

(7) The Department may, by rule, prescribe further record requirements.

(g) Every employer shall furnish an employee identification card to each of his or her employees. This employee identification card shall contain a recent photograph of the employee, the employee's name, the name and agency certification number of the employer, the employee's personal description, the signature of the employer, the signature of that employee, the date of issuance, and an employee identification card number.

(h) No employer may issue an employee identification card to any person who is not employed by the employer in

accordance with this Section or falsely state or represent that a person is or has been in his or her employ. It is

unlawful for an applicant for registered employment to file with the Department the fingerprints of a person other than

himself or herself, or to fail to exercise diligence in resubmitting replacement

fingerprints for those employees who

have had original fingerprint submissions returned as unclassifiable.

(i) Every employer shall obtain the identification card of every employee who terminates employment with him or her.

(j) Every employer shall maintain a separate roster of the names of all employees currently working in an armed capacity and submit the roster to the Department on request.

(k) No agency may employ any person under this Act unless:

(1) The person possesses a valid permanent employee registration card; or

(2) The agency:

(i) on behalf of each person completes in its entirety and submits to the Department an application for a permanent

employee registration card, including the required fingerprint card and fees;

(ii) exercises due diligence to ensure that the person is qualified under the requirements of the Act to be issued a

permanent employee registration card; and

(iii) maintains a separate roster of the names of all employees whose applications are currently pending with the

Department and submits the roster to the Department on a monthly basis. Rosters are to be maintained by the agency for a period of at least 24 months.

(l) Failure by an agency to submit the application, fees, and fingerprints specified in this Section before scheduling

the person for work shall result in a fine, in an amount up to \$1,000, or other disciplinary action being imposed against

the agency. Failure to maintain and submit the specified rosters is grounds for discipline under this Act.

(m) No person may be employed under this Section in any capacity if:

(i) The person while so employed is being paid by the United States or any political subdivision for the time so

employed in addition to any payments he or she may receive from the employer.

(ii) The person wears any portion of his or her official uniform, emblem of authority, or equipment while so employed except as provided in Section 30.

(n) If information is discovered affecting the registration of a person whose fingerprints were submitted under this Section, the Department shall so notify the agency that submitted the fingerprints on behalf of that person.

Amended by P.A. 89-366, Section 197, effective January 1, 1996.

(446/82. Customer identification - Record retention) Section 82. Customer identification: record retention.

(a) A locksmith who opens a residence or commercial establishment or safe, vault, safe deposit box, automatic teller machine, or other device for safeguarding areas where access is meant to be limited for another, whether or not for

compensation, shall document the street address where the work was performed on a work order form. The locksmith

shall also document the name, address, telephone number, date of birth, and driver's license number or other

identification number of the person requesting the work be done and obtain the signature of that person on the work

order form. A copy of each work order form shall be kept by the licensed locksmith for a period of 2 years and shall

also include the name and license number of the locksmith or the name and employee identification number of the

registered employee who performed the services. Work order forms required to be

kept under this Section shall be

available for inspection upon written request made 3 days in advance by any law enforcement agency.

(b) A locksmith who opens a motor vehicle for another, whether or not for compensation, shall document on a work order form the name, address, telephone number, date of birth, and driver's license number or other identification

number of the person requesting entry and obtain the signature of that person. A copy of each work order form shall

be kept by the licensed locksmith for a period of 2 years and shall also include the name and license number of the

locksmith or the name and employee identification number of the registered employee who performed the services.

Work order forms required to be kept under this Section shall be available for inspection upon written request made

3 days in advance by any law enforcement agency.

Added by P.A. 89-366, Section 197, effective January 1, 1996.

(446/85. Unlawful acts) Section 85. Unlawful acts. It is unlawful for a licensee under this Act or any employee of a certified agency:

(1) Upon termination of employment by an agency, for whatever reason, to fail to return immediately upon demand

or within 72 hours of termination of employment any firearm issued by the employer and the Firearm Authorization

Card issued to the employee by the agency.

(2) Upon termination of employment by an agency, for whatever reason, to fail to

return immediately upon demand

or within 72 hours of termination of employment any uniform, badge, identification card, or equipment issued to the employee by the agency.

- (3) To falsify his or her employee statement as defined in this Act.
- (4) To have a badge, shoulder patch, or any other identification that contains the words "law enforcement". Further, no license holder or employee of a licensed agency shall in any manner imply that the person is an employee or agent of a governmental agency, display a badge or identification card, emblem, or uniform citing the words police, sheriff, highway patrol, trooper, or law enforcement.

(446/90. Application for license - Forms) Section 90. Application for license: forms.

- (a) Each application for a license to practice under this Act shall be in writing and signed by the applicant on forms provided by the Department.

- (b) Application for a license without examination shall be made in accordance with provisions of Section 100.

(446/95. Examination of applicants - Forfeiture of fee) Section 95. Examination of applicants; forfeiture of fee.

- (a) Applicants for licensure shall be examined as provided under this Section if they are qualified to be examined under this Act. All applicants who are admitted to the examination shall be

evaluated upon the same standards as

others being examined for the respective license.

- (b) Examination for licensure shall be at such time and place as the Department may determine, but shall be given at least twice a year.

