

APA-1

TRANSMITTAL SHEET FOR NOTICE  
OF INTENDED ACTION

Control: 304

Department or Agency: Alabama Electronic Security Board of Licensure

Rule No.: 304-X-1-.04

Rule Title: Fees

Intended Action Amend

Would the absence of the proposed rule significantly harm or endanger the public health, welfare, or safety? Yes

Is there a reasonable relationship between the state's police power and the protection of the public health, safety, or welfare? Yes

Is there another, less restrictive method of regulation available that could adequately protect the public? No

Does the proposed rule have the effect of directly or indirectly increasing the costs of any goods or services involved? No

To what degree?: N/A

Is the increase in cost more harmful to the public than the harm that might result from the absence of the proposed rule? NA

Are all facets of the rule-making process designed solely for the purpose of, and so they have, as their primary effect, the protection of the public? Yes

Does the proposed action relate to or affect in any manner any litigation which the agency is a party to concerning the subject matter of the proposed rule? No

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Does the proposed rule have an economic impact? No

If the proposed rule has an economic impact, the proposed rule is required to be accompanied by a fiscal note prepared in accordance with subsection (f) of Section 41-22-23, Code of Alabama 1975.

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Certification of Authorized Official

I certify that the attached proposed rule has been proposed in full compliance with the requirements of Chapter 22, Title 41, Code of Alabama 1975, and that it conforms to all applicable filing requirements of the Administrative Procedure Division of the Legislative Services Agency.

Signature of certifying officer

Janet Robinson  
Janet Robinson

Date

Friday, June 20, 2025

REC'D & FILED  
JUN 20, 2025  
LEGISLATIVE SVC AGENCY

ALABAMA ELECTRONIC SECURITY BOARD OF LICENSURE

NOTICE OF INTENDED ACTION

AGENCY NAME: Alabama Electronic Security Board of Licensure

RULE NO. & TITLE: 304-X-1-.04 Fees

INTENDED ACTION: Amend

SUBSTANCE OF PROPOSED ACTION:

To amend in order to update fees that reflect a previous statute change and items voted on by the board. New fees included are a \$15.00 fee for an individual's copy of their background check, if requested, and \$350.00 late fee for incomplete company applications as of the expiration date. Procedures for assessing administrative fines reflect a change in the statute during the 2023 general session.

TIME, PLACE AND MANNER OF PRESENTING VIEWS:

Written comments may be submitted to:  
Alabama Electronic Security Board of Licensure  
7956 Vaughn Road, PMB 392  
Montgomery, AL 36116

Public Hearing:  
Tuesday, August 19, 2025, 9:30 a.m.  
Halcyon Pointe--Building I--Meeting Room  
7515 Halcyon Summit Drive  
Montgomery, AL 36117

FINAL DATE FOR COMMENT AND COMPLETION OF NOTICE:

Monday, August 4, 2025

CONTACT PERSON AT AGENCY:

Janet Robinson, Executive Director  
Alabama Electronic Security Board  
of Licensure  
7956 Vaughn Road, PMB 392  
Montgomery, AL 36116  
Telephone# 334-557-0983

*Janet Robinson*

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Janet Robinson

(Signature of officer authorized  
to promulgate and adopt  
rules or his or her deputy)

**304-X-1-.04****Fees.**

(1) Fees are to be paid to the Board of Licensure by certified cashier's check, credit card, debit card, or by money order:

Administrative fee	\$150.00 One-time fee upon the first application or company name change
<del>Late</del> <u>Late Renewal Fee</u>	\$500.00 One-time fee upon the submission of a company renewal application after the December 31st deadline.
—	—
<u>Incomplete</u> Renewal Fee	—
	<u>\$350.00 One-time fee for a company renewal application and/or a Qualifying Agent application that are incomplete after the December 31st deadline.</u>
Partnership or Sole Proprietorship	\$150.00 Annually
Company or Corporation	\$200.00 Annually
Branch Location	\$200.00 Annually
Qualifying Agent (the <del>person</del> <u>individual</u> responsible)	\$25 Annually per responsible classification, maximum \$75.00 Annually
Registrant	\$25.00 Annually
Lost/Replacement ID Card	\$12.50 Issued
Monitoring Station Annual Fee	Company License Fee \$200.00, Plus \$12.50 per monitoring operator.

(2) Fees are authorized to be paid to the AESBL for background reports issued by the Alabama Law Enforcement Agency (ALEA), and may be paid by certified cashier's check, credit card, debit card, or money order:

Fee for processing New Applicant FBI criminal background report	Range from <del>\$41.50</del> <u>\$30.00</u> to <del>\$61.00</del> <u>\$50.00</u>
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Fee for processing renewing Range from \$25.00 to \$32.00  
applicant for ALEA criminal  
background report

(3) A copy of an ALEA/FBI criminal background report may be requested only by the individual to whom the report is based on at the cost of \$15.00 per request. The AESBL's Criminal History Background Copy Request Form must be submitted by the individual applicant, along with payment and a self-addressed, stamped envelope. Payment must be in the form of a cashier's check or money order.

