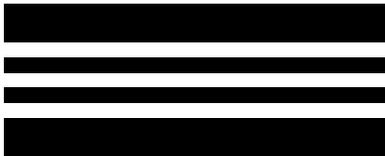




WASHINGTON STATE DEPARTMENT OF
LICENSING

Private Security Guard Company/Qualifying Principal License Application



Send this completed form with a check or money order, payable to the Department of Licensing, to: **Private Security Guard Program, Department of Licensing, PO Box 35001, Seattle WA 98124-3401**

This is an application for:

- Company with principal – \$330 Armed endorsement – additional \$10
 Change of principal – \$80 Armed endorsement – additional \$10



29989-APPLICATIONS

Company information

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

To show additional branches, attach pages.

Principal information

TYPE OR PRINT Name (Last, First, Middle initial)			
Social Security number required*		Date of birth (mm/dd/yyyy)	Citizenship <input type="checkbox"/> U.S. citizen <input type="checkbox"/> Resident alien
Home address			
City		State	ZIP code
(Area code) Home telephone number	Email		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
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)			

*All applicants are required by federal and state law to provide their Social Security number (SSN) for use in child support enforcement programs (42 U.S.C. 666(a)(13) and RCW 74.20A.320). It may also be used for education loan repayment programs and identification of records with similar names. Submission of your SSN is mandatory; failure to submit it will result in denial of your application.

Criminal history

Answer the questions below. If you answer "Yes," attach a detailed explanation.

In this state or any other jurisdiction are you or have you:

1. Within the last 10 years, had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? Yes No
2. Currently under indictment, or is there a criminal complaint, charge, or information pending against you? Yes No
3. Within the last 10 years, defaulted or been convicted of or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic offenses.) Yes No

Fingerprinting

All security guards must have fingerprint-based background checks. For information about the fingerprinting and background check process, go to www.dol.wa.gov/business/fingerprinting.html.

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 periods 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>)
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Company name

Company address (*Number and street, city, state, ZIP code*)

Type of experience (<i>Manager, supervisor, administrator</i>)	From (<i>Month-day-year</i>)	To (<i>Month-day-year</i>)
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Company name

Company address (*Number and street, city, state, ZIP code*)

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.

	Bellingham		Kent		Puyallup		Union Gap
	Bel-Red		Lynnwood		Renton		Vancouver (136th Ave)
	Bremerton		Olympia		Seattle (25th Ave)		Walla Walla
	Clarkston		Omak		Smokey Point		Wenatchee
	Everett		Parkland		Spokane (Sprague Ave)		
	Federal Way		Port Angeles		Sunnyside		
	Kennewick		Port Townsend		Tacoma (Yakima Ave)		

By completing this application, you authorize any business associates (past and present) and any government agencies (local, state or federal) to release any information, files, or records which may be required for a background investigation to the Department of Licensing.

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 signed	Applicant signature

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.

Application requirements

- Appropriate fee
- Applicant must be at least 21 years old
- Prior to licensing, the armed principal applicant must attend an eight-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 offices 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. 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.