

**NEW SECURITY GUARD AGENCY
APPLICATION ACCEPTANCE CHECKLIST**

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

AGENCY NAME

No.	Documents to Be Enclosed	Applicant Check Off		FOR DPS USE ONLY
1.	APPLICATION - every section must be completed on the application. The application must be signed and notarized .			Initials: Date:
2.	EXPERIENCE – letters, documentation of THREE years of verifiable supervisory, management or administrative experience. <i>(in accordance to A.R.S. §32-2612)</i>			Initials: Date:
3.	AGENCY STRUCTURE PAPERS – corporation papers, partnership agreements, etc. <i>(if applicable)</i>			Initials: Date:
4.	TRAINING PROGRAM <i>(completely filled and notarized)</i>			Initials: Date:
5.	COLOR PHOTOGRAPHS OF UNIFORMS, JACKETS, PANTS, AND HATS – with detailed views of all sides <i>(photographs must be in focus with colors written on back)</i>			Initials: Date:
6.	COLOR PHOTOGRAPHS OF BADGES AND PATCHES <i>(close-up photographs of the badges and patches must be in focus)</i>			Initials: Date:
7.	COLOR PHOTOGRAPHS OF MARKINGS, EMBLEMS, INSIGNIA, AND LIGHTING ON VEHICLES <i>(if applicable)</i>			Initials: Date:
8.	APPLICATION FEE OF \$500.00			Initials: Date:
9.	CLASSIFIABLE FINGERPRINTS & FEE OF \$22.00 <i>(for each person)</i>			Initials: Date:
10.	NOTARIZED COPY OF DRIVERS LICENSE <i>(copy must be legible)</i>			Initials: Date:
11.	ONE COLOR FACIAL PHOTOGRAPH <i>(approximately passport size)</i>			Initials: Date:
12.	ARE YOU APPLYING FOR AN ARMED AGENCY?	YES	NO	Initials: Date:

Note to applicant: If items # 1, #8, #9, and #10 are missing or incomplete, your application packet will be returned without processing. After your agency application packet is approved, a letter will be sent to your agency requesting the license fee and other required documents.