

NEW SECURITY GUARD AGENCY APPLICATION ACCEPTANCE CHECKLIST

Please use this list to ensure you have enclosed the proper documentation.

<u>AGENCY NAME</u>			
#.	Documents to be enclosed	✓	FOR DPS USE ONLY
1.	AGENCY APPLICATION – All sections must be completed on the application. The application must be signed, dated and notarized.		
2.	QUALIFYING PARTY’S EXPERIENCE DOCUMENTS – Per A.R.S. §32-2612 Documents must show a minimum of three years of verifiable supervisory, management or administrative experience in Contract Security, Law Enforcement and/or United States Military.		
3.	NOTARIZED COPY OF QUALIFYING PARTY’S DRIVER LICENSE, OR PASSPORT Copy must be legible and valid. Verify citizenship		
4.	NEW AGENCY APPLICATION FEE OF \$500.00 Money order, Cashier’s check, Agency’s business check or Cash		
5.	AGENCY STRUCTURE PAPERS AND/OR TRADE NAME – Corporation papers, Partnership agreements, Etc. Submit trade name papers if doing business under a different name.		
6.	EIGHT HOUR UNARMED TRAINING PROGRAM This form must be completely filled, signed and notarized.		
7.	COLOR PHOTOGRAPHS OF UNIFORMS, JACKETS, PANTS, AND HATS All photographs must be in focus with colors written on back.		
8.	COLOR PHOTOGRAPHS OF BADGES AND PATCHES Submit close-up focused color photographs of any badge and patch used on uniforms.		
9.	COLOR PHOTOGRAPHS OF MARKINGS, EMBLEMS, INSIGNIA, AND LIGHTING ON VEHICLES - (If applicable) Photographs must show views of all sides of vehicle and be in focus.		
10.	RESIDENT MANAGER APPLICATION & APPLICATION FEE \$50.00 - (If applicable) Money order, Cashier’s check, Agency’s check or Cash - Complete sections A, B, D, E, and F.		
11.	RESIDENT MANAGER EXPERIENCE DOCUMENTS - (If applicable) Per ARS §32-2612 Documents must show a minimum of three years of verifiable supervisory, management or administrative experience in Contract Security, Law Enforcement and/or United States Military.		
12.	NOTARIZED COPY OF RESIDENT MANAGER’S DRIVER LICENSE - (If applicable) Copy must be legible and valid.		
13.	ASSOCIATE APPLICATION & APPLICATION FEE \$50.00 - (If applicable) Money order, Cashier’s check, Agency’s business check or Cash		
14.	COPY OF ASSOCIATE’S DRIVER LICENSE- (If applicable) Copy must be legible and valid.		
15.	CLASSIFIABLE FINGERPRINT CARD & FEE OF \$22.00 – (For each person) Money order, Cashier’s check, Agency’s business check or Cash		
16.	ONE PASSPORT-SIZED COLOR FACIAL PHOTOGRAPH – (For each person) Facial photographs must be in focus		
17.	IS YOUR AGENCY ARMED? YES <input type="checkbox"/> NO <input type="checkbox"/> Armed agencies must complete Section F on application. Name of Instructor(s) _____ License Number of Instructor(s) _____		

Note to applicant: If items # 1, #3, #4 and #15 are missing or incomplete, your application packet will be returned without processing.

The applicant's fingerprints will be used to check the criminal history records of the FBI. The procedures for obtaining a change, correction, or updating of your criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34