

Application requirements

- Appropriate fee
- Applicant must be at least 21 years old
- Provide at least one completed fingerprint card for each principal applicant
- Prior to licensing, the armed principal applicant must attend an 8-hour Firearms Certification course through the Criminal Justice Training Commission. The Department will be notified directly when the certificate is issued.
- If principal is applying for a license under the exam requirement, a licensing representative will contact you to schedule an exam
- Be prepared to provide a Certificate of Insurance prior to issuance of your license. The company must have comprehensive general liability coverage of at least \$25,000 for bodily or personal injury and \$25,000 for property damage. This certificate does not have to be submitted with the application packet and may be faxed to us when the license is ready to be issued (fax (360) 570-7888).
The certificate holder on the insurance must read:
Department of Licensing
Private Security Guard Licensing Program
PO Box 9649
Olympia, WA 98507-9649
- Provide an address list of any branch office(s) maintained by the company
- US corporations must submit a:
 - copy of the Articles of Incorporation filed with the Washington Secretary of State
 - list of all officers and directors with an address for each
 - letter from the governing body of the corporation designating the applicant as “principal”
- Partnerships or limited partnerships must also submit:
 - a fee for each partner other than the principal
 - one completed application for each partnerEach partner must apply for licensure in order to be eligible to own or operate the company. Each must meet the same eligibility requirements as the principal of the company.
- In addition, foreign corporations must submit a certified copy of the Certificate of Authority to conduct business in the state of Washington

Frequently asked questions

Q. What is a company principal?

A. The individual who, in order to own or operate a private security guard company, must meet the minimum qualifications of three years experience **or** pass the state exam.

Q. How often are the exams given for principals and certified trainers?

A. They are scheduled within two to three weeks after we receive your application.

Q. Where will I take the exam?

A. The exams are scheduled at driver licensing offices around the state. When the exam is completed, it will be returned to this office to be scored. A letter with your score will be mailed to you approximately 10 days after you've taken your exam.

Q. How often can I take the exam?

A. There's no limit on the number of times you may take the exam as long as there's at least seven working days between them.

Q. How do I get rescheduled if I don't pass?

A. A reexam application will be mailed to you with your results. Complete and return the application with the \$25 fee to be rescheduled.

Q. How long will it take to get the license?

A. The required background check takes approximately 60 days. When the background check and all other requirements have been met, the license will be issued.

Q. If I'm just working for myself and do not want to hire employees, do I still have to get a company license?

A. Yes, anyone who works as a private security guard must either be licensed as a company principal or as a security guard under another company.

Q. How do my employees get licensed?

A. Once your company is licensed, you can submit applications for your employees. They are required to complete eight hours of pre-assignment training from a licensed certified trainer. The certified trainer must sign the certification box on the front of the Security Guard Application.

Q. How do I become a certified trainer?

A. Once you are licensed, submit a certified trainer exam application and \$25.

Q. May I have a certified trainer from another company give my employees the training?

A. Yes, provided the trainer is currently employed and holds a valid certified trainer's license.



Private Security Guard Company/ Qualifying Principal License Application

Send this completed form with a check or money order, payable to the Washington State Treasurer, to:

**Private Security Guard Program
Department of Licensing
PO Box 9048
Olympia, WA 98507-9048**

For validation only

001-070-299-0009

This is an application for:

- Company with principal for:
 Unarmed – \$350
 Armed – \$360
 Change of principal for:
 Unarmed – \$100
 Armed – \$110

Company information

TYPE OR PRINT Company name		(Area code) Telephone number	(Area code) Fax number
Washington State business address (Number, street, and suite or room number)			
City		State WA	ZIP code
Business mailing address (if different)			
City		State	ZIP code
Type of business (check one) <input type="checkbox"/> Sole owner <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Foreign corp.		Number of partners (if partnership)	UBI number
Branch office address (Street, city, state, ZIP code)			
Branch office address (Street, city, state, ZIP code)			

To show additional branches, attach pages.

