

SECURITY GUARD REGISTRATION APPLICATION INSTRUCTIONS

The Licensing Unit has created a security guard application form that eliminates the unarmed and armed training verification forms.

The applicant's fingerprints will be used to check the criminal history records of the FBI. The procedures for obtaining a change, correction, or updating of your criminal history record are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.

Licensing Unit only accepts money orders, cashier's checks, company checks from the sponsoring agency, or the exact amount in cash. No personal checks.

How to accurately complete the application:

- A. Read these instructions before filling out your application
- B. Check the appropriate box at the top of the application (see *Types of registrations and submission requirements below*)*
- C. Complete the registration application. Print "DNA" or "does not apply" in spaces which you have no information to provide.
- D. Submit the appropriate application/fingerprint processing fee (see *Types of registrations and submission requirements below*)
- E. Submit the classifiable fingerprint card (if applicable)
- F. Submit a passport sized facial photograph (if applicable)
- G. Submit the late fee (if applicable)

* SG = Security Guard

Types of registrations and submission requirements:

- a. **Initial unarmed security guard application**
 - 1) The security guard agency completes PART A
 - 2) Applicant completes PART B
 - 3) The unarmed trainer completes line 1 of PART C - UNARMED TRAINING VERIFICATION
 - 4) The qualifying party or resident manager completes line 2 of PART C - UNARMED TRAINING VERIFICATION
 - 5) Classifiable fingerprint card
 - 6) Passport sized facial photograph
 - 7) Proof of identification, such as a photocopy of your driver's license, passport, etc.
 - 8) \$72 application and fingerprint processing fee
- b. **Renewal unarmed security guard application**

(if guard card is more than 90 days past the expiration date, then check the box marked Initial unarmed SG application and follow the directions above)

 - 1) The security guard agency completes PART A (optional)
 - 2) Applicant completes PART B
 - 3) The unarmed trainer completes line 1 of PART C - UNARMED TRAINING VERIFICATION
 - 4) The qualifying party or resident manager completes line 2 of PART C - UNARMED TRAINING VERIFICATION
 - 5) Classifiable fingerprint card
 - 6) Passport sized facial photograph
 - 7) Proof of identification, such as a photocopy of your driver's license, passport, etc.
 - 8) \$72 application and fingerprint processing fee
(if guard card is expired, but is not more than 90 days past the expiration date, then add a \$10 late fee)
- c. **Initial armed security guard application** – you will be issued an unarmed and armed guard card
 - 1) The security guard agency completes PART A
 - 2) Applicant completes PART B
 - 3) The unarmed trainer completes line 1 of PART C - UNARMED TRAINING VERIFICATION
 - 4) The qualifying party or resident manager completes line 2 of PART C - UNARMED TRAINING VERIFICATION
 - 5) The firearm-safety instructor completes lines 1 & 2 of PART D - ARMED TRAINING VERIFICATION
 - 6) The qualifying party or resident manager completes lines 3 and 4 of PART D - ARMED TRAINING VERIFICATION
 - 7) Classifiable fingerprint card
 - 8) Passport sized facial photograph
 - 9) Proof of identification, such as a photocopy of your driver's license, passport, etc.
 - 10) \$122 application and fingerprint processing fee
- d. **Renewal armed security guard application** – you will be issued an unarmed and armed guard card
(if guard card is more than 90 days past the expiration date, then check the box marked Initial armed SG application and follow the directions above)
 - 1) The security guard agency completes PART A
 - 2) Applicant completes PART B
 - 3) The unarmed trainer completes line 1 of PART C - UNARMED TRAINING VERIFICATION
 - 4) The qualifying party or resident manager completes line 2 of PART C - UNARMED TRAINING VERIFICATION
 - 5) The firearm-safety instructor completes lines 1 & 2 of PART D - ARMED TRAINING VERIFICATION
 - 6) The qualifying party or resident manager completes lines 3 and 4 of PART D - ARMED TRAINING VERIFICATION
 - 7) Classifiable fingerprint card
 - 8) Passport sized facial photograph
 - 9) Proof of identification, such as a photocopy of your driver's license, passport, etc.
 - 10) \$122 application and fingerprint processing fee
(if guard card is expired, but is not more than 90 days past the expiration date, then add a \$10 late fee)

e. **Upgrade to armed security guard application**

- 1) The security guard agency completes PART A
- 2) Applicant completes PART B
- 3) The firearm-safety instructor completes lines 1 & 2 of PART D - ARMED TRAINING VERIFICATION
- 4) The qualifying party or resident manager completes lines 3 and 4 of PART D - ARMED TRAINING VERIFICATION
- 5) \$50 application processing fee
- 6) Classifiable fingerprint card (if more than 90 days past issuance of unarmed card)
- 7) Proof of identification, such as a photocopy of your driver's license, passport, etc.
- 8) \$72 application and fingerprint processing fee (if more than 90 days past issuance of unarmed card)

f. **Initial security guard associate application**

- 1) The security guard agency completes PART A
- 2) Applicant completes PART B
- 3) Classifiable fingerprint card
- 4) Passport sized facial photograph
- 5) Proof of identification, such as a photocopy of your driver's license, passport, etc.
- 6) \$72 application and fingerprint processing fee

g. **Renewal security guard associate application**

(if associate card is more than 90 days past the expiration date, then check the box marked *Initial SG associate application* and follow the directions above)

- 1) The security guard agency completes PART A
- 2) Applicant completes PART B
- 3) Classifiable fingerprint card
- 4) Passport sized facial photograph
- 5) Proof of identification, such as a photocopy of your driver's license, passport, etc.
- 6) \$72 application and fingerprint processing fee
(if associate card is expired, but is not more than 90 days past the expiration date, then add a \$10 late fee)

h. **Additional employer-armed-new agency**

- 1) The security guard agency completes PART A
- 2) Applicant completes PART B
- 3) Proof of identification, such as a photocopy of your driver's license, passport, etc.
- 4) \$10 application processing fee

The security guard application is available through the Licensing website at: <http://licensing.azdps.gov/Licenseforms.asp>

If mailing your application, please mail them to:

Arizona Department of Public Safety
Licensing Unit, Mail Drop 3140,
P.O. Box 6328, Phoenix, AZ 85005

Our business office is at:

DPS Public Services Center
Licensing Unit,
2222 W. Encanto Blvd, Phoenix, AZ 85009

Any additional questions, please call the Licensing Unit at: **(602) 223-2361**