



South Carolina Department of Labor, Licensing and Regulation  
**South Carolina Contractor's Licensing Board**  
 110 Centerview Dr. • Columbia • SC • 29210  
 P.O. Box 11329 • Columbia • SC • 29211  
 Phone: 803-896-4686 • [Contact.CLB@llr.sc.gov](mailto:Contact.CLB@llr.sc.gov) • Fax: 803-896-4814  
[llr.sc.gov/clb](http://llr.sc.gov/clb)

**2024-2026 BURGLAR AND FIRE ALARM CONTRACTOR RENEWAL APPLICATION  
 (Doc. 140)**

**Renewal Instructions/Requirements:**

- Check or money order only (no cash) in the amount of the renewal fee made payable to SCCLB. (All fees are non-refundable. A returned check fee of up to \$30, or an amount specified by law, may be assessed on all returned funds.)
- Mail all items to the address above. (Use PO Box for regular mail; use street address for overnight mail.)
- A current **Certificate of Liability Insurance** (minimum amount \$100,000) must be on file with this office before the license can be renewed, indicating the SC Contractor's Licensing Board as the "Certificate Holder" on the form.
- If the licensee's Federal ID# or legal organization has changed since its last renewal, and it has not already filed a new initial application on Doc. #130, it may not renew the existing license and must complete Doc. #130.

FOR BOARD USE ONLY	
Check No.	
Amount Paid	

**Renewal Fees: (Check all that apply) You must submit a separate application for each licensed location.**

Renewed by **July 31, 2024**: Main Office: \$200 (Includes 1 primary qualifying party (PQP))  
Branch Office (Burglar Alarm): \$50 (Includes 1 PQP)

- Licenses not postmarked or renewed online by **July 31, 2024**, will be lapsed and the licensee may not engage in the alarm system business.

- Burglar Alarm Main Office (and 1 PQP) - \$200       Fire Alarm Main Office (and 1 PQP) - \$200  
 Burglar Alarm Branch Office (and 1 PQP) - \$50       Each Additional Fire Qualifier: \_\_\_\_\_ x \$10 each  
 Each Additional Burglar Qualifier: \_\_\_\_\_ x \$10 each

- Renewals postmarked **August 1, 2024 – August 30, 2024** will have a late fee of \$100
- Renewals postmarked **August 31, 2024 – September 29, 2024** will have a late fee of \$150
- Renewals postmarked **September 30, 2024 – October 29, 2024** will have a late fee of \$175
- **After October 29, 2024**, the license is cancelled and you must submit an initial application, Doc. #130.

**Total Amount Submitted: \$ \_\_\_\_\_**

**LICENSEE INFORMATION**

Name: \_\_\_\_\_ License No.: \_\_\_\_\_  
 (As it appears on the license)

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 (If different than above)

Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email: \_\_\_\_\_

**CURRENT PRIMARY QUALIFYING PARTY (PQP) AND QUALIFYING PARTY (QP) INFORMATION**

PQP		
PQP Qualifier Full Name	Certificate No.	Location and Position with Company
QPs (other than PQP)		
Qualifier Full Name	Certificate No.	Position with Company

**REGISTERED EMPLOYEES (BURGLAR ALARM LICENSES ONLY)**

Your list of “Registered Employees” can be viewed online at:

<https://verify.llronline.com/LicLookup/LookupMain.aspx>. To add employees, go to <https://llr.sc.gov/clb/renewals.aspx>, and select [Document #126](#) – Add Registered Employee Application form. To delete employees, please use [Document #127](#).

**Check one of the following:**

- I have reviewed the Registered Employees online and they are correct as listed.
- I have reviewed the Registered Employees online and have made or will make the needed changes to add and/or delete employees (using Document #126 or Document #127).
- I do not have any Registered Employees at this time.

**RENEWAL QUESTIONS**

**All questions must be answered** for the licensed alarm business itself, as well as for the undersigned certifying representative, any PQP, QP, registered employee or other person registered with LLR because of association with the licensed alarm business (“Representative”) for events occurring since the alarm business’ last renewal or revision application, or if no prior renewal or revision, since the alarm business’ initial application.

**For any “Yes” answers:** Complete and submit Document No. 142 “Explanatory Statement of Yes Answers” for each person to whom a Yes answer applies. It can be found here: <https://llr.sc.gov/clb/renewals.aspx>

**Since your initial application, last renewal or revision application, has the licensed alarm business or any representative:**

1. Been convicted of or pled guilty or nolo contendere to a felony?  Yes  No
2. Been convicted of or pled guilty or nolo contendere in the last 10 years to a crime involving the sale, manufacture, distribution, or transportation of a controlled substance, drug, or narcotic, or involving unlawful breaking or entering, burglary or larceny?  Yes  No
3. Currently under sentence, including probation or parole, for a felony or any crime committed while engaged in or related to any aspect of the alarm business?  Yes  No
4. Have any outstanding monetary judgements related to the alarm business?  Yes  No
5. Had a license, certificate or registration to practice a regulated profession or occupation suspended, cancelled, revoked, denied renewal for cause or otherwise been disciplined in this state or any other state, federal or local jurisdiction?  Yes  No
6. Is presently under suspension or on probation by any professional licensing entity in this state or in any other state or jurisdiction?  Yes  No
7. Had a change in lawful presence status in the United States that has not been updated or reported to the Board?  Yes  No

**If yes,** attach an updated [Verification of Lawful Presence form, found here](#).

**AFFIRMATION OF CERTIFYING REPRESENTATIVE**

I certify under penalty of perjury that the individual listed above as a primary qualifying party is a full-time owner, partner, officer, or employed in a full-time management position with the alarm company entity listed on this application and that all statements, answers and representations made in this application, including all supplementary documents submitted with the application, are true and correct to the best of my knowledge after undertaking due diligence to determine their accuracy. I further certify that I am authorized to complete and submit this application on behalf of the alarm company seeking license renewal and I take responsibility for ensuring required additional explanations and documentation will be provided if not already provided with this application.

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Title or Position with Applicant Entity:  General Partner  Managing Partner  
 Sole Owner  LLC Manager  LLC Member  Corporate Officer–Title: \_\_\_\_\_  
 Employed in a Full-Time Management Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PRIVACY STATEMENT**

South Carolina law requires the agency to collect personal information which is only disseminated as required by law. The South Carolina Freedom of Information Act ensures that the public has a right to access appropriate records and information possessed by a government agency. Therefore, some personal information on your renewal application and other documents on file may be subject to public scrutiny or release. The Department collects and disseminates personal information in compliance with The South Carolina Freedom of Information Act, the South Carolina Family Privacy Protection Act and other applicable privacy laws and regulations. Additionally, the Department shares certain information on the application with other governmental agencies for various governmental purposes, including research and statistical purposes.