

**LANCASTER COUNTY, NEBRASKA
LOCKSMITH REGISTRATION APPLICATION
LICENSING FEE: \$5.00**

Please complete the following questions, sign the application, enclose the registration fee and mail to:
Lancaster County Clerk, 555 S. 10th Street, Room 108, Lincoln, NE 68508.

If additional space is needed for any questions, you may attach a separate sheet to the application.
Please contact the County Clerk's Office at (402)441-7484 if you have questions.

Pursuant to Nebraska State Statute §28-1402, "All locksmiths, as defined in section 28-1315, shall be required to hold a valid registration certificate issued by the County Clerk in the county in which the locksmith's business is located." Per §28-1404, "The registration certificate shall remain valid until such time as the name of the individual, the name of the place of business, or the address of the place of business changes. At the time of such change a new registration shall be required."

Please Note: All applications are subject to a criminal records check.

Date: _____ County: _____

Applicant is (check one): Individual Partnership Corporation LLC

Applicant's Full Name: _____ Telephone No: _____

Social Security#: _____ Date of Birth: _____

Applicant's Address: _____

Name of Business: _____

Name(s) of Owner(s): _____

Business Address: _____

Owner's Address: _____

If the applicant is a **corporation** or **limited liability company**, list the names, addresses and titles of the officers of the business.

LANCASTER COUNTY, NEBRASKA LOCKSMITH REGISTRATION APPLICATION

Have you ever been engaged in any kind of locksmith work? Yes No

If yes, when? _____ List the city and state: _____

If in Lancaster County, NE, please include previous license number: _____

Have you ever been licensed in any other county or state as an owner or manager of a locksmith business?

Yes No If yes, list the city and state: _____

EMPLOYMENT HISTORY - List your employment for the last five years:

Name of business _____ Supervisor _____
Address _____
Title _____ Employed from _____ To _____
Description of duties _____

Name of business _____ Supervisor _____
Address _____
Title _____ Employed from _____ To _____
Description of duties _____

Name of business _____ Supervisor _____
Address _____
Title _____ Employed from _____ To _____
Description of duties _____

Name of business _____ Supervisor _____
Address _____
Title _____ Employed from _____ To _____
Description of duties _____

Name of business _____ Supervisor _____
Address _____
Title _____ Employed from _____ To _____
Description of duties _____

LANCASTER COUNTY, NEBRASKA LOCKSMITH REGISTRATION APPLICATION

Has your application for a license as a locksmith ever been refused or revoked? Yes No

If yes, please explain giving exact dates, places and full details.

Have you ever been convicted of any criminal offense or is there any criminal charge against you now pending (other than minor traffic violations)? Yes No **If yes, please explain giving exact dates, places, parties involved, and full details (attach a separate sheet if necessary).**

Please list the names and addresses of three people unrelated to you who can attest to your reputation for honesty and fair dealings.

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

I, _____, hereby state that I am the owner, duly qualified officer, or employee of the above named business and that I have personally prepared the foregoing application, and that I have read and understand Nebraska State Statutes 28-1402 through 28-1405 regarding locksmiths and 28-1315 and 28-1316 relating to locks and keys.

Signature

Date

Full Name (Print Legibly)

Title

LANCASTER COUNTY, NEBRASKA
APPLICANT DISCLOSURE AND AUTHORIZATION FORM
DISCLOSURE REGARDING BACKGROUND INVESTIGATION
(Important - Please read carefully before signing authorization.)

Lancaster County, Nebraska, ("the County") may obtain information about you from a consumer reporting agency in order to process your locksmith license application. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your criminal history, social security verification, motor vehicle records ("driving records"), verification of your employment history or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to locksmith license applicants is an investigation into your criminal history conducted by One Source, The Background Check Company, PO Box 24148, Omaha, NE, 68124; Phone: 1-800-608-3645, or another organization. The scope of this notice and authorization is all-encompassing, however, allowing the County to obtain from any outside organization all manners of consumer reports and investigative consumer reports now and throughout the course of your licensure to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of these documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the County at any time after receipt of this authorization and throughout my licensure, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by One Source, The Background Check Company, PO Box 24148, Omaha, NE, 68124; Phone: 1-800-608-3645, another outside organization acting on behalf of the County, and/or the County itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Printed Full Name

Signature

Date

LANCASTER COUNTY, NEBRASKA LOCKSMITH REGISTRATION APPLICATION

REGISTRATION FEE

The Nebraska locksmith registration certificate fee is \$5.00
and should be included at the time of application.

METHOD OF PAYMENT (check one)

CHECK ENCLOSED (made payable to the Lancaster County Clerk)

DEBIT/CREDIT CARD (see instructions below)

CASH (please do not send cash through the mail)

DEBIT/CREDIT CARD INFORMATION

If you would like to pay the \$5.00 registration fee with a debit/credit card, please fill out the information below and return this form with your application. Please note, the total amount of your debit/credit card transaction will reflect pricing through the Nebraska.gov electronic payment processor. (Total collected: \$5.12)

Name as it appears on card

Billing Street Address

City

State

Zip

Debit/Credit Card Number

Card Type (Visa/MC/AE/Discover)

Expiration Date

CCV Code (3 digits on back of card)

Signature

Date

Name (print legibly)

Office Use Only:

FEE REC'D
LIC. SENT DATE _____

BGC SENT

BGC REC'D
BY _____

NEBRASKA REVISED STATUTES

LOCKSMITHS

§28-1402. Locksmiths; registration certificates; issued by county clerk. All locksmiths, as defined in section 28-1315, shall be required to hold a valid registration certificate issued by the county clerk in the county in which the locksmith's business is located.

