

RENEWAL OF SECURITY GUARD AGENCY APPLICATION ACCEPTANCE CHECKLIST

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

SECURITY GUARD AGENCY'S NAME _____				
No.	Documents to Be Enclosed	Applicant Check Off		FOR DPS USE ONLY
1.	APPLICATION – complete sections A, B, D, E, and F on the application. The application must be signed.			Initials: Date:
2.	AGENCY STRUCTURE PAPERS – include only if there has been any changes to the agency structure or corporate officers. <i>(if applicable)</i>			Initials: Date:
3.	COMPLETED QUALIFYING PARTY RESPONSIBILITIES LIST <i>(initialed, signed, and notarized)</i>			Initials: Date:
4.	TRAINING PROGRAM <i>(completely filled and signed, must show 8 hours or more)</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 – views of all sides <i>(if applicable)</i>			Initials: Date:
8.	RENEWAL FEE OF \$500.00			Initials: Date:
9.	CLASSIFIABLE FINGERPRINTS & FEE OF \$22.00 <i>(for each person)</i>			Initials: Date:
10.	ONE PASSPORT-SIZED COLOR FACIAL PHOTOGRAPH <i>(must be submitted with renewal)</i>			Initials: Date:
11.	CURRENT CERTIFICATE OF LIABILITY INSURANCE AND WORKMANS COMPENSATION COVERAGE <i>(minimum of \$100,000 per person, \$300,000 aggregate total)</i>			Initials: Date:
12.	IS YOUR AGENCY ARMED? NAME of INSTRUCTOR _____ LICENSE NUMBER of INSTRUCTOR _____	YES	NO	Initials: Date:

Note to applicant:
If items # 1, #8, and #9 are missing or incomplete, your application packet will be returned without processing.