



ARIZONA DEPARTMENT OF PUBLIC SAFETY

# SECURITY GUARD AGENCY NEW APPLICATION CHECKLIST

**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](mailto:AGENCIES@AZDPS.GOV)

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

THE QUALIFYING PARTY, ASSOCIATE(S), OR EMPLOYEE(S) ARE NOT PEACE OFFICERS OR RESERVE PEACE OFFICERS.

**\*\*Per ARS §32-2414 Peace officers and reserve peace officers are prohibited from applying.**

**Documents to be enclosed:**



1. AGENCY APPLICATION  
Complete all sections on the application. The application must be signed and dated.
2. AGENCY APPLICATION FEE \$500.00  
Money order, Cashier's check, Agency's business check, or cash.
3. AGENCY STRUCTURE PAPERS AND/OR TRADE NAME  
*Corporation papers, partnership agreements, foreign corporation papers, etc.*  
Submit trade name documents if doing business under a different name.
4. PHOTOCOPY OF QUALIFYING PARTY DRIVER'S LICENSE  
Photocopy must be legible, notarized, and documents verifying citizenship.
5. EIGHT HOUR UNARMED TRAINING PROGRAM  
This form must be filled, signed, and notarized.
6. COLOR PHOTOGRAPHS OF UNIFORMS, JACKETS, PANTS, AND HATS  
All photographs must be in focus with colors written on the back.
7. COLOR PHOTOGRAPHS OF BADGES AND PATCHES  
Submit close-up focused color photographs of each badge and patch used on uniforms.
8. COLOR PHOTOGRAPHS OF MARKINGS, EMBLEMS, INSIGNIA, AND LIGHTING ON VEHICLES.  
*(if applicable)* Photographs must show views of all sides of the vehicle and be in focus.
9. RESIDENT MANAGER APPLICATION AND FEE \$50.00  
*(if applicable)* Money order, Cashier's check, Agency's business check, or Cash. Complete sections A, C, D, and F.
10. 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 the United States Military.
11. NOTARIZED COPY OF RESIDENT MANAGER'S DRIVER LICENSE  
*(if applicable)* Copy must be legible and valid.
12. ASSOCIATE APPLICATION & APPLICATION FEE \$50.00  
*(if applicable)* Money order, Cashier's check, Agency's business check, or Cash.
13. COPY OF ASSOCIATE'S DRIVER'S LICENSE  
*(if applicable)* Copy must be legible and valid
14. CLASSIFIABLE FINGERPRINT CARD AND FEE \$22.00  
(For each person) Money order, Cashier's check, Agency's business check, or Cash.
15. ONE 2" X 2" PASSPORT STYLE COLOR FACIAL PHOTOGRAPH  
*(For each person)* Facial photographs must be in focus.

# SECURITY GUARD AGENCY NEW APPLICATION CHECKLIST - Continued

## Documents to be enclosed:



16. IS YOUR AGENCY ARMED?

☐ YES   ☐ NO

Armed agencies complete Section F on the application.

**NOTE: IF ITEMS #1, #2, #4 AND #14 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.

\*\* Unless the peace officer is retired, or the peace officer is an accident reconstructionist or fire origin and cause investigator.