

# ARIZONA DEPARTMENT OF PUBLIC SAFETY

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## **IMPORTANT INSTRUCTIONS – PLEASE READ AND FOLLOW** **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. Applications and forms may be downloaded from our website:  
<http://licensing.azdps.gov/Licenseforms.asp>

***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.***

Agency renewals will be accepted by mail or hand delivery to the Licensing Unit office. When the renewal process is completed, the renewed license will be returned by mail unless prior arrangements have been made.

### **YOUR RENEWAL PACKET MUST CONTAIN THE FOLLOWING:**

1. Completed agency renewal form, signed by the qualifying party. If the applicant is part of a corporation, limited liability company (LLC) or partnership, the application shall contain the full name and title of each associate (partner, member/manager, corporate officer or member of the board of directors).
2. Renewal applications for all associates (if applicable). 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. The associate application requires a \$74 fee (\$50 + \$24), a classifiable fingerprint card and a passport sized photo (*if appearance has changed*).
3. Renewal application for resident manager (if applicable) requires a \$74 fee (\$50 + \$24), a classifiable fingerprint card and a passport sized photo (*if appearance has changed*).
4. One fingerprint card with classifiable fingerprint images for each individual to be licensed. Fingerprints may be taken at law enforcement agencies, commercial enterprises or private parties that administer fingerprints. The person administering the fingerprints does not have to be certified, but does have to sign the appropriate box on the fingerprint card.

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.”**
6. **Update the Unarmed Training Program form.** *This form must be completely filled and signed with every renewal, even if nothing has changed.* The Department of Public Safety's 8-hour unarmed curriculum must be followed.
  - a. **Unarmed Training Program Form and curriculum:**
    - i. <http://licensing.azdps.gov/SGTrainingProgram.PDF>
    - ii. <http://licensing.azdps.gov/unarmedsecuritytraining020207.pdf>
  - b. **Armed Security Guard Training Lesson Plans:**
    - i. <http://licensing.azdps.gov/trng.asp>
7. True color photographs of current uniforms, copies or examples of the shoulder patch and breast patch or metal breast badge, if used. **These photographs must be submitted with every renewal, even if nothing has changed.** Shoulder patches must be attached to the left and right upper shoulders of all uniform shirts, coats and jackets, and must display the name under which the agency is doing business. Shoulder patches must be at least two inches by three inches in size. Breast patch or metal breast badge, if used, must be attached to the left breast side of all uniform shirts, coats and jackets, and must display the name under which the agency is doing business. The breast patch or badge must be at least one and one-half inches by two inches. If the word SECURITY is not displayed on the shoulder and/or breast patch or badge, if used, then a rocker patch that reads SECURITY in one-half inch tall or taller letters must be displayed directly under the patch or badge. Photographs of uniform shirts and jackets should show the front, back, left and right sides. The backs of jackets, t-shirts and polo shirts must display “Security” in three inch tall or taller letters in a contrasting color. Include a photograph of each type and/or color of pants or shorts and a front and back view of hats or caps. Write brief descriptions and colors on backs of photographs.
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. **These photographs must be submitted with every renewal, even if nothing has changed.**
9. One color passport photograph or a color facial photograph (*if appearance has changed*).
10. All application fees\*: \$500 Renewal for agency (includes qualifying party)  
 \$ 50 Renewal for each associate (other than qualifying party)  
 \$ 50 Renewal for resident manager  
 \$ 10 Late fee for each associate and/or resident manager\*\*\*  
 \$ 24 Fingerprint card (each person)  
 \$100 Late fee for agency renewal\*\*\*

\*ALL FEES ARE NON-REFUNDABLE

\*\**PLEASE REFER TO ARIZONA REVISED STATUTES AT:*

<http://www.azleg.gov/ArizonaRevisedStatutes.asp>

Then see Title 32, Chapter 26

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

Please use the Mailing Address for all correspondence.

If you have any questions, please call 602-223-2361 or visit

<http://licensing.azdps.gov>

Licensing Unit Office

Arizona Department of Public Safety

2102 W. Encanto Blvd.

Phoenix, AZ 85009

(602) 223-2361

Mailing Address

Arizona Department of Public Safety

P.O. Box 6328

Phoenix, AZ 85005-6328