



Instructions for Locksmith Registration

Definitions

- **“Locksmith”** means the inspection, installation, recombination, rekeying service or repair of locks or locking devices.

Application Fee:

- A check or money order in the amount of **\$200.00** made payable to “Treasurer, State of Connecticut” must accompany the completed application. The fee is non-refundable or non-transferable. Once approved, locksmith registrations are non-transferable or assignable. All registrations expire biennially on **December 31st** of every even-numbered year.

Criminal Records Check:

- The following documentation **must be attached and submitted with the application**. Do not submit the application until you are able to provide these record checks.
 1. A Criminal History Record report from the State of Connecticut, State Police Bureau of Identification, 1111 Country Club Rd., Middletown, CT 06457. The form is available at <http://www.ct.gov/despp> Select "CT Only Criminal Conviction History Record Search (Name/DOB Search will provide a copy only if a record exists)".

Exemptions:

- The following persons shall be exempt from registration as a locksmith, but only if the person performing the service does not hold himself or herself out to the public as a locksmith:
 - A) persons employed by a state, municipality or other political subdivision, or by any agency or department of the government of the United States, acting in their official capacity;
 - B) automobile service dealers who service, install, repair or rebuild automobile locks;
 - C) retail merchants selling locks or similar security accessories or installing, programming, repairing, maintaining, reprogramming, rebuilding or servicing electronic garage door devices;
 - D) members of the building trades who install or remove complete locks or locking devices in the course of residential or commercial new construction or remodeling;
 - E) employees of towing services, reposessors, or an automobile club representative or employee opening automotive locks in the normal course of his or her business. The provisions of this section shall not prohibit an employee of a towing service from opening motor vehicles to enable a vehicle to be moved without towing, provided the towing service does not hold itself out to the public, by directory advertisement, through a sign at the facilities of the towing service or by any other form of advertisement, as a locksmith;
 - F) students in a course of study in locksmith programs approved by the department;
 - G) warranty services by a lock manufacturer or its employees on the manufacturer's own products;
 - H) maintenance employees of a property owner or property management companies at multifamily residential buildings, who service, install, repair or open locks for tenants;
 - I) persons employed as security personnel at schools or institutions of higher education who open locks while acting in the course of their employment;
 - J) licensed electrical contractors or journeypersons who service, install or repair electronic locks, access control devices or other similar locking devices that connect to an electronic security system.

Return your completed application, documentation and applicable fee to:

 **Department of Consumer Protection**
License Services Division
450 Columbus Blvd, Ste. 801
Hartford, CT 06103

STATE OF CONNECTICUT
DEPARTMENT OF CONSUMER PROTECTION
 License Services Division
 450 Columbus Blvd, Ste. 801
 Hartford, CT 06103
 Email: dcp.licenseservices@ct.gov
 To apply online visit: www.ct.gov/dcp/apply



For Official Use Only

Application for Locksmith Registration

The individual applying for registration must complete this form. A check or money order in the amount of **\$200.00** made payable to "**Treasurer, State of Connecticut**" must accompany this application. The fee is non-refundable and non-transferable. Return your completed application and fee to the address indicated above. All registrations expire biennially on December 31st of every even-numbered year.

Applicant Information			
First Name	Middle Initial	Last Name	
Residence Street Address		City	State Zip Code
Telephone Number	Email Address		
Social Security Number	Date of Birth	Driver's License Number and State Issued	
1. Have you ever been convicted of a felony crime? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a detailed statement providing the date(s), nature of conviction(s), where the case(s) were decided and a description of the circumstances.			
2. Have you filed a Trade Name Certificate at the Town Clerk's Office where your business is located? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. Have you attached the original criminal history/background check performed by the Connecticut State Police Bureau of Investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Business Information			
Business Name (if applicable)			
Business Street Address		City	State Zip Code
Telephone Number	Email Address		

Please check (✓) preferred address for mailing: <input type="checkbox"/> Residence <input type="checkbox"/> Business <input type="checkbox"/> Other as indicated below			
Address	City	State	Zip Code

Notarization			
<p>I hereby affirm that the answers given in this application are true to the best of my knowledge and belief. I fully understand that if I knowingly make a statement that is untrue and which is intended to mislead the Commissioner of Consumer Protection or any person designated by the commissioner in the performance of their official function, I will be in violation of Section 53a-157b of the Connecticut General Statutes.</p>			
Signature of Applicant		Date	
Subscribed and sworn to before me, this _____ day of _____ 20 _____			
Signature of Notary Public, Justice of the Peace, Commissioner of Superior Court		My Commission Expires	