(4) NSF fee for return check \$30.00 per check

~~(4)~~ (5) If applying for renewal licenses during the assigned renewal period and having been licensed during the most recent licensing period, company and individual fees may qualify for a reduction in fees during the first six months of open renewals. With the exception of the \$150 administration fee, AESBL fees shall be reduced by 10% between June 1st and August 31st during a current renewal period, and by 5% between September 1st and November 30th. Beginning December 1st of a current renewal period, application fees will no longer be reduced. ALEA fees shall not be reduced during this time period.

~~(5)~~ (6) If the applicant fails to renew license within 30 days of expiration, he or she must reapply as a new applicant.

~~(6)~~ (7) Effective for licensing year 2015, when all licenses will be on a two-year basis, a new company or new applicant's fees will determine based on the date of the application according to the following schedule:

(a) If applying prior to or in the first six months of the two-year, the fees will double the annual fees.

(b) If applying in the second six months of the two-year term, the fees will be one and one-half times the annual fees.

(c) If applying in the third six months of the two-year term, the fees will be equal to the annual fees.

(d) If applying in the last six months of the two-year term, the fees will be one-half of the annual fees.

~~(7)~~ (8) All companies, unless specifically exempt by Chapter 1A of Title 34, Code of Ala. 1975, which sell, install, monitor or otherwise operate in the burglar alarm, electronic access

control, monitoring station, CCTV, or locksmith business in the State of Alabama must obtain a license from this Board in a timely manner or shall be subject to the following action:

(a) Companies that are currently in the burglar alarm, electronic access control, monitoring station, CCTV, or locksmith business that do not renew a license by the licensee's designated expiration date (as evidenced by the postmark date) shall be subject to a Cease-and-Desist Order issued ~~by the Attorney General's Office of the State of Alabama~~ under the seal of the Alabama Electronic Security Board of Licensure. If the individual, company, corporation, firm, or business entity to whom the board directs a cease and desist order does not cease or desist the proscribed activity, conduct, practice, or performance of the work immediately, the board may impose an administrative fine of not more than five thousand dollars (\$5,000.00) per violation. Companies may also be subject to injunctive action in a court of competent jurisdiction. ~~If the Board obtains injunctive relief, the company shall be subject to a \$1~~ Upon the issuance of a permanent injunction, the court may fine the offending party up to five thousand dollars (\$5,000.00 ~~fine for each instance of performing burglar alarm, electronic access control, monitoring, CCTV, or locksmith work)~~ plus court costs and attorney fees, for each offense. The Board is entitled to court costs, reasonable investigatory fees, and reasonable attorney fees.

(b) If injunctive relief is obtained, the ~~Board may assess a monetary penalty up to \$1,000.00 per violation on any company enjoined by court action. The~~ Board may file a civil action to collect the penalties and fines.

(c) Companies that submit for renewal by the licensee's designated expiration date (as evidenced by the postmark date) but are not complete shall be considered an unlicensed company and subject to a Cease-and-Desist ~~Order, injunctive action, a \$1~~ order and an administrative fine assessed by the Board of not more than five thousand dollars (\$5,000.00) per violation, and injunctive action, and a fine of up to five thousand dollars (\$5,000.00) per violation imposed by the court, and a \$1,000.00 monetary penalty per violation assessed by the Board.

(d) Companies that are out of business or are no longer conducting business in the burglar alarm, electronic access control, monitoring station, CCTV, or locksmith industries in the State of Alabama shall submit a notarized statement to the Board attesting to that fact. The form that shall be submitted can be located on the Board's website at ~~https://~~

~~[aesbl.alabama.gov/applicants/forms-notices/https://](https://aesbl.alabama.gov/applicants/forms-notices/)~~  
[aesbl.alabama.gov/applicants/forms-notices/](https://aesbl.alabama.gov/applicants/forms-notices/).

(e) For a company to be licensed, a completed company application, including all relevant and supporting documentation, and a completed Qualifying Agent application, including all relevant and supporting documentation, must be received by the AESBL. If either are incomplete by the company's expiration date (as evidenced by the postmark date), the company is subject to the Incomplete Renewal Fee.

**Author:** Fred Crawford

**Statutory Authority:** Code of Ala. 1975, §34-1A.

**History: New Rule:** Filed January 20, 1998; effective February 24, 1998. **Amended:** Filed April 26, 2000; effective May 31, 2000.

**Amended:** Filed May 25, 2004; effective June 29, 2004. **Amended:** Filed November 13, 2007; effective December 18, 2007. **Amended:** Filed November 21, 2008; effective December 26, 2008. **Amended:** Filed February 18, 2010; effective March 25, 2010. **Amended:** Filed August 20, 2010; effective September 24, 2010. **Amended:** Filed November 14, 2011; effective December 19, 2011. **Amended:** Filed May 28, 2013; effective July 2, 2013. **Amended:** Filed November 19, 2013; effective December 24, 2013. **Amended:** Filed May 27, 2014; effective July 1, 2014. **Amended:** Filed November 19, 2014; effective December 24, 2014. **Amended:** Filed September 29, 2016; effective November 13, 2016. **Amended:** Filed November 19, 2018; effective January 3, 2019. **Amended:** Filed August 9, 2019; effective September 23, 2019. **Amended:** Published August 31, 2021; effective October 15, 2021. **Amended:** Published May 31, 2022; effective July 15, 2022. **Amended:** Published August 31, 2022; effective October 15, 2022. **Amended:** Published \_\_\_\_\_; effective \_\_\_\_\_.