

NEW SECURITY GUARD AGENCY APPLICATION ACCEPTANCE CHECKLIST

Agency name

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

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 <u>THREE</u> years of 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>(completed 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 fabric 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 \$24.00 <i>(for each person)</i>			Initials: Date:
10.	COPY OF DRIVERS LICENSE <i>(copy must be legible and notarized)</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.