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

File #: _____

Xact #: _____

ALARM SYSTEMS CONTRACTORS BOARD
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.** Refer to Policy 28 on reverse.

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 BOARD POLICIES #28 and #33

IN-1464 (2/02)

Clear Form

TENNESSEE ALARM SYSTEMS CONTRACTORS BOARD

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. If an applicant for Employee Registration or Qualifying Agent does not complete the application process and become an active registrant or licensee prior to changing alarm contracting companies they 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.

Should a company with Active Registered Employees or 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 who they intend to keep on staff, and these individual's 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 with the required $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.

Qualifying Agent applicants who file their initial application as Independent will be eligible to transfer to an alarm company during the application process, but will be required to submit a completed transfer form and the $50 transfer fee will be assessed.

An active Qualifying Agent or Registered Employee who changes their employment to another Alarm Contracting Company must submit a completed transfer form and the required $50.00 transfer fee.

Any Registered Employee who works for more than one Alarm Contracting Company must submit an application for Employee Registration with each company they are employed by, and a separate identification badge will be issued under each company employer.

This policy set forth by the Tennessee Alarm Systems Contractors Board on January 13, 2000.

POLICY #33 DESIGNATED QUALIFYING AGENTS TO NOTIFY COMPANY OWNER UPON FILING OF TERMINATION/TRANSFER

A Designated Qualifying Agent for an alarm systems contractor must, within thirty days of leaving the employment of such contractor, forward to the owner, president or registered agent of the contractor a copy of the termination/transfer form required to be filed with the Board. This policy shall only apply where the Designated Qualifying Agent is not an owner or the president of the alarm systems contractor for whom he/she serves as designated qualifying agent.

This policy set forth by the Tennessee Alarm Systems Contractors Board on September 7, 2000.