, as amended), the Department of Labor, Licensing and Regulation must verify that any person who applies for a South Carolina license is lawfully present in the United States. Complete and sign this affidavit of eligibility. The information provided is subject to verification.

Section A: LAWFUL PRESENCE in the United States.

The undersigned _____, of _____
(Print clearly First, Middle, and Last name) (Home Address, City, State, and Zip Code)
being first duly sworn deposes and states as follows:

Check only one box:

1. I am a United States citizen; or

2. I am a Legal Permanent Resident of the United States eighteen years of age or older; or

3. I am a Qualified Alien or non-immigrant under the Federal Immigration and Nationality Act, Public Law 82-414, eighteen years of age or older, and lawfully present in the United States.

4. Other: _____ Please submit any documentation that supports this status.

Date of Birth: _____

Alien Number: _____ I-94 Number: _____

(If you checked number 2, 3, or 4 you must attach a copy of your immigration documents. See instruction sheet for a list of accepted immigration documents.)

Section B: ATTESTATION.

I understand that in accordance with section 8-29-10 of the South Carolina Code of Laws, a person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall, in addition to other sanctions imposed by this State or the United States, be guilty of a felony, and upon conviction must be fined and/or imprisoned for not more than 5 years (or both).

I understand that the representations made in this Affidavit shall apply through any license(s) or renewals issued, and that I shall have an affirmative duty to immediately advise the Department of Labor, Licensing and Regulation of any change of my immigration or citizenship status.

I swear and attest the information contained herein is true and correct to the best of my knowledge. I understand that under South Carolina law, providing false information is grounds for denial, suspension, or revocation of a license, certificate, registration or permit.

Signature of Affiant

SWORN to before me this _____ day of _____, 20____

Notary Signature

Print Name

Notary Public for _____

My Commission Expires: _____