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## GENERAL INFORMATION – LOCKSMITH LICENSING PROCESS

**PLEASE BE AWARE OF THE FOLLOWING WHEN FILING AN APPLICATION TO BECOME A LICENSED LOCKSMITH BUSINESS IN THE STATE OF MARYLAND:**

- 1) **LICENSE FEE**: Do not send a fee with your application. If your application is approved, you will be notified, and an invoice for your license in the amount of \$225 will be mailed to you for payment. Your license will be mailed to you upon receipt of the \$225 license fee.
- 2) **YOUR APPLICATION**: The owner of a business or the owner's designee may apply on behalf of the business. Take the time to ensure that you have answered **all** of the questions on the application and have signed it. Include a passport-size photograph (taken within 6 months) of the owner of the business and each employee. Incomplete applications will add significant time to the approval process. **Corporations: Do not forget to send a copy of your Articles of Incorporation and Certificate of Good Standing along with your application. If your business is not operating as a corporation, please provide SDAT documentation for your trade name registration. For more information about this go to the Department of Assessments and Taxation "Starting a new business" at <http://www.dat.state.md.us/sdatweb/checklist.html>**
- 3) **BACKGROUND CHECK**: The owner of the business and each employee must undergo a State and Federal criminal background check by providing fingerprints. To be fingerprinted, complete the **Department of Public Safety and Correctional Services CJIS – Central Repository Livescan Pre-Registration Application (available from the LABOR website: <http://www.labor.maryland.gov/license/locksmiths/lockapply.shtml>)** and take it with you to your chosen fingerprinting location. The results will be provided to the Department. Disclosure of a conviction is not an automatic bar to licensure. Each reported conviction will be reviewed according to considerations set forth in the Maryland Locksmith Act.
- 4) **FINGERPRINTING**: Fingerprints are now only taken by digital means. **LABOR IS NO LONGER A FINGERPRINTING LOCATION.** Digital fingerprint locations are available throughout the State, which may be more convenient for your use. For locations, fees, and details, consult the Public Safety and Correctional Services website: <https://www.dpscs.state.md.us/publicservs/fingerprint.shtml>. Under "Find a Service", see both "Fingerprinting" and "Background Checks".

- 5) **LOCKSMITH EMPLOYEES**: Employees who provide locksmith services on behalf of a licensed locksmith business must be cleared for continued employment by undergoing a criminal background check. A separate “**Report of Employee**” form (available online at <http://www.labor.maryland.gov/license/locksmiths/lockapply.shtml>) must be completed for each covered employee. **Remember, only employees doing actual locksmith work are bound by this requirement.**
- 6) **INSURANCE CERTIFICATE**: Make sure you provide the “**Notice to Insurance Carriers**” (available online at <http://www.labor.maryland.gov/license/locksmiths/lockapply.shtml>) to your carrier. The certificate received by DLLR must name the “State of Maryland Locksmith Licensing Program” as the certificate holder.
- 7) **FIXED BUSINESS ADDRESS**: Under Maryland Law, you must have a fixed business address to obtain a locksmith license. The following do not qualify as a fixed business address: a hotel or motel room, a motor vehicle, or a post office.