



ARIZONA DEPARTMENT OF PUBLIC SAFETY

SECURITY GUARD AGENCY LICENSE INSTRUCTIONS

Physical Address

Arizona Department of Public Safety
Public Services Center
2222 West Encanto Boulevard
Phoenix, Arizona 85009

Mailing Address

Arizona Department of Public Safety
SGPI Licensing Unit
P.O. Box 6328, MD 3140
Phoenix, AZ 85005-6328

Phone: (602) 223-2361

Email: Agencies@azdps.gov

IMPORTANT INSTRUCTIONS – PLEASE READ AND FOLLOW

Applications are accepted by mail or drop off only. Applications must be accompanied by a legible, notarized copy of your driver's license, one fingerprint card with classifiable fingerprints, applicable fees and one, color passport sized photograph or a color facial photograph that is 2" x 2" or smaller.

Please allow at least 15 business days after submission of your application before calling the Licensing Unit, this will only slow down your application process.

Qualifications

The qualifying party and all partners, LLC member/managers, and corporate officer/directors must meet the criteria listed in Arizona Revised Statute §32-2612.

Work Experience

The qualifying party must provide documentation that verifies three years of full-time experience as: Manager, supervisor or administrator in the field of licensed contract security; federal, state, county, or municipal law enforcement; or United States military. The documentation can be provided in these forms:

1. Letter(s) from previous or current employer(s) verifying at least three years full-time qualified supervisory or management experience.
2. Documentation from an individual or individuals, such as a former supervisor, who can specifically state their work relationship with you and personally verify your appropriate supervisory experience. The author of the letter must be clearly identified by name, include an address, contact telephone number and signature.
3. Retirement papers, letters of recommendation, performance evaluations, or military records showing supervisory rank, such as DD214, NCOERs, OERs, awards, etc. (A DD-214 alone is insufficient evidence – we also need the DD-214 that shows the type of discharge received).

The document must explicitly state that you have the required experience from **verifiable** sources. Failure to provide sufficient documentation of your experience from appropriate sources will result in the rejection of your application.

Security Guard Agency License Instructions Continued

Application

Please submit form *DPS 802-03902, Security Guard Agency Application* for the qualifying party and a security guard associate registration application for every partner, LLC member/manager, and corporate officer/director. Each applicant must specify the purpose of the application by marking the appropriate box in the Security Guard Agency or Security Guard column. All applications must be filled out completely and signed before a notary public. If the qualifying party's application is not signed before a notary public, fingerprint card is not submitted or fees are incorrect, the application will be returned without further action. Applications that are otherwise incomplete will be accepted and the qualifying party will be advised of the items that need to be completed before the license can be issued.

AGENCY APPLICATION INSTRUCTIONS

Section A: Applicant Information

Please ensure you include any space, unit or apartment number in your home address. Other names you have used include aliases, name before adoption, maiden name or previous married name.

Section B: Required

Complete side two of application, then return to this section and answer the questions. This section must be signed, dated and notarized.

Section C: Employment History

List your past five years of employment and any other employment that relates to your qualifications for a license. Please list any security guard agency licenses you have held or currently hold in other states and include a copy of each license.

Section D: Agency Information

A name must be selected for the agency. You should check on the availability of your preferred agency name before registering it with the Arizona Corporation Commission or Arizona Secretary of State by calling the Licensing Unit at (602) 223-2361. The principal business address must be the physical address from which the agency will do business in Arizona. Foreign corporations must provide a physical business address in Arizona. Branch offices in Arizona must be listed with addresses and phone numbers.

Security Guard Agency License Instructions Continued

Section E: Agency Structure

Indicate the agency structure by marking the appropriate box.

Sole Proprietorship – *The qualifying party alone will operate the business as the sole owner. By definition, a sole proprietorship cannot have any associates.* Sole proprietors may register the trade name under which they are doing business with the Arizona Secretary of State.

General/Limited Partnership – *A partnership is an association of two or more persons to carry on as co-owners of a business for profit. List all partners in this section.* Partnerships must submit a copy of the partnership agreement with all partner's signatures notarized on the agreement.

General partnerships may register their trade name with the Arizona Secretary of State.

Limited partnerships must register with the Arizona Secretary of State under certain circumstances and should consult applicable statutes and rules to determine specific requirements.

Limited Liability Company (LLC) – *A company with a least one owner organized under applicable statutes to conduct business. List qualifying party and all members and managers in this section.* Submit a copy of the Articles of Organization bearing the received/approved stamp of the Arizona Corporation Commission. Any subsequent changes, which affect the membership of the company, must also be submitted to the Arizona Department of Public Safety Licensing Unit. A company, which intends to do business under a trade name, must include that trade name in the Articles of Organization or register the trade name separately with the Arizona Secretary of State and provide a copy of the trade name registration to the Licensing Unit.

