STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE
DIVISION OF REGULATORY BOARDS
ALARM SYSTEMS CONTRACTORS
500 JAMES ROBERTSON PARKWAY, 2ND FLOOR
NASHVILLE, TN 37243-1168
TEL: (615) 741-9771 FAX: (615) 532-2965

File #: _____

Xact #: _____

# ALARM SYSTEMS CONTRACTORS
# NOTICE OF TERMINATION AND/OR TRANSFER

**Check one:** ☐ **TERMINATION** ☐ **TRANSFER**

For transfers only, a **$50.00 transfer fee** and **two (2) 1" x 1" color photographs** must accompany this form. **Only licensed qualifying agents and registered employees (those who have received ID badges) may transfer.** Qualifying agents may transfer only while holding an active license. **Applicants whose ID badges have NOT been issued and who go to work for another alarm company must file a new application, with appropriate application fee, completed set of fingerprint cards, and two (2) photos.**

**INFORMATION ABOUT THE INDIVIDUAL WHO HAS TERMINATED OR TRANSFERRED: (INFORMATION REQUIRED)**

Check one: ☐ **3302** - Designated Qualifying Agent ☐ **3302** - Qualifying Agent ☐ **3301** - Registered Employee

| Last Name | First Name | | Middle Name |
|---|---|---|---|
| Home Address | City | State | ZIP Code |
| QA License / Employee Reg. Number | Social Security Number | | Area Code + Home Telephone Number |

**INFORMATION ABOUT THE ALARM COMPANY FROM WHICH THE INDIVIDUAL HAS TERMINATED OR TRANSFERRED: (INFORMATION REQUIRED)**

| Company Name | | | Certification No. |
|---|---|---|---|
| Company Address | City | State | ZIP Code |
| Date of Employment | Date of Termination | Reason for Termination | |

**INFORMATION ABOUT THE ALARM COMPANY THE INDIVIDUAL IS TRANSFERRING TO: (TRANSFERS ONLY)**

| Company Name | | | Certification No. |
|---|---|---|---|
| Company Address | City | State | ZIP Code |
| Telephone No. | Individual's Position / Job Title | | |
| Date of Employment | Name of Supervisor | | |

**AUTHORIZATION: Signature Required for all Terminations and Transfers**

| Printed Name | and | Signature of Designated Qualifying Agent | Date Signed |
|---|---|---|---|

➔ *TO TRANSFER YOU MUST COMPLETE ALL SECTIONS OF THIS FORM* ←

**SEE BACK FOR ALARM SYSTEMS CONTRACTORS POLICIES #28 and #33**

# TENNESSEE ALARM SYSTEMS CONTRACTORS
# TERMINATION – TRANSFER REQUIREMENTS

**Administrative Rule 0090-01-.06(9)(c)**
(c) Before a designated qualifying agent begins to work as an employee of an alarm systems contractor, he or she shall notify his previous employer in writing that he or she is no longer the designated qualifying agent of the previous employer.

**Administrative Rule 0090-01-.06(9)(k)**
(k) A designated qualifying agent shall be responsible for ensuring that notice of transfers and notice of terminations are filed with the Board within **thirty (30)** days of the transfers or terminations of any registered employees or qualifying agents who are employed by the alarm systems contractor.

**New & Amended Rules Effective 08/09/2009**

**POLICY #28** **TRANSFERS, OPEN APPLICATION TRANSFERS, REGISTERED EMPLOYEES WHO WORK FOR MORE THAN ONE COMPANY**

An applicant for Alarm Contractor Employee Registration or Qualifying Agent License is not eligible to transfer to another Alarm Contracting Company while still under application. An applicant for Employee Registration or Qualifying Agent who does not complete the application process to become an active registrant or licensee prior to changing alarm contracting companies will be required to reapply and should submit a new application under the new alarm contracting company employer, along with the appropriate application fees, fingerprint cards, and photos.

Qualifying Agent applicants who, prior to issuance of their license, change from an alarm contracting company to "Independent" or from "Independent" to an alarm contracting company will be eligible to transfer during the application process by submitting a completed transfer form without the $50 transfer fee. This transfer of an Qualifying Agent application will be allowed only one (1) time. Should additional transfer be requested a new application and fees will be required.

Should a company with Active Registered Employees and Qualifying Agents be acquired, and a new application for the company is submitted due to this change in ownership, the new company must submit completed transfer forms with the required $50 transfer fee and photos for the Registered Employees and Qualifying Agents of the previous alarm contracting company whom they intend to keep on staff, and these individuals' license or registration will be transferred to the new company and issued new identification badges.

Should a company with pending applicants for Employee Registration or Qualifying Agent be acquired, and a new application for the company is submitted due to this change in ownership, the new company may submit completed transfer forms without the $50 transfer fee for the applicants of the previous alarm contracting company, and the open applications will be transferred to the new company as applicants.

An "Active" Qualifying Agent or Registered Employee who voluntarily changes employment to another Alarm Contracting Company must submit a completed transfer form, two (2) photos and the required $50.00 transfer fee.

Any Registered Employee who works for more than one alarm contracting company must submit a completed application, with all required documentation and fees, for Employee Registration with each company they are employed by, and a separate identification badge will be issued under each company employer.

*This policy adopted by the Tennessee Alarm Systems Contractors on January 13, 2000.*
*Revised 06/07/01*

*Rev 09/04/09*