



Locksmith Company and Locksmith Employee Fact Sheet

Locksmith Company – Requirements for Licensure

A locksmith operates a business that installs, repairs, opens or modifies locks, or that originates keys for locks. (An individual who simply duplicates existing keys is not considered a locksmith.)

An individual, partnership, or corporation seeking a license as a locksmith must specify in the application the individual who will manage the business on a day-to-day basis. (An owner, partner, or corporate officer may serve as the manager, or may hire someone to fill this role.) In order to obtain the company license, each individual applicant, partner, or corporate officer must undergo a criminal history background check through the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) to be evaluated on an individual basis.

To apply for a Locksmith Company license you must:

- Submit the application for licensure¹ along with the application and license fee²
- Undergo a criminal history background check through the California Department of Justice (DOJ) and Federal Bureau of Investigation

ALERT: Per FBI guidelines, you must submit your application to the Bureau before completing the Live Scan. To prevent application processing delays, keep a copy of the Live Scan form, which must include the ATI number and the signature of the Live Scan Operator. For more information on the Live Scan process and the associated fees, visit the Bureau's website³

- Submit two recent passport-quality photographs
- For a license under a fictitious business name, the application shall include a certified copy of the fictitious business name statement filed with the County Clerk.

How to submit your application:

- Online through BreEZe⁴: The Bureau recommends submitting and paying for your application online as it bypasses the Cashiering Office, which can reduce the processing time by up to two weeks.

¹ https://www.bsis.ca.gov/forms_pubs/lco_app.pdf

² https://www.bsis.ca.gov/forms_pubs/newfees.pdf

³ https://www.bsis.ca.gov/forms_pubs/livescan/index.shtml

⁴ <https://www.breeze.ca.gov/>

- By mail: submit all required documents and payment(s)² to:
Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-9002

If approved for licensure as a Locksmith Company, you will receive a copy of the Locksmith Act with your license⁵.

Note: If the company performs work at a single site that exceeds \$500, a contractor's license is also required (C-28/C-61/D-16). For more information, contact the Contractors' State License Board at (916) 255-3900 or (800) 321-2752 or visit their Web site: www.cslb.ca.gov.

Note: Local government may require a business permit.

Locksmith Employee – Requirements for Licensure

To be eligible to apply for registration as a locksmith employee, you must meet the following requirements:

- Undergo a criminal history background check through the DOJ and the FBI
ALERT: Per FBI guidelines, you must submit your application to the Bureau before completing the Live Scan. To prevent application processing delays, keep a copy of the Live Scan form, which must include the ATI number and the signature of the Live Scan Operator. For more information on the Live Scan process and the associated fees, visit the Bureau's website⁶.
- Submit your completed *Application for Locksmith Employee Registration*⁷ and registration fee⁸

How to submit your application:

- Online through BreEZe⁹: The Bureau recommends submitting and paying for your application online as it bypasses the Cashiering Office, which can reduce the processing time by up to two weeks.
- By mail: submit all required documents and payment(s)⁶ to:
Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-9002

Once you have submitted your application and appropriate fees, you will be issued a 120-day temporary registration. (Individuals who have been convicted of any crime will not be issued a temporary registration.)

"Protection of the public shall be the highest priority for the Bureau of Security and Investigative Services in exercising licensing, regulatory and disciplinary functions. Whenever the protection of the public is consistent with other interests sought to be promoted, the protection of the public shall be paramount."

⁵https://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=BPC&division=3.&title=&part=&chapter=8.5.&article=

⁶ https://www.bsis.ca.gov/forms_pubs/livescan/index.shtml

⁷ https://www.bsis.ca.gov/forms_pubs/loc_initial.pdf

⁸ https://www.bsis.ca.gov/forms_pubs/newfees.pdf

⁹ <https://www.breeze.ca.gov/>