



ARIZONA DEPARTMENT OF PUBLIC SAFETY

SECURITY GUARD 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: Licensing@azdps.gov

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

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. UNARMED/ARMED REGISTRATION APPLICATION
Complete all section of the application. The application must be signed and dated.
2. APPLICATION FEE (\$50.00) AND FINGERPRINT FEE
Money order, cashier's check, agency business check or cash. Armed applicants – additional fees may be required. Verify amount needed before submitting payment. Fees are not refundable per A.R.S. §41-1750(J).
3. PHOTOCOPY OF DRIVER'S LICENSE OR GOVERNMENT-ISSUED ID
Photocopy must be legible.
4. TRAINING VERIFICATION FORM
Complete all applicable sections of the form. The form must be signed and dated.
5. PASSPORT STYLE 2"X2" COLOR PHOTO
Facial photographs must be in focus, and headshot with white background.
6. FINGERPRINT CARD (\$22.00 processing fee)
FD-258 (Blue Card)
7. PROOF OF US CITIZENSHIP OR LEGAL RESIDENT AUTHORIZED TO SEEK EMPLOYMENT IN THE UNITED STATES.
Provide a copy of US Citizenship or Legal Resident Card.
8. COPY OF DD214
(Armed only) If you have served in the United States Armed Forces, you must provide a copy of your DD214 showing the conditions of your discharge.

NOTE: IF ITEMS #1, #2, OR #6 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.**