**Section 1240.502 Application for Branch Office License**

a) A licensed private detective agency, private alarm contractor agency, private security contractor agency, or locksmith agency shall not operate a branch office within this State without first applying for and receiving a branch office license for each location. An applicant for a branch office license shall, in accordance with Section 10-5 of the Act, file an application with the Division, on forms provided by the Division, together with the following:

1) Agency name and license number;

2) Branch office address and telephone number. A post office box by itself is not acceptable;

3) County in which the branch office is located;

4) Name and license number of the licensee-in-charge; and

5) The required fees specified in Section 1240.570.

b) The branch office must use the same name as the licensed agency. Use of a different name shall require a new application for an agency license in that name.

c) If the branch office is relocated, a new branch office license application must be submitted to the Division.

d) This Section shall not apply to a licensed fingerprint vendor agency.

(Source: Added at 36 Ill. Reg. 9938, effective July 13, 2012)