



CHECKLIST/INSTRUCTIONS - LOCKSMITH

DEFINITIONS:

LVMC 6.51.040 - Identification

- (A) All business vehicles must clearly identify the name of the business and license number of the locksmith or safe mechanic. The lettering must be at least four inches in height and shall be displayed on at least two surfaces of the vehicle.
- (B) All persons who perform the function of a locksmith or safe mechanic must wear identifiable uniforms during work hours. The uniform must include the name of the business in such a manner that allows a reasonable person to clearly view the business name from a distance of three feet.
- (C) All physical locations except those in residential zones must clearly identify the name and license number of the business on signage on or within one foot of the door of the office using letters that must be at least four inches in height.

LVMC 6.51.007

Locksmith - a person whose occupation consists in whole or in part of repairing or adjusting locks or operating locks by means other than those intended by the manufacturers of the locks.

Safe Mechanic - a person whose occupation consists in whole or in part of repairing, operating, adjusting or changing combinations on safes or vaults.

Key - mechanical, electromechanical, electronic, or electromagnetic device used for operating a lock - includes:

- ♦ a change key or a key designed to operate a specific lock
- ♦ a manipulation key or a key designed so that when variously positioned in the keyways of locks will operate the locks
- ♦ a master key and tryout key
- ♦ a card or other device that contains, stores or transmits code or data

Lock - a mechanical electromechanically, electronic, or electromagnetic device that is designed to control access from one area to another or control the use of a vehicle or device.

NOTE: May be Mobile or Fixed place of business.

*** IMPORTANT ***

Applications are taken by appointment only, Monday through Thursday.

To make an appointment, call (702) 229-1840.

If you are more than 15 minutes late, your appointment will be cancelled.

Incomplete applications will not be accepted.

REQUIRED FORMS

- [Las Vegas Business License Application](#) (Form #BL001)
- [Temporary License Request](#) - Optional - (Form #PL200), not eligible for licenses that require state approval
 - If requesting a Temporary License and have **NOT** resided in the Las Vegas area for the past two (2) years, a police letter from your previous jurisdiction is required.
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)
- [Financial Questionnaire](#) (Form #PL124) and documentation to support sources of funding (e.g. bank statements, tax returns)

OWNERSHIP DOCUMENTS

NOTE: If the ownership structure of the entity applying for the license is made up of other entities (i.e. the member of an LLC is a corporation and another LLC), you are required to supply documents for both LLCs and the corporation as outlined under the entity type.

Trusts:

- Complete Trust Agreement and Amendments
- List of all Trustees

OWNERSHIP DOCUMENTS (Continued)

Corporations:

- Meeting minutes or secretary certificates detailing current officers, directors, and shareholders
- Most recent Annual Report (publicly traded); or
- Most recent Form 10-K filed with SEC (publicly traded)
- Legal document listing stockholders holding more than 10% and/or involved in the day-to-day operation
- Organizational chart of related companies (if applicable)
- If none of the above are available, a notarized affidavit which details shareholders with ownership percentage and officers will be accepted

Limited Liability Companies (LLC):

- Operating Agreement (must include management and membership percentage details)
- Organizational chart of related companies (if applicable)
- If none of the above are available, a notarized affidavit which details managers and members with ownership percentage will be accepted

Partnerships and Limited Partnerships:

- Partnership Agreement
- Organizational chart of related companies (if applicable)
- If a partnership agreement is not available, a notarized affidavit which details the list of partners with ownership percentage will be accepted

SUITABILITY PACKAGE

Suitability package is required for each "Principal" as defined by LVMC 6.02.010 unless they are eligible for a waiver. All hand written forms must be in black ink and in block lettering. Illegible applications WILL NOT be accepted.

- [Personal History Form](#) (Form #PL125)
- U.S. Military Discharge Form DD2214 or equivalent if served in another country, if applicable
- One (1) current photo of head and shoulders, passport size--approximately 2" x 2" (**Must be less than 6 months old**)
- Driver's License or State-issued Identification Card

If born **IN** the United States or abroad to U.S. citizens, provide one of the following:

- Certified copy of Birth Certificate
- Copy of Certification of Birth Abroad

If born **OUTSIDE** the United States or abroad to U.S. citizens, provide one of the following:

- Naturalization Certification
- Copy of Permanent Resident Card
- Employment Authorization Card

Suitability Waiver

- [Principal Waiver General Guideline](#)
- [Waiver of Suitability Request](#) (Form #PL225)
- Driver's License or State-issued Identification Card

OTHER REQUIRED DOCUMENTS

- Filed stamped copy of Certificate of Business Fictitious Firm Name
- Nevada Secretary of State Registration Certificate or Notice of Business Exemption
- Nevada State Sales/Use Tax Permit (copy of permit or proof of application)

OTHER REQUIRED DOCUMENTS (Continued)

- Leased Location:** Properly executed Lease Agreement. Authorized privilege business activity must be included in the use of the premise. Tenant name on the Lease must match the legal entity name used on the business license application. May be contingent on approval of license; or
- Proof of Property Ownership**
- Photos of vehicle exterior signage and uniforms showing decals and identification
- Work Card (if applicable)

FEES: (All fees are non-refundable)

CLV Business Licensing Fees:

- Initial Processing Fee: \$100.00
- Annual License Fee: \$300
- Temporary License Request (optional): \$500.00
- Waiver Request Fee (if applicable): \$100.00 per person

LVMPD Suitability Fees:

- Investigation Fee: \$150.00 per person
- Financial Investigation Fee: \$200 per privilege application

Other Fees:

- If your items need to be notarized, this service can be provided during your appointment for an additional \$5.00 per signature.
- If we make any copies, you will be charged \$1.00 per page