

**100C.3 Application — information to be provided.**

1. A fire extinguishing system contractor, an alarm system contractor, or an alarm system installer shall apply for a certificate on a form prescribed by the director. The application shall be accompanied by a fee in an amount prescribed by rule pursuant to [section 100C.7](#) and shall include all of the following information, as applicable:

a. The name, address, and telephone number of the contractor or installer and, in the case of an installer, the name and certification number of the contractor by whom the installer is employed, including all legal and fictitious names.

b. Proof of insurance coverage required by [section 100C.4](#).

c. The name and qualifications of the person designated as the contractor's responsible managing employee and of persons designated as alternate responsible managing employees.

d. Any other information deemed necessary by the director.

2. An applicant for certification as an alarm system contractor or an alarm system installer shall be subject to a national criminal history check through the federal bureau of investigation. The applicant shall provide fingerprints to the department of public safety for submission through the state criminal history repository to the federal bureau of investigation. Fees for the national criminal history check shall be paid by the applicant or the applicant's employer. The results of a criminal history check conducted pursuant to [this subsection](#) shall be considered a confidential record under [chapter 22](#).

3. Upon receipt of a completed application and prescribed fees, if the contractor or installer meets all requirements established by [this chapter](#), the director shall issue a certificate to the contractor or installer within thirty days.

4. Certificates shall expire and be renewed as established by rule pursuant to [section 100C.7](#).

5. Any change in the information provided in the application shall be promptly reported to the director. When the employment of a responsible managing employee is terminated, the contractor shall notify the director within thirty days after termination.

[2004 Acts, ch 1125, §4, 17; 2007 Acts, ch 197, §5, 50; 2008 Acts, ch 1076, §1, 4; 2009 Acts, ch 133, §26; 2023 Acts, ch 19, §1507](#)