Corporation – *List all officers and directors of the corporation in this section.* Submit a copy of the Articles of Incorporation bearing the received/approved stamp of the Arizona Corporation Commission. Any subsequent changes to the Articles of Incorporation, which affect the list of officers or directors, must also be submitted to the Arizona Department of Public Safety Licensing Unit. A corporation, which intends to do business under a trade name, must register that trade name with the Arizona Secretary of State and provide a copy of the trade name registration to the Licensing Unit.

Foreign LLC/Corporation – *A company organized or incorporated outside Arizona must apply to the Arizona Corporation Commission for authority to transact business in Arizona.* A copy of the approved application and the articles of Organization/Incorporation must accompany the application for an agency license. A foreign corporation, which intends to do

Security Guard Agency License Instructions Continued

business under a trade name, must register that trade name with the Arizona Secretary of State and provide a copy of the trade name registration to the Arizona Department of Public Safety Licensing Unit.

Section F: For Armed Security Guard Agencies

List your firearms-safety instructors with their license numbers.

Section G: General

Describe the **specific** nature of the security guard services the agency intends to perform.

REGISTRATION APPLICATION FOR ASSOCIATE

Associates are defined as partners or corporate officers. If the agency has associates, the qualifying party must mark the associate application block in the security guard column of the security guard/private investigator registration application and then complete and sign the employer/licensee section of each associate's application. The associate must complete the employee/applicant section of the application and sign it.

RESIDENT MANAGER

If the qualifying party of the agency resides outside Arizona, the qualifying party shall designate a resident manager who is a manager of the agency, who maintains full-time legal residency in this state and who meets the requirements of ARS §322612 [Qualifications of applicant for agency license] and §32-2613. The person who will be resident manager must submit an application with notarized signature, facial photo, classifiable fingerprints and documents that substantiates the qualifying experience, e.g., letter(s) from a previous employer or supervisor. The author of the letter must be clearly identified by name, include address, contact telephone number and sign the letter. This documentation may be in the form of retirement papers, letters of recommendation, performance evaluations, or military records such as DD-204, NCOERs, OERs, awards, etc. (a DD-214 alone is insufficient evidence – we also need the copy that shows the type of discharge received). These documents of experience must be from verifiable sources. Failure to provide sufficient documentation of your resident manager's experience from appropriate sources may result in the rejection of the application.

FINGERPRINTS***

Fingerprints may be taken at law enforcement agencies, commercial enterprises or private parties that administer fingerprints. The person administering the fingerprints does not have to be certified but does have to sign the appropriate box on the fingerprint card. ***Classifiable*** fingerprint cards of all applicants must be submitted with the application. Criteria for

Security Guard Agency License Instructions Continued

classifiable fingerprints are listed on the back of the card. Fingerprints, which are not classifiable, will be returned with the application and fees. Do **not** use highlighter, fold or bend the fingerprint card. If you must fold the card, ensure the fold is along a blue line.

UNIFORMS, BADGES AND PATCHES

All uniform items must be approved prior to license issuance. Uniform shirt over pants color combinations that are *blue-over-blue*, *black-over-black*, *tan-over-tan*, *tan-over-brown*, or resemble law enforcement uniforms will not be approved. The words *Officer*, *Police*, *Patrolman*, *Deputy*, *Marshall*, *Agent*, or *Sheriff* may not be displayed anywhere on the uniform. Please provide focused color photographs of all uniform items, including hat, shirt, pants, uniform/utility belt and jacket, with your application.

Patches – Shoulder and breast patches may not incorporate a prominent star, be shaped like a star or resemble a patch that may be used by a law enforcement agency. A shoulder patch bearing the agency's registered name must be attached to the upper left and right shoulder of all shirts and jackets. The shoulder patch must be 2" x 3" or larger. A breast patch bearing the agency's registered name must be attached to the left breast side of the shirt or jacket. The breast patch must be 1½" x 2" or larger. If the word SECURITY is not displayed on the shoulder or breast patch, then a separate rocker patch that reads SECURITY with ½" tall or taller letters must be attached directly below the main patch. You may use embroidered cloth patches or patches that are silk-screened or embroidered directly on the uniform. A focused close-up color photograph, illustration or example of the shoulder and breast patch must be included with the application. Please write the patch colors on the photograph or illustration.

Shirts and Jackets – The back of the jacket, polo shirt or t-shirt must display the word SECURITY with letters that is 3" tall or taller. Traditional and/or button-down dress uniform shirts do not require *security* displayed on the back. Please submit four views each shirt and jacket (each photo taken straight-on from front, back, left and right side).

Pants or shorts – One photograph or illustration of each type of pants or shorts used with your uniform. Include a brief description of the color and type.

Hats or caps – Photographs or illustrations must show the front and back, and close-up focused color photographs of any hat badges, patches or verbiage that appears on the hat. Please write a brief description and the colors used on the photograph or illustration.

Security Guard Agency License Instructions Continued

VEHICLES

Security guard vehicle markings and lighting must be approved prior to license issuance.

