

LOCKSMITH LICENSING PROGRAM  
**REPORT OF EMPLOYEE**

FOR AUTHORIZATION TO PROVIDE LOCKSMITH SERVICES ON BEHALF OF A LICENSED LOCKSMITH BUSINESS

**SECTION 1. INSTRUCTIONS FOR APPLICANTS**

1. The applicant owner/designee and employee must complete this form. All information must be typewritten or clearly printed in ink. Incomplete forms will not be accepted. Mail the completed form to the address shown at the top of the page. Emailed forms are also acceptable.
2. The applicant owner/designee must submit a separate form for each prospective employee.
3. The applicant owner/designee must submit a passport-sized photo of each prospective employee.
4. As an employee of a licensed locksmith business who will be providing locksmith services on behalf of the business, you are required to apply to the Criminal Justice Information System Central Repository (CJIS) for a Federal and State criminal history records check. Upon receipt of the results of the background check, you will be advised whether there are any issues identified that may disqualify you from employment.
5. **Employee changes must be reported to the Program within 10 days.**

**SECTION 2. BUSINESS INFORMATION**

Applicant Owner/Designee's Name: \_\_\_\_\_  
LAST FIRST MI

Business Name: \_\_\_\_\_ License Registration # \_\_\_\_\_

Trade As or Doing Business As:  
(if necessary) \_\_\_\_\_

Fixed Business Address: \_\_\_\_\_

\_\_\_\_\_  
City AND County State Zip code

Add the following technician to my license: \_\_\_\_\_

Applicant Owner/Designee's Signature: \_\_\_\_\_



**SECTION 5 ADDITIONAL INSTRUCTIONS AND INFORMATION**

Digital fingerprint services ARE NO LONGER available at the offices of the Department of Labor. Digital fingerprint service locations are available through the CJIS CENTRAL REPOSITORY. Go to the website <http://dpscs.state.md.us> to find a location closest to you (search under “Find a Service,” to find both “Fingerprinting” and “Background Checks”).

PLEASE NOTE: This Report of Employee Form will be retained on file with the Department of Labor. After the Department of Labor receives and reviews both the Federal and State criminal history records reports, your employer will be notified of your eligibility for employment pursuant to Section 12.5-203 Business Regulation Article, Annotated Code of Maryland.

MARYLAND LOCKSMITH LICENSING PROGRAM  
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OFFICE USE ONLY  
APPROVED:   
DENIED:   
DATE: \_\_\_\_\_