Principal information

Principal name (Last, First, Middle initial)		Maidle name or aliases	
Home address (Number, street, apartment number)			
City		State	ZIP code
Date of birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security number <small>Used for child support enforcement. Kept on file. RCW 26.23.150</small>	Citizenship status <input type="checkbox"/> US citizen <input type="checkbox"/> Resident alien
Requirement under which you will be qualifying for license: (check one)			
<input type="checkbox"/> Three years experience as a manager, supervisor, or administrator in the security business or a related field <input type="checkbox"/> Examination (see next page)			

Applicant personal data

1. If you have ever been convicted of a crime, including juvenile convictions, you must provide complete information about your conviction(s) and include copies of your court records. A determination of your eligibility cannot be made until all documentation is received and a complete criminal history record check has been completed.

- Do not include traffic violations for driving under the influence, driving while suspended, or reckless driving.
- If you are not sure of your record, please do the research before you apply. Application fees are non-refundable.

What were you convicted of?	Date	Name of court	City and state	Misdemeanor, gross misdemeanor, or felony?
1.				
2.				

To show additional convictions, attach pages.

Applicant personal data (continued)

2. Is there a criminal complaint, accusation, or information presently pending against you or are you currently under indictment in this state, any other state, by the federal government, or any other jurisdiction? Yes No
3. Has any professional or occupational license, certification, or permit held by you been fined, suspended, revoked, refused or denied in this state, any other state, by the federal government or any other jurisdiction? Yes No

Experience (You must provide proof of your past employment)

Document your experience **beginning with your most recent or current position**. Acceptable forms of proof include: copies of payroll check stubs showing company name and pay period, copies of your federal tax return for the period(s) listed, certification from the employer verifying your status, duties, and time employed. Verification of license/registration from another state/jurisdiction is acceptable **only** if that state/jurisdiction has requirements that meet or exceed those of Washington State. Use the enclosed verification form for out-of-state work history.

Type of experience (<i>Manager, supervisor, administrator</i>)	From (<i>Month-day-year</i>)	To (<i>Month-day-year</i>)
Company name		
Company address (<i>Number and street, city, state, ZIP code</i>)		
Type of experience (<i>Manager, supervisor, administrator</i>)	From (<i>Month-day-year</i>)	To (<i>Month-day-year</i>)
Company name		
Company address (<i>Number and street, city, state, ZIP code</i>)		
Type of experience (<i>Manager, supervisor, administrator</i>)	From (<i>Month-day-year</i>)	To (<i>Month-day-year</i>)
Company name		
Company address (<i>Number and street, city, state, ZIP code</i>)		

Exam scheduling

Exams are given at driver licensing offices across the state. Select the location where you would like to take your exam, putting a "1" for your first choice and a "2" for your second choice. A licensing representative will contact you for scheduling.

- | | | | |
|--------------------------------------|---------------------------------------|--|---|
| <input type="checkbox"/> Auburn | <input type="checkbox"/> Kennewick | <input type="checkbox"/> Port Townsend | <input type="checkbox"/> Tacoma (South) |
| <input type="checkbox"/> Bellevue | <input type="checkbox"/> Kent | <input type="checkbox"/> Puyallup | <input type="checkbox"/> Tacoma (West) |
| <input type="checkbox"/> Bellingham | <input type="checkbox"/> Kirkland | <input type="checkbox"/> Renton | <input type="checkbox"/> Union Gap |
| <input type="checkbox"/> Bothell | <input type="checkbox"/> Lynnwood | <input type="checkbox"/> Seattle (downtown) | <input type="checkbox"/> Vancouver |
| <input type="checkbox"/> Bremerton | <input type="checkbox"/> Olympia | <input type="checkbox"/> Seattle (Greenwood) | <input type="checkbox"/> Walla Walla |
| <input type="checkbox"/> Clarkston | <input type="checkbox"/> Omak | <input type="checkbox"/> Smokey Point | <input type="checkbox"/> Wenatchee |
| <input type="checkbox"/> Everett | <input type="checkbox"/> Parkland | <input type="checkbox"/> Spokane (East) | |
| <input type="checkbox"/> Federal Way | <input type="checkbox"/> Port Angeles | <input type="checkbox"/> Sunnyside | |

Applicant certification

Providing false information in this application may be cause for the denial, suspension, or revocation of your private security guard license in the state of Washington. The Department may conduct a complete background investigation (RCW 18.170).

I certify under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

_____ **X** _____
 Date and place Applicant signature

Once filed, this application is a public record and is subject to public disclosure. RCW 42.56

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360) 664-6611 or TTY (360) 664-8885.