

# ARIZONA DEPARTMENT OF PUBLIC SAFETY

2102 WEST ENCANTO BLVD. PO BOX 6328 PHOENIX, ARIZONA 85005-6328 (602) 223-2000



JANICE K. BREWER  
GOVERNOR

ROGER VANDERPOOL  
DIRECTOR

## **\*\*IMPORTANT INSTRUCTIONS - PLEASE READ AND FOLLOW \*\***

### SECURITY GUARD AGENCY LICENSE

**Applications are accepted by mail or drop off only. Applications must be accompanied by a legible, notarized copy of your driver's license, one fingerprint card with classifiable fingerprints, applicable fees and one color passport photograph (head and shoulders facing camera).**

**Please allow at least 15 business days after submission of your application before calling the Licensing Unit, this will only slow down your application process.**

#### **PERSONAL QUALIFICATIONS**

The qualifying party and all partners, LLC member/managers, and corporate officer/directors must meet the criteria listed in Arizona Revised Statute §32-2612.

The necessary documentation to fulfill the above Statute must be described in a **letter** from an individual or individuals, such as a former supervisor, who can specifically state their work relationship with you and personally verify your appropriate supervisory experience. The author of the letter must be clearly identified by name and include an address and contact telephone number. The author must sign the letter.

You may also submit documentation from an agency from which you retired or were previously employed. This documentation may be in the form of retirement papers, letters of recommendation, performance evaluations, or military records such as DD 214, NCOERs, OERs, awards, etc. (a DD 214 alone is insufficient evidence - we also need the copy that shows the type of discharge received). The document must explicitly state that you have the required experience from verifiable sources. Failure to provide sufficient documentation of your experience from appropriate sources will result in the rejection of your application.

Allow at least 15 business days after the submission of your application before calling the unit to check your status. Repeated phone calls will only delay your application.

#### **APPLICATION**

Please submit a security guard agency application for the qualifying party and a security guard registration application for every partner, LLC member/manager, and corporate officer/director. Each applicant must specify the purpose of the application by marking the appropriate box in the Security Guard Agency or Security Guard column. All applications must be filled out completely and signed before a notary public. **If the qualifying party's application is not signed before a notary public, if the qualifying party's fingerprints are not classifiable, or if the qualifying party's fees are incorrect, the application will be returned to the qualifying party without further action.** Applications, which are otherwise incomplete, will be accepted and the qualifying party will be advised of the items, which must be completed before the license can be issued.

### **AGENCY APPLICATION: APPLICANT INFORMATION**

Please ensure you include any space, unit or apartment number in your home address. Other names you have used include aliases, name before adoption, maiden name or previous married name.

### **AGENCY APPLICATION: EMPLOYMENT HISTORY**

List your past, five years of employment and any other employment, which relates to your qualifications for a license. Please list any security guard agency licenses you have held or currently hold in other states and include a copy of each license.

### **AGENCY APPLICATION: AGENCY INFORMATION**

A name must be selected for the agency. *You should check on the availability of your preferred agency name before registering it with the Arizona Corporation Commission or Arizona Secretary of State by calling the licensing unit at 602-223-2361.* The Licensing Unit will assign the agency license number. The principal business address must be the physical address from which the agency will do business in Arizona. Foreign corporations must provide a principal business address in Arizona. Only branches in Arizona must be listed with addresses and phone numbers.

### **AGENCY APPLICATION: AGENCY STRUCTURE**

Indicate the agency structure by marking the appropriate box.

**Sole Proprietorship** - The qualifying party alone will operate the business as the sole owner. By definition, a sole proprietorship cannot have any associates. Sole proprietors may register the trade name under which they are doing business with the Arizona Secretary of State

**General/Limited Partnership** - A partnership is an association of two or more persons to carry on as co-owners of a business for profit. List all partners in this section. Partnerships must submit a copy of the partnership agreement with all partners signatures notarized on the agreement.

