IDFPR
Illinois Department of
Financial and Professional Regulation
Division of Professional Regulation

Qualifications for Licensure:

Locksmith

(191)

Effective: 09/2026
Revised:

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, please review our FAQs for answers to most questions. http://www.idfpr.illinois.gov/About/FAQ.html
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.

LICENSE QUALIFICATIONS

EXAMINATION

- Associated Locksmiths of America (ALOA) examination which includes the Mandatory, Code and Electricity sections. Each section must be passed with 70%.

  An Associated Locksmiths of America (ALOA) exam score is valid for three years from the date of passing. Examination scores outside of the three-year window will not be valid and a new exam is required.

INSURANCE

Comprehensive commercial general liability insurance policy, with proof of a minimum of $1,000,000 liability insurance, must include coverage for bodily injury liability, property damage and personal injury. Insurance must be in the name of the individual licensee.

FINGERPRINTS

- Fingerprints must be taken within 60 days from the date that the application is submitted to the Department or the Department's testing vendor. A list of licensed Illinois Fingerprint Vendors can be found here. Further instructions on how to complete this requirement can be found here.
- In lieu of fingerprints, verification, on forms provided by the Division, of proof of retirement as a peace officer, as defined in Section 5-10 of the Act, within 12 months prior to application. Supporting document **VE-PEC** shall be completed and signed by the applicant's employer

REQUIRED SUPPORTING DOCUMENTS

This section details the necessary documentation you will be asked to provide during the application process. Please do not begin an application until you are prepared to submit all documentation.

- **An Official ALOA exam**
- **Certificate of Insurance -** You are required to submit Supporting Document **DE-INS** for Proof of $1,000,000 liability insurance**.**
- **FINGERPRINT Receipt with TCN number or peace officer VE-PEC** form.
- **Official License Certification** — If you have ever been licensed as a Locksmith in another state a Certification of Licensure must be provided. Certification of Licensure is detailed information about the license such as status, issue and expiration date, and if the license has been disciplined. The other state board or agency provides the information and certifies that it is true and correct. You may use form **CT** to request Certification of Licensure from the other state board, however most states have their own format for this information. IDFPR will accept other state's formats if it contains the required minimum information. If the Certification is only available online, you may print the online certification/verification and upload it. If the other state board will only send the certification directly to IDFPR, you will need to upload evidence of ordering the certification or confirmation of delivery to IDFPR.

IMPORTANT INFORMATION ONCE LICENSED

- All Locksmith licenses expire on May 31st every 3 years regardless of issuance date.
- Proof of annual sexual harassment prevention training is required at renewal and will be a continuing requirement.
- It is your responsibility to update your contact information, including email address with the Department, to ensure that you receive all courtesy renewal email reminders and other notifications.
- The Department posts profession specific notices, statements and other information to the IDFPR website. Licensed professionals should visit the IDFPR website frequently, and their profession specific pages, to stay informed about the latest information and developments.