

ARIZONA DEPARTMENT OF PUBLIC SAFETY

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SECURITY GUARD AGENCY RENEWAL INSTRUCTION LETTER**

These instructions must be followed to prevent your agency renewal from being delayed.

If your renewal packet is incomplete in any way, it will be returned to you for completion. If your packet is post marked after the agency's expiration date, you must forward the late fee with your payment. Agencies not renewed prior to the expiration of the business license must cease operations until renewal has been completed. A license that has been expired for longer than 90 days may not be renewed. Renewal applications may be submitted 60 days in advance of expiration.

Renewals will be accepted by mail or drop-off only.

YOUR RENEWAL PACKET MUST CONTAIN THE FOLLOWING:

1. Completed agency renewal form, signed by the qualifying party. If the applicant is other than an individual, application shall contain the full name and title of each associate (partner, member/manager of limited liability company (LLC), corporate officer, member of the corporate board of directors).
2. Applications for all associates. The employee/applicant section of the applications must be filled out completely and signed by the applicant. The section designated for the employer/licensee should also be completed but need not be signed.
3. Renewal application for resident manager (if applicable) requires a \$74 fee (\$50 + \$24), a fingerprint card and a passport sized photo.
4. One fingerprint card with classifiable finger print images for each individual to be licensed. Fingerprints may be rolled by local law enforcement or a commercial firm. Fingerprints that are not classifiable will be returned.
5. Current certificate for liability insurance and workers' compensation coverage. Certificates must show the agency name as the insured. General liability insurance 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. ***If the insurer is located outside Arizona, certificates must contain a statement that the coverage extends to Arizona.*** The certificate holder must be "Arizona Department of Public Safety, Licensing Unit, P. O. Box 6328, Phoenix, AZ 85005-6328." Waivers are not accepted in lieu of workers' compensation insurance.

6. Update training program form, notarized. **This must be updated with every renewal, even if nothing has changed.** *The Department of Public Safety's curriculum must be followed.* The eight-hour general training curriculum will be provided for all agencies. If using the DPS "Unarmed Security Guard Lesson Plan", note this in the "Orientation" block of the SG Training Program form. The firearms training curriculum is now available on the second link below:

Training Plan Certification Form
<http://www.azdps.gov/license/SGTrainingProgram.PDF>

Firearm and Security Guard Training Lesson Plans for Renewals:
<http://www.azdps.gov/license/trng.asp>

7. True color photographs of current uniforms, copy or example of shoulder identification patch, and full size copy of badge, if one is used. **This must be submitted with every renewal, even if nothing has changed.** Shoulder identification patches must be on both shoulders of all uniform shirts, coats and jackets and must include the name under which the agency is doing business. Patches must be at least two inches by three inches in size. Uniform colors shown in photographs must be true and accurate. Photographs should show front and both shoulders of uniform shirts and front, back, and both shoulders of uniform jackets. One shot from left front and one from right rear would meet this requirement. Jackets must have "Security" in at least three-inch high letters in a contrasting color across the back.

8. Color photographs of marked vehicles showing every different marking/color variation in use by the agency. If light bars are affixed to vehicles, close-up photographs of the front and back of the light bars. **This must be submitted with every renewal, even if nothing has changed.**

9. One color facial photograph, passport sized photos work the best.

10. **All application fees:** \$500 Renewal for agency (includes qualifying party)
 \$ 50 Renewal for each associate (other than qualifying party)
 \$ 24 Fingerprint card (each person)
 \$100 Delinquency for agency renewal*

****If your application is post marked after the expiration date of your agency license, you must include the delinquency fee in your payment.***

**PLEASE REFER TO ARIZONA REVISED STATUES AT:
<http://www.azleg.gov/ArizonaRevisedStatues.asp> (See Title 32, Chapter 26)

Please use the mailing address below. If you have any questions, please call (602) 223-2361 or visit <http://www.azdps.gov/license/default.asp>.

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

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