**NORTH CAROLINA**
**ALARM SYSTEMS LICENSING BOARD**
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## MEMORANDUM - FEBRUARY 2010

**TO:** ASLB Licensees

**FROM:** Terry M. Wright, PPS Director

**SUBJECT:** **UPDATE ON ALARM BOARD MATTERS**

**Registration Fee Increases** - The Board is currently faced with the potential of a budget deficit and has been forced to eliminate eight positions in 2009. Due to the continued decline in applications received, the Alarm Board has determined that it is necessary to increase licensing and registration fees to maintain a positive cash flow. The appropriate revisions have been made to G.S. 74D and the Board's Administrative Rules. The following fee increases will be **effective March 1, 2010:**

- **New Registration Fee** - increase from $40 to $45. This will apply to all applications for new registrations received by the Board on or after March 1st.
- **Renewal Registration Fee** - increase from $40 to $45. This will apply to any registration expiring after March 1st, regardless of the date received at the ASL/PPS office.
- **Duplicate Registration Fee** - remains at $40.
- **Transfer Registration Fee** - remains at $10.
- **Renewal Registration Late Fee** - effective March 1st there will be a $20 fee for each application that is not received prior to the expiration of the application
- **Correctable Errors** - effective March 1st there will be a $10 fee for each reconsideration of a registration permit that has been previously filed with the Board but returned to the licensee or applicant for correctable reasons.
- **New License Fee** - increase from $350 to $375. This will apply to all licenses issued on or after March 1st.
- **License Renewal Fee** - increase from $350 to $375. This will apply to any license expiring after March 1st, regardless of the date received at the ASL/PPS office.

There are several important factors related to the fee changes. In 1992, the North Carolina General Assembly revised G.S. 74D to change the registration period from one year to two years. Although this amendment was made to the statute, the registration fees remained at the one year fee of $20 until 2005. In addition, the Alarm Board staff operates within the Private Protective Services Section of the NC Department of Justice and also performs the administrative duties for the Private Protective Services Board (PPSB). Due to increased costs and the loss of funds as described above, the PPS Board increased both their licensing and registration fees for the private security and private investigative industries as well. Current projections are that the combination of fees by both Boards should sustain the operations of PPS for the present time.

**Email Addresses**

In the future we plan on distributing updates via email and by posting the memorandums on the ASLB website. In September 2008 we had requested that all licensees provide one valid e-mail address so that we could send updates. As of this date only a small percentage of individuals have responded. If you have not responded, please send one valid e-mail address to PPSASL.ncdoj.gov.

**Use Of Updated Applications & Forms**

The ASLB Staff is continuing to receive **outdated** alarm registration applications. This contributes to incorrect information being submitted or information being omitted with the application packet, which contributes to the registration backlog. The alarm registration application is currently available on the web. To ensure that your company is using the most updated registration application you will need to utilize the application that is currently on the ASLB web page. As the statute and rules change, changes will be made to the application and supporting documentation. Therefore, you will need to check the web periodically to ensure you are submitting the most up-to-date application packet. Also, as stated in previous memorandums the registration application is an online fill-able PDF form where the information can be typed in on the computer and then printed for the signatures and then placed with the other corresponding documentation prior to mailing it to the Raleigh office. The application and supporting documentation can be obtained at the below link under forms.

http://ncdoj.gov/About-DOJ/Law-Enforcement-Training-and-Standards/Alarm-System-Licensing/Forms.aspx

**Outdated & Incorrect Fees - Checks & Money Orders**

As stated in the June 2008 memorandum to licensees, staff is experiencing a lot of difficulty with applicants not sending in the correct fees for applications. The incorrect fees may be less than what is required or it may be more than is required. If more than what is required is sent in, then staff has to fill out paperwork to forward to DOJ Financial Services Office so that a refund is issued. Each step is further delaying the registration process. This is especially a problem when one check is sent for 20, 30 or more registration applications. We are requesting that companies send in individual checks for registrants and licensees. If sending individual checks presents a problem for licensees and we continue to experience problems receiving incorrect fees, we do reserve the right to send the entire package back. If incorrect fees are sent in, you will be sent a correctable denial letter and as stated above, as of March 1st there will be a $10.00 fee for each correctable letter associated with each individual application.

Furthermore, Department of Justice Financial Services policy requires that all checks must be received by this agency within 30 days of the date on the check. We have actually received checks that were over two years old. We are asking that licensees take the necessary steps to ensure that we are receiving checks within the 30 day time frame that is required.