- (c) Examinations shall test the minimum amount of knowledge and skill needed to perform the duties set forth in the definition of the license and be in the interest of protection of the public. The Department may contract with a testing service for the preparation and conduct of the examination.

- (d) If an applicant neglects, fails, or refuses to take an examination under this Act within one year after filing his or her application, the fee paid by the applicant shall be forfeited. However, an applicant may after the one year period make a new application for examination, accompanied by the required fee. If an applicant fails to pass an examination within 3 years after filing an application, the application shall be denied. However, an applicant may after the 3 year period make a new application.

(446/100. Licensure by endorsement) Section 100. Licensure by endorsement. The Department shall promulgate rules for licensure by endorsement and without examination and may license under this Act without examination, on

payment of the required fee, an applicant who is registered under the laws of another state or territory, or of another country, if the requirements for registration in the jurisdiction in which the

applicant was licensed were, at the date of his or her registration, substantially equal to the requirements then in force in this State and that state, territory, or country has similar rules for licensure by endorsement.

Applicants have 3 years from the date of application to complete the application process. If the process has not been completed in 3 years, the application shall be denied, the fee forfeited, and the applicant must apply and meet the requirements in effect at the time of reapplication.

Amended by P.A. 89-366, Section 197, effective January 1, 1996.

(446/105. Issuance of license · Renewal · Fees) Section 105. Issuance of license; renewal; fees.

(a) The Department shall, upon the applicant's satisfactory completion of the requirements authorized under this Act, and upon receipt of the requisite fees, issue the appropriate license and wallet card showing the name and business location of the licensee and the dates of issuance and expiration, and containing a photograph of the licensee provided to the Department that is not more than one year old as of the date of application for licensure and reflects any recent appearance changes.

(b) An applicant may upon satisfactory completion of requirements authorized under this Act, and upon receipt of requisite fees related to the application and testing for licensure under this Act, elect to defer the issuance of the applicant's initial license for a period not longer than 6 years. Any applicant who

fails to request issuance of their

initial license or agency certificate and remit the fees associated with that license within 6 years shall be required to resubmit an applicant for licensure together with all required fees.

(c) The expiration date, renewal period, and conditions for renewal and restoration of each license, agency certificate of registration, permanent employee registration card, and firearm authorization card issued under this Act shall be set by rule of the Department. The holder may renew the license, agency certificate of registration, permanent employee registration card, or firearm authorization card during the month preceding its expiration by paying the required fee and by meeting those conditions that the Department may specify.

Any license holder who notifies the

Department in writing, on forms prescribed by the Department, may elect to place his or her license on an inactive status for a period of no longer than 6 years and shall, subject to the rules of the Department, be excused from payment

of renewal fees until he or she notifies the Department in writing of a desire to resume active status. Practice while

on inactive status constitutes unlicensed practice. A nonrenewed license that has lapsed for less than 6 years may be

restored upon payment of a \$50 restoration fee plus all lapsed renewal fees. A license that has lapsed for more than

6 years may be restored by paying the required fees specified in this Section and by providing evidence of competence

to resume practice satisfactory to the Department and the Board, which may include passage of the written

examination. All restoration fees and lapsed renewal fees shall be waived for an

applicant whose license lapsed while

on active duty in the military provided application for restoration is made within one year after discharge from the service.

(d) The nonrefundable fees are as follows:

(1) The filing fee for the first examination is \$25 plus the cost of determining an applicant's eligibility and of providing the examination; subsequent examination fees shall be the cost of the examination; the fee for the examination shall be paid to the Department or its designee.

(2) The initial issuance of any individual license or agency certificate shall be \$500.

(3) The initial issuance of a branch office certificate is \$200.

(4) The license issued to an applicant licensed in another state or foreign country on the basis of endorsement is \$500.

(5) The triennial renewal of any individual license or agency certificate is \$450.

(6) The triennial renewal of a branch office certificate is \$200.

(7) The reinstatement of a license that has been lapsed for less than 6 years is \$50, plus all lapsed renewal fees.

(8) The restoration of a lapsed license that has been lapsed for more than 6 years is \$100, plus all lapsed renewal fees.

(9) The issuance of a duplicate license, agency certificate of registration, permanent employee registration card, certification of completion of 20-Hour Basic Training, Certification of Firearm Training, Firearm Authorization Card, or a certificate issued for a change of name or address other than during the renewal period is \$25.

(10) The issuance of a permanent employee registration card is \$55; the triennial renewal of the card is \$45.

(11) The issuance of a firearm authorization card is \$55.

(12) The triennial renewal for a Firearm Authorization Card is \$45; reissuance of a Firearm Authorization Card to an agency that has changed its name is \$10.00.

(13) For processing a fingerprint card by the State Police the fee is the cost of processing, which shall be made payable to the State Police Services Fund and shall be remitted to the State Police for deposit into the Fund.

(14) For review and verification of the scoring of an examination administered by the Department, \$20 plus any actual fees charged by the testing service.

(15) For a roster of licensees or registrants the fee shall be the cost of producing a roster.

(16) The fee for issuance of certification of a license record shall be \$20.