



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
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.

Documents to be enclosed:



1. SECURITY GUARD APPLICATION
Complete all sections 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 the amount needed before submitting payment. Fees are not refundable per A.R.S. § 41-1750(J).
3. TRAINING VERIFICATION FORM (DPS 802-03917) completed by the applicant [Section A], trainer [Section B and/or C] and agency [Section D].
4. PHOTOCOPY OF DRIVER'S LICENSE OR GOVERNMENT-ISSUED ID
Photocopy must be legible.
5. PASSPORT-STYLE "2x2" COLOR PHOTO
Facial photographs must be in focus, and a headshot with a white background.
6. FINGERPRINT CARD (\$22.00 processing fee)
FD-258 (Blue Card). The fingerprint card must be accompanied by the fingerprint affidavit form in a sealed envelope.
7. PROOF OF US CITIZENSHIP OR LEGAL RESIDENCE AUTHORIZED TO SEEK EMPLOYMENT IN THE UNITED STATES.
Provide a copy of US Citizenship or Legal Resident Card.

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.