



STATE OF TENNESSEE
 DEPARTMENT OF COMMERCE AND INSURANCE
 DIVISION OF REGULATORY BOARDS
 ALARM SYSTEMS CONTRACTORS
 600 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