



ARIZONA DEPARTMENT OF PUBLIC SAFETY

SECURITY GUARD QUALIFYING PARTY RESPONSIBILITIES

Physical Address

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

Mailing Address

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

Phone: (602) 223-2361

Email: Agencies@azdps.gov

AGENCY NAME

PLEASE INITIAL IN THE BOXES AFTER READING EACH STATEMENT BELOW

- ☐ I understand that I am responsible for renewing my agency license **BEFORE** it expires. I may submit my renewal application up to 180 days before the expiration date.
- ☐ I understand that if I do **NOT** submit a renewal application before my security guard agency license expires, I, and everyone associated with the agency, must **STOP** performing private security guard services subject to regulation, and I must return to the Department all identification cards with my lapsed agency license number within five days after my agency license expires.
- ☐ I understand that I am required to submit a renewal application before my security guard agency license expires. I may submit a renewal application after the expiration date, but I must pay a late renewal penalty.
- ☐ I understand that if the name or form in which the agency does business changes, I must submit an application for restructure to the Department. Unless the restructuring occurs at the time of license renewal, there is a restructuring fee.
- ☐ I understand that it is my responsibility to inform the Department of any change in my name, address, or telephone number to ensure timely communication.
- ☐ I understand that I am responsible for being aware of and complying with all legislative and regulatory changes relating to a security guard agency.
- ☐ I understand that I am responsible for ensuring that all employees of my security guard agency are registered as required by law.
- ☐ I understand that it is my responsibility as the qualifying party to ensure all employees meet the qualifications of A.R.S. § 32-2622(A)(2), be a citizen or legal resident of the United States, who is authorized to seek employment in the United States.
- ☐ I understand that I am required to maintain records of an employee for five years after the employee terminates employment.
- ☐ I understand that if I want to operate the agency from two or more locations, I must apply to the Department for a branch office certificate. I understand that I am required to send written notice to the Department within 15 days of a change in the address of a branch office.
- ☐ I understand that I may not operate from an address other than that on the agency license. I understand that I am required to inform the Department in writing within 30 days of a change in the agency address.

SECURITY GUARD QUALIFYING PARTY RESPONSIBILITIES (Continued)

☐ I understand that the Department will communicate with me using the information that I have supplied. To ensure timely communication, it is my responsibility to inform the Department of any change in my name, address, or telephone number.

☐ I understand that, if I have employees, the law requires that I maintain workers' compensation insurance. I understand that the workers' compensation insurance certificate must name the Department as the certificate holder. I must provide the Department with the current certificate.

☐ I understand that I am required to maintain liability insurance that provides at least \$100,000 coverage for any one person and \$300,000 coverage for any one event. I understand that the liability insurance certificate must name the Department as the certificate holder. I must provide the Department with the current certificate.

I acknowledge that by placing my initials beside each of the statements listed above and signing below, I am indicating that I have read and understood each of the statements.

NAME OF QUALIFYING PARTY (Print Legibly)

DATE OF SIGNATURE

SIGNATURE OF QUALIFYING PARTY

ACKNOWLEDGMENT

THE STATE OF _____)

COUNTY OF _____)

On this _____ day of _____, 20____, before me personally

appeared, _____, whose identity was proven to me on the basis of satisfactory evidence to be the person who he or she claims to be, and acknowledged that he or she signed the above/attached document.

(Seal)

Notary Public in and for (State)

My commission expires: _____