

RENEWAL OF 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.			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.	TRAINING PROGRAM <i>(completed and signed)</i>			Initials: Date:
4.	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:
5.	COLOR PHOTOGRAPHS OF BADGES AND PATCHES <i>(close-up photographs of the badges and patches must be in focus)</i>			Initials: Date:
6.	COLOR PHOTOGRAPHS OF MARKINGS, EMBLEMS, INSIGNIA, AND LIGHTING ON VEHICLES <i>(if applicable)</i>			Initials: Date:
7.	RENEWAL FEE OF \$500.00			Initials: Date:
8.	CLASSIFIABLE FINGERPRINTS & FEE OF \$24.00 <i>(for each person)</i>			Initials: Date:
9.	ONE COLOR FACIAL PHOTOGRAPH <i>(approximately passport size)</i>			Initials: Date:
10.	CURRENT CERTIFICATE OF LIABILITY INSURANCE AND WORKMANS COMPENSATION COVERAGE <i>(minimum of \$100,000 per person, \$300,000 aggregate total)</i>			Initials: Date:
11.	IS YOUR AGENCY ARMED?	YES	NO	Initials: Date:

Note to applicant: If items # 1, #7, and #8 are missing or incomplete, your application packet will be returned without processing.