The vehicle must not display the words “*Officer, Police, Patrolman, Deputy, Marshall, Agent, Sheriff*” or any markings used by law enforcement agencies. *Security guard vehicles shall not be equipped with a siren or bell, per ARS §28-954.C. Security guard vehicles shall not display blue lighting, per ARS §28-947.B. Lights visible from the front shall be AMBER or WHITE and the lights visible from the rear shall be AMBER or RED. Flashing lights are prohibited except when used as turn signals or warning/hazard lights on disabled or parked vehicles. Light bars, front grill lights or other additional lighting used as warning/hazard lights that flash alternately, e.g., not together or out-of-synch, side-to-side or back-to-front are prohibited for use on security guard vehicles. Top-mounted light bars, front grill lights and other additional lighting on security guard vehicles, must flash simultaneously when used as warning or hazard lights, per ARS §28-947.D.* Photographs submitted must show front, left, right, and rear view of vehicle; close-up focused photographs of the graphics, stickers or magnetic signs; and front and rear photographs of the light bar, if equipped. Please indicate the colors of the graphics and stickers on the photographs.

UNARMED TRAINING PROGRAM

The security guard training program is an outline of the 8-hour unarmed pre-assignment and refresher training class that is required by all security guards. The curriculum must describe the training that will be provided under each of the sub-sections, show a total time of at least 8 hours, and be signed before a notary public. The qualifying party and/or the resident manager are accountable for accomplishing the training program for the pre-assignment and refresher training. If the qualifying party or resident manager is unable to conduct the unarmed training class, then the qualifying party must designate unarmed trainers who will conduct the 8-hour pre-assignment and refresher training. This designation must be submitted to the Licensing Unit in writing and must include a sample signature of each unarmed trainer. The trainers must print their name, sign, and date their section of the unarmed training verification form.

ARMED TRAINING

If your agency will be hiring armed security guards, then the qualifying party must list the names and license numbers of the firearms-safety instructors who are authorized to conduct armed training on the agency application. Firearms training is required only for armed security guards, per ARS §32-2632.D. Only DPS authorized firearms-safety instructors are authorized to sign their section of the armed training verification form. The firearms training curriculum will be provided to the designated firearms instructor(s) upon request. The Department of Public Safety’s curriculum must be followed.

Security Guard Agency License Instructions Continued

AUTHORIZED SIGNERS

If the qualifying party is not available to sign the employee registration certificate applications, then the qualifying party must designate employees who are authorized to sign the applications. This must be submitted to the Licensing Unit in writing and must include a sample signature of each signer. Only the qualifying party or, the resident manager may designate authorized signers. Authorized signers are not allowed to sign the unarmed training section on the verification form unless they have instructed the 8-hour unarmed class and are designated unarmed trainers by the qualifying party. Authorized signers are not allowed to sign the armed training section on the armed training verification form unless they have instructed the 16-hour initial armed or 8-hour armed refresher class and are authorized by DPS.

LIABILITY INSURANCE / WORKERS COMPENSATION

Do not obtain any insurance policies until you have been notified by the Licensing Unit that you are approved to become an agency. General liability insurance must be in force at the time the license is issued and must remain in force at all times in the amount of at least \$100,000 for any one person and an aggregate total of at least \$300,000. Workers' compensation coverage must be in force whenever the agency has employees. On both forms of insurance, the Arizona Department of Public Safety, Licensing Unit, P.O. Box 6328, Phoenix, AZ 85005-6328 must be listed as the Certificate Holder and current certificates must be filed with the Licensing Unit upon each renewal of the coverage. ***Out of state insurance companies must certify that the coverage they provide extends to Arizona.***

RESTRUCTURE

If you change your agency name or corporate structure (e.g., sole proprietorship to partnership, or partnership to LLC, or corporation, etc.), the qualifying party must notify the Licensing Unit and submit a restructuring application, appropriate documentation, and fees. Restructuring fees will be waived if the restructuring occurs at the same time the agency license is renewed.

RENEWAL

The qualifying party is solely responsible for renewing the agency license before it expires. ***Agencies may renew their licenses two months before the license expires.*** Agencies which intend to cease operations and are not renewing the license should notify the Licensing Unit in writing.

Security Guard Agency License Instructions Continued

FEES*

EVENT	FEE
Agency Application (includes qualifying party)	\$500
Associate Application (qualifying party not considered an associate)	\$50
Issuance of Agency License	\$500
Agency Restructure	\$100
Agency Renewal	\$500
Agency Late Fee	\$100
Fingerprints (per card)***	\$22
Resident Manager	\$50
Resident Manager Renewal Late Fee	\$10

* ALL FEES ARE NON-REFUNDALBE

** PLEASE REFER TO ARIZONA REVOISED STATUTES AT:

<http://www.azlet.gov/ArizonaRevisedStatutes.asp>. Then see Title 32, Chapter 26

*** 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.

Please use the Mailing Address for all correspondence:

Licensing Unit Office

Arizona Department of Public Safety
2222 West Encanto Boulevard
Phoenix, AZ 85009

Mailing Address

Arizona Department of Public Safety
P.O. Box 6328 MD 3140
Phoenix, AZ 85005-6328

If you have any questions, please call (602) 223-2361 or visit www.azdps.gov