

Registration Certificate and Licensing Fees

Fees are effective as of October 1, 2002.

Money orders, cashier's checks and/or security guard agency or private investigation agency checks must be payable to DPS.

No refunds will be given to individuals found to be disqualified from obtaining a registration certificate or agency license.

Security Guard registration certificates, Security Guard Agency and Private Investigator Agency licenses are valid for two-years. Private Investigator registration certificates expire when the employing agency's license expires. Security guard agency associate and resident manager registration certificates expire at the same time as the security guard agency's license.

Fingerprints

FBI Fingerprint Processing Fee (per person, see appropriate section below) \$ 22.00

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.

Security Guard Employee

New/Renew Unarmed Security Guard Application	\$ 50.00 + \$ 22.00 = \$ 72.00
New/Renew Armed Security Guard Application	\$ 100.00 + \$ 22.00 = \$ 122.00
Late Fee	\$ 10.00
Upgrade from Unarmed to Armed Security Guard*	\$ 50.00 *
Additional Employer Armed New Agency cards	\$ 10.00
Reinstatement**	\$ 25.00 **
Card Replacement	\$ 10.00

* If your fingerprints were taken over 90 days ago, then include a fingerprint card and FBI fingerprint processing fee.

** Armed guard reinstatements also require 16 hours of firearms training.

New Security Guard Agency

New Agency Application Processing fee	\$ 500.00 + \$ 22.00(QP) = \$ 522.00
New Agency License fee*	\$ 500.00 *
New Associate or Resident Manager	\$ 50.00 + \$ 22.00 = \$ 72.00

* Required only after a Ready to License Letter is sent to the new security guard agency.

QP = Qualifying Party

Security Guard Agency Renewals and Restructures

Renewal of Agency License fee	\$ 500.00 + \$ 22.00(QP) = \$ 522.00
Restructure*	\$ 100.00 *
Late Fee	\$ 100.00
Reinstatement	\$ 250.00
Renewal of Associate or Resident Manager	\$ 50.00 + \$ 22.00 = \$ 72.00

* May require FBI fingerprint fee, call the Licensing Unit for details.

QP = Qualifying Party

Private Investigator Employee

New/Renew Private Investigator Application*	\$ 50.00 + \$ 22.00 = \$ 72.00 *
Additional Private Investigator Employer Application*	\$ 10.00 *
Late Fee	\$ 10.00
Reinstatement	\$ 25.00
Card Replacement	\$ 10.00

* If your fingerprints were taken over ONE year ago, then include a fingerprint card and FBI fingerprint processing fee.

New Private Investigator Agency

New Agency Application Processing fee	\$ 250.00 + \$ 22.00(QP) = \$ 272.00
New Agency License fee*	\$ 400.00 *
New Associate	\$ 50.00 + \$ 22.00 = \$ 72.00

* Required only after a Ready to License Letter is sent to the new private investigator agency.

QP = Qualifying Party

Private Investigator Agency Renewals and Restructures

Renewal Agency License fee	\$ 250.00 + \$ 22.00(QP) = \$ 272.00
Restructure*	\$ 100.00 *
Late Fee	\$ 100.00
Reinstatement	\$ 250.00
Renewal of Associate	\$ 50.00 + \$ 22.00 = \$ 72.00

* May require fingerprint fee, call the Licensing Unit for details.

QP = Qualifying Party

Security Guard Firearms-Safety Instructor

New Safety Instructor Application fee*	\$ 50.00 *
Renewal Safety Instructor Application fee	\$ 50.00 *

* Fingerprint fees are NOT REQUIRED for Firearms-Safety Instructors at this time.

The DPS Licensing unit only accepts money orders, cashier's checks, security guard agency or private investigation agency checks, and cash.