General partnerships may register their trade name with the Arizona Secretary of State.

Limited partnerships must register with the Arizona Secretary of State under certain circumstances and should consult applicable statutes and rules to determine specific requirements.

**Limited Liability Company (LLC)** - A company with at least one owner organized under applicable statutes to conduct business. List qualifying party and all members and managers in this section. Submit a copy of the Articles of Organization bearing the received/approved stamp of the Arizona Corporation Commission. Any subsequent changes, which affect the membership of the company, must also be submitted to the Arizona Department of Public Safety Licensing Unit. A company, which intends to do business under a trade name, must include that trade name in the Articles of Organization or register the trade name separately with the Arizona Secretary of State and provide a copy of the trade name registration to the Licensing Unit.

**Corporation** - List qualifying party and all officers and directors of the corporation in this section. Submit a copy of the Articles of Incorporation bearing the received/approved stamp of the Arizona Corporation Commission. Any subsequent changes to the Articles of Incorporation, which affect the list of officers or directors, must also be submitted to the Arizona Department of Public Safety Licensing Unit. A corporation, which intends to do business under a trade name, must register that trade name with the Arizona Secretary of State and provide a copy of the trade name registration to the Licensing

Unit.

**Foreign LLC/Corporation**, a company organized or incorporated outside Arizona, must apply to the Arizona Corporation Commission for authority to transact business in Arizona. A copy of the approved application and the Articles of Organization/Incorporation must accompany the application for an agency license. A foreign corporation, which intends to do business under a trade name, must register that trade name with the Arizona Secretary of State and provide a copy of the trade name registration to the Arizona Department of Public Safety Licensing Unit.

#### **AGENCY APPLICATION: GENERAL**

Describe the specific nature of the security guard services the agency intends to perform.

#### **REGISTRATION APPLICATION FOR ASSOCIATE**

If the agency has associates, the qualifying party must mark the associate application block in the security guard column of the security guard/private investigator registration application and then complete and sign the employer/licensee section of each associate's application. The associate must complete the employee/applicant section of the application and sign it.

#### **RESIDENT MANAGER**

If the qualifying party of the agency resides outside Arizona, the qualifying party shall designate a resident manager who is a manager of the agency, who maintains full-time legal residency in this state and who meets the requirements of ARS §32-2612 [Qualifications of applicant for agency license] and §32-2613. The person who will be resident manager must submit an application with notarized signature, photos, classifiable fingerprints and written proof of qualifying experience; e.g., letter(s) from a previous employer.

#### **FINGERPRINTS**

A local law enforcement agency may take the fingerprints. *Classifiable* fingerprints of all applicants must be submitted with the application. Criteria for classifiable fingerprints are listed on the back of the card. Fingerprints, which are not classifiable, will be returned with the application and fees. Do not use highlighter, fold or bend the fingerprint card. If you must fold the card, ensure the fold is along a blue line.

#### **UNIFORMS, BADGES AND PATCHES**

**All uniforms must be approved prior to license issuance.** Please provide color photographs of all uniform items, including hat, shirt, pants, uniform/utility belt and jacket, with your application. Uniforms cannot be blue-over-blue, black-over-black, or tan-over-tan, and may not resemble any law enforcement agency's uniforms. An agency patch, which includes the agency name, must be on both shoulders of all shirts and jackets – do not incorporate a star that causes the patch to resemble a law enforcement patch. Jackets must have Security in 4" high letters in a contrasting color across the back. A full color copy or example of the agency patch must be included with the application. Badges are optional. The badge, if used, may not be in the shape of a star or shield used by any law enforcement agency. A full-size copy of the proposed badge must be submitted with the application. Photos must show the front, back, and both shoulders of all uniform shirts and jackets. This requirement may be met with four photos for each uniform (each photo taken straight-on from front, back, and each side) or with two photos (one taken from the left-front and one from the right rear). Likewise, photos of

vehicles must show front, back, and both sides. Close-up photos of vehicle markings and front and back of any light bars should also be taken. Indicate in the submission that the photos are true-color, or if not, what the true colors are. If no badge will be used, state that fact in writing.

