



# ARIZONA DEPARTMENT OF PUBLIC SAFETY

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*"Courteous Vigilance"*

DOUGLAS A. DUCEY  
Governor

FRANK L. MILSTEAD  
Director

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*Your security guard agency's name*

## QUALIFYING PARTY RESPONSIBILITIES

### Please initial in boxes after reading below:

- I understand that I am responsible to renew my security guard agency license before it expires. I may submit my renewal application up to 60 days before the expiration date.
- I understand that if I do not submit a renewal application before my security guard agency license expires, I, and everyone associated with the agency, must stop performing private security guard services subject to regulation.
- I understand that I am required to submit a renewal application before my security guard agency license expires. I may submit a renewal application within 90 days after the expiration date, but I will have to pay a \$100 late renewal penalty.
- I understand that if I do not submit a renewal application within 90 days after my security guard agency license expires, I must apply for and receive a new security guard agency license before I can resume business operations.
- I understand that I may only operate from the address on the agency license. I understand that I must send written notice to the Department within 30 days of a change in the agency address.
- I understand that if I want to operate the agency from two or more locations, I must apply to the Department for a branch office certificate. I understand that I am required to send written notice to the Department within 15 days of a change in the address of a branch office.
- I understand that if the name or form in which the agency does business changes, I must submit an application for restructure to the Department. Unless the restructuring occurs at the time of license renewal, there is a \$100 restructure fee.
- I understand that it is my responsibility to inform the Department of any change in my name, address, or telephone number to ensure timely communication.
- I understand that I am responsible for being aware of and complying with all legislative and regulatory changes relating to a security guard agency.
- I understand that I am responsible for ensuring that all employees of my security guard agency are registered as required by law.

I understand that I am required to maintain records of an employee for five years after the employee terminates employment.

I understand that, if I have employees, the law requires that I maintain workers' compensation insurance. I understand that the worker's compensation insurance certificate must name the Department as the certificate holder. I must provide the Department with the current certificate.

I understand that I am required to maintain liability insurance that provides at least \$100,000 coverage for any one person and \$300,000 coverage for any one event. I understand that the liability insurance certificate must name the Department as the certificate holder. I must provide the Department with the current certificate

I acknowledge that by placing my initials beside each of the statements listed above and signing below, I am indicating that I have read and understood each of the statements.

\_\_\_\_\_  
Print Name of Qualifying Party (*Print Legibly*)

\_\_\_\_\_  
*Signature of Qualifying Party*

\_\_\_\_\_  
*Date of Signature*

### ACKNOWLEDGMENT

THE STATE OF \_\_\_\_\_ )

County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me personally

appeared, \_\_\_\_\_, whose identity was proven to me on the basis of satisfactory evidence to be the person who he or she claims to be, and acknowledged that he or she signed the above/attached document.

(Seal)

\_\_\_\_\_  
Notary Public in and for (State)

My commission expires \_\_\_\_\_