Source: Laws 1974, LB 662, s 1; R.R.S.1943, s 28-5, 103, (1975).

§28-1403. Locksmiths; registration certificates; application; contents; fee. The county clerk shall provide the registration certificates upon receipt of a fee of five dollars. Every locksmith shall conspicuously display such certificate in his or her place of business. The application shall be filed in the manner and form prescribed by the Secretary of State, and shall include as a minimum (1) the name and social security number of the applicant, (2) the name of the applicant's business, (3) the address of such place of business, (4) whether the applicant has been convicted of violating the laws of any state, other than minor traffic violations, and (5) the name and address of three individuals who have knowledge of the applicants character, experience, and ability. It shall be the duty of each county clerk to supply each applicant with an application form and to file a copy of each application, which application shall be public information.

*Source: Laws 1974, LB 662, s 2; R.R.S.1943, s 28-5, 104, (1975); Laws 1997, LB 752, s 84.
Effective date September 13, 1997.*

§28-1404. Locksmiths; registration certificates; term of validity. The registration certificate shall remain valid until such time as the name of the individual, the name of the place of business, or the address of the place of business changes. At the time of such change a new registration shall be required.

Source: Laws 1974, LB 662, s 3; R.R.S.1943, s 28-5, 105, (1975).

§28-1405. Locksmiths; registration certificates; failure to acquire; penalty. Any person, firm, or corporation who fails to acquire a valid registration certificate pursuant to the provisions of sections 28-1402 to 28-1405 shall be guilty of a Class IV misdemeanor.

Source: Laws 1974, LB 662, s 4; Laws 1977, LB 41, s 4; R.R.S.1943, s 28-5, 106, (1975).

§28-1315. Locks and keys; terms, defined. As used in section 28-1316, unless the context otherwise requires:

- (1) Change key shall mean a key planned and cut to operate a specific lock;
- (2) Try-out key shall mean a key which may or may not be one of a set of similar keys, each key made to operate a series or group of a total series of locks, the key or keys being constructed to take advantage of unplanned construction similarities in the series of group of locks;

- (3) Wiggle key or manipulation key shall mean a material device which may be variably positioned or manipulated in a lock's keyway until such action develops a condition within the lock which enables the lock to be operated. Wiggle keys or manipulation keys may or may not resemble normally used keys;
- (4) Master key shall mean a key planned and cut to operate all locks in a series or group of locks, each lock having its own key other than the master key for that individual lock only, and each lock constructed as a part of the series or group for operation with the master key. For the purpose of section 28-1316, submaster keys, grand master keys, great grand master keys, emergency keys, and overriding keys are to be considered as master keys;
- (5) Keyed-alike locks shall mean a series or group of locks designed and constructed to be operated with the same change key;
- (6) **Locksmith shall mean a person dealing in the mechanical action and the correct operation of all types of locks and cylinder devices, whose trade or occupation is primarily repairing, opening or closing such locks or devices by mechanical means other than the key designed for that particular mechanism without altering, marring, or destroying the original condition or effectiveness of such mechanism; and**
- (7) Key master or key cutter shall mean a person other than a locksmith, whose primary and only function is the cutting and duplicating of keys.

Source: Laws 1977, LB 38, s 299.

§28-1316. Unlawful use of locks and keys; penalty; exceptions.

- (1) A person commits the offense of unlawful use of locks and keys if he:
 - (a) Sells, offers to sell, or gives to any person other than a law enforcement agency, dealer licensed under the provisions of Chapter 60, article 14, motor vehicle manufacturer, or person regularly carrying on the profession of a locksmith any try-out key, manipulation key, wiggle key, or any other device designed to be used in place of the normal change key of any motor vehicle; or
 - (b) Has in his possession any try-out key, wiggle key, manipulation key, or any other device designed to be used in place of the normal change key of any motor vehicle unless he is a locksmith, locksmith manufacturer, dealer licensed under the provisions of Chapter 60, article 14, motor vehicle manufacturer, or law enforcement agency; or
 - (c) Duplicates a master key for anyone unless written permission has been granted by the person who has legal control of the master key. All master keys shall be stamped with the words DO NOT DUPLICATE. All duplications of master keys shall also be stamped with the words DO NOT DUPLICATE.

- (2) Nothing in subsection (1) of this section shall be construed to make it unlawful if:
- (a) The owner of two or more vehicles possesses a change key that can be used on two or more vehicles that he owns; or
 - (b) Such owner changes the locks on such vehicle so that they are keyed alike; or
 - (c) Any person makes or duplicates the original change keys for such an owner; or
 - (d) Anyone stamps any other type of key with the words DO NOT DUPLICATE.
- (3) Unlawful use of locks and keys is a Class III misdemeanor.

Source: Laws 1977, LB 38, s 300.