### **LIGHTED VEHICLES**

Lights visible from the front of any vehicle can be AMBER or WHITE only. **Red or blue lights to the front are prohibited.** Lights visible to the rear may be AMBER or RED only. Flashing lights are prohibited except when used as turn signals or warning/hazard lights on disabled or parked vehicles. On vehicles with top mounts, the lights must flash simultaneously when used as warning or hazard lights.

### **AUTHORIZED SIGNERS**

The qualifying party must designate employees who are authorized to sign employee registration certificate applications, termination reports, new hire reports, and training verification forms. This designation must be submitted to the licensing unit in writing and must include a sample signature of each designee. Only the qualifying party or, if the qualifying party resides outside of Arizona, the resident manager may designate authorized signers.

### **TRAINING PROGRAM**

The training program must be complete, signed before a notary public and submitted with the application for agency license. Please describe training that will be provided under each of the sub-sections. You will be held accountable for accomplishing the training program you submit for both pre-assignment and refresher training. Both pre-assignment and refresher training must be at least 8 hours long. Firearms training is required only for armed security guards, per ARS §32-2632.D. *The Department of Public Safety's curriculum **must** be followed.* The 8-hour general training curriculum will be provided for all agencies. The firearms training curriculum will be provided to the designated firearms instructor(s) upon request.

### **LIABILITY INSURANCE / WORKERS COMPENSATION**

**Do not obtain any insurance policies until you have been notified by the Licensing Unit that you are approved to become an agency.** General liability insurance must be in force at the time the license is issued and must remain in force at all times in the amount of at least \$100,000 for any one person and an aggregate total of at least \$300,000. Workers' compensation coverage must be in force whenever the agency has employees. On both forms of insurance the Arizona Department of Public Safety, Licensing Unit, P.O. Box 6328, Phoenix, AZ 85005-6328 must be listed as the ACertificate Holder and current certificates must be filed with the Licensing Unit upon each renewal of the coverage. **Foreign insurance companies must certify that the coverage they provide extends to Arizona.**

### **RESTRUCTURE**

If you change your agency name or structure (e.g. sole proprietorship to partnership, or partnership to LLC, or corporation, etc.), the qualifying party must notify the Licensing Unit and submit a restructuring application, appropriate documentation and fees. Restructuring fees will be waived if the restructuring occurs at the same time the agency license is renewed. Changing the qualifying party of an LLC or corporation is not a restructuring of the agency.

### **RENEWAL**

The qualifying party is solely responsible for renewing the agency license before it expires. Agencies, which intend to cease operations and not renew the license, should notify the Licensing Unit in writing.

**FEES\***

<u>Event</u>	<u>Fee</u>
Agency Application (includes qualifying party)	\$500
Associate Application (qualifying party not considered an associate)	\$50
Issuance of Agency License	\$500
Agency Restructure	\$100
Agency Reinstatement	\$250
Agency Renewal	\$500
Agency Late fee (includes late fee for associates)	\$100
Fingerprints (per card)	\$24

**LICENSING OFFICES**

**Phoenix Office**

Arizona Department of Public  
Safety  
2102 W. Encanto Blvd.  
Phoenix, AZ 85009  
(602) 223-2361

**Mail Address**

Arizona Department of Public  
Safety  
P.O. Box 6328  
Phoenix, AZ 85005-6328

\*ALL FEES ARE NON-REFUNDABLE

\*\*PLEASE REFER TO ARIZONA REVISED STATUTES AT: <http://www.azleg.gov/ArizonaRevisedStatutes.asp>

Then see Title 32, Chapter 26

Please use the Mailing Address for all correspondence. If you have any questions, please call 602-223-2361 or visit [www.azdps.gov](http://www.azdps.gov)