



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.

National American Industry Classification System (NAICS Code): [561622](#)

REQUIRED DOCUMENTS:

- [Las Vegas Business License Application](#) (Form #BL001)
- [Temporary License Request](#) - Optional (Form #PL200)
- [Financial Questionnaire](#) (Form #PL124) and documentation to support sources of funding
- [Responsible Party Acknowledgement Notice](#) (Form #PL233)

Corporations:

- Most recent Financial Statements
- List of stockholders holding more than 10% and/or involved in the day-to-day operation
- List of officers and directors as filed with the Secretary of State
- Most recent Annual Report (publicly traded); or
- Most recent Form 10-K filed with SEC (publicly traded)
- Articles of Incorporation
- Organizational chart of related companies (if applicable)

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.

REQUIRED DOCUMENTS (Continued):

Trusts:

- Complete Trust Agreement and Amendments
- List of all Trustees

Limited Liability Companies (LLC):

- Articles of Organization
- Operating Agreement
- List of members and contributions if not included in Operating Agreement

Partnerships:

- Partnership Agreement
- List of Partners if not in the Agreement
- Organizational chart of related companies (if applicable)

Limited Partnerships:

- Partnership Agreement
- List of Partners and contributions
- Organizational chart of related companies (if applicable)

Suitability package for each "Principal" as defined by LVMC 6.02.010 (Must be completely filled out and typed or printed in INK or application 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

OTHER REQUIREMENTS:

- Location Lease Agreement or proof of property ownership
- Filed stamped copy of Certificate of Business Fictitious Firm Name
- Nevada State Business Registration or Notice of Business Exemption (copy of license or proof of application)
- Nevada State Sales/Use Tax Permit (copy of permit or proof of application)
- Work Card (if applicable)

FEES: (All fees are non-refundable)

CLV Business Licensing Fees:

- Initial Processing Fee: \$100.00
- Annual License Fee: \$300.00
- Temporary License Request (optional): \$500.00
- Waiver Request Fee (if applicable): \$100.00 per person

LVMPD Suitability Fees:

- \$150.00 per person being investigated
- \$200.00 per privilege license

Notary Fees:

- If your items need to be notarized, a license technician can assist you with this during your appointment for an additional \$5.00 per signature.

RELATED LICENSE(S):

- Burglar Alarm Service** - any person or establishment that engages in, conducts or carry on the business of maintaining, servicing, repairing, selling manufacturing, installing or causing to be installed, in or on any building, place or premises, within the City, any device known as a burglar alarm

GENERAL REQUIREMENTS:

- Work Cards are required of all employees who perform the function of a Locksmith or Safe Mechanic, unless that person has completed suitability as a principal or key employee of the business.
- All vehicles must clearly identify the name of the business and the license number. Lettering must be 4 inches in height and on at least 2 surfaces of the vehicle
- All persons who perform the function of locksmith or safe mechanic must wear identifiable uniforms during work hours. Uniform must include the name of the business that allows the business name to be seen from 3 feet
- All fixed locations, except those in residential zones (home based business) must clearly identify the business name and license number on signage on or within 1 foot of the door to the office
- May only advertise under the name on the business license in directories, listings, internet advertisements, online or any other form of advertising

SPECIAL REQUIREMENTS:

- May be a home based business for mobile operation
- No Special Use Permit (SUP) is required.

EXCEPTIONS:

- Applies to both businesses located within the City of Las Vegas and those outside Las Vegas who perform locksmith services.
- Does NOT apply to stores or businesses which sell or install NEW door handles with NEW locks. This applies only to manipulating an existing lock.

***** IMPORTANT *****

Applications are taken by appointment only, Monday through Thursday.

Call **(702) 229-1840** for appointment.

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

Incomplete applications will not be accepted and your appointment will be cancelled.

You will need to call back to reschedule.

Return this Checklist with the original application packet PLUS a copy of the original application packet in the following order:

- Ownership/Officer/Corporate Information Form
- Legal Representation Letter, if applicable
- City of Las Vegas Business License Application
- Request for Temporary License
- Personal History Questionnaire
- Authorization to Release Information
- Birth Certificate, Driver's License, Passport, DD214, Certificate of Naturalization, Permanent Resident Card, Employment Authorization Card
- One (1) current photo of head and shoulders, passport size - approximately 2" x 2" (must be less than 30 days old)
- Work Card, Health Card, Alcohol Awareness Card, if applicable
- Work Card - Fingerprint Application
- Personal Bank Statements, if applicable
- Personal Tax Returns, if applicable
- Alcohol Owner/Management Acknowledgement Notice
- Responsible Party Acknowledgement Notice
- Entertainment Verification Form
- Any license specific Acknowledgements or Addendums (Medical Marijuana, Smoke Shops-Drug Paraphernalia Addendum, etc.)
- Waiver Request(s)
- Privilege License Financial Questionnaire, if applicable
- Business Bank Statements
- Business Tax Returns
- Group together documents as listed on your Checklist/Instructions for Corporations; Trusts; LLC's; Partnerships; Limited Partnerships
- Secretary of State documents; Nevada State Business Registration; Business Fictitious Firm Name; Nevada Sales/Use Tax Permit (proof of application)
- Lease Agreement or proof of property ownership
- Purchase/Sale Agreement
- Transfer of Business License
- Floor Plan
- Participation Agreement (Gaming)
- Special Use Permit

If we make any copies, you will be charged \$1.00 per page.

Notary services are also offered in our office for a fee.