

SECURITY SERVICES AND INVESTIGATORS ACT

FREQUENTLY ASKED QUESTIONS FOR LOCKSMITH SERVICES

Who needs a locksmith licence?

All individuals, businesses and departments providing full locksmith service, regardless of whether they possess restricted tools under the *Criminal Code of Canada* are required to hold a licence under the *Security Services and Investigators Act*.

All locksmiths in Alberta with existing licences must apply for a new licence under the *Security Services and Investigators Act* before June 30, 2010. Old Licences, that have not expired, will be considered valid until a new licence is issued.

What is the difference between the new licence and my old licence?

The old Master Key or Pick licence was issued under the *Criminal Code of Canada* to meet the requirements of sections 351 and 353. The new licence issued under the *Security Services and Investigators Act* recognizes that locksmiths have a critical role to play in public safety and security and establishes industry standards for training, reporting and complaint management.

Do I need a separate licence to meet the Criminal Code requirements?

No, a locksmith licence under the *Security Services and Investigators Act* also meets the requirements for possession and use of restricted tools under the *Criminal Code of Canada*.

Who is exempt from the locksmith licence?

Individuals, businesses and departments providing some locksmith services, where it is not the primary service or job function **may** qualify for an exemption. Applicants must submit a written request to the Registrar to be considered for exemption.

This may include carpenters, alarm installers and some maintenance departments.

If I am exempt from a licence do I have to turn in my lock picks and other restricted tools?

If an individual qualifies for exemption and wishes to continue to possess restricted tools, they must apply for a Restricted Locksmith/Automotive Lock Bypass Tools Licence under the *Criminal Code of Canada*. Application forms are available online at www.securityprograms.alberta.ca and there are submitted to the licensing department. Applicants must undergo a police information and criminal record check. The Alberta Solicitor General does not charge a fee for this licence. Note: police services do charge a fee for police information and criminal record checks.

Can I apply for a licence exemption for my company?

To request an exemption, submit a written request to the Registrar outlining the primary services the company or department provides and how locksmith services relate to the primary services and any restricted tools owned or used by employees. Requests for exemption must be submitted on or after June 1, 2010. Request should be submitted to:

Registrar, Security Programs
Alberta Solicitor General and Public Security
9th Floor, 10365 – 97 Street
Edmonton, Alberta T5J 3W7

*This document was compiled for the information purposes and is subject to change.
For up-to-date information, visit the website at www.securityprograms.alberta.ca.*

Why do I have to get a new license June 1, 2010?

Historically, Master Key or Pick Licences have been issued as requirement under the *Criminal Code of Canada*. This licence was separate from the provincial security program and was limited to possession and the use of restricted tools. The new legislation recognizes locksmiths as a key public security service and requires them to license under the provincial program. As a result, the industry must undergo the new licensing process to be enrolled in the provincial security program.

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When do I have to submit the new application form?

Application forms the *Security Services and Investigators Act* are posted on the website at www.securityprograms.alberta.ca. Application with completed police information and criminal record checks should be submitted to the Licensing Department no later than June 30, 2010.

What are the fees for the new licences?

Locksmith Business Licence	\$500 for a 1 year licence \$1000 for a 2 year licence \$1500 for a 3 year licence
Individual Locksmith Licence	\$160 for a 2 year licence

What do I submit when I renew my licence?

A renewal form will be mailed to each individual and business 3 months prior to the expiration of the licence.

Automotive Lock Bypass Business Licences are to submit the renewal form along with a current, police information and criminal record check and any information which may have changed over the course of the licence term.

This may include items such as updated insurance policy certificate, municipal business licence/permit, etc.

Individual Automotive Lock Bypass Licences are to submit the renewal form along with a current police information and criminal record check, passport photo signed on back by police services, copy of Government issued identification (Birth Certificate, Canadian Citizenship Card, Permanent Resident Card, or Work Permit) and payment.

Contact the Licensing department to discuss further requirements.

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