



DEPARTMENT OF CONSUMER AFFAIRS
BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

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Tips to Avoid Delays and Common Deficiencies when Applying for a License, Permit, or Certificate dated October 10, 2019

General

- Use the most recent application to avoid delays and deficiencies. The most recent applications are available on our website.
- If applicable, apply online to avoid delays.
- If applicable, update your address online.
- If applicable, make sure that the name on your application and live scan form match.
- If applicable, make sure that your social security number and Automated Transaction Identifier (ATI) number are on the live scan form.

Security Guards

- Incomplete application occurs when there is a missing name, residence address missing if the address of record is a PO Box, date and signature of application, all powers to arrest information not provided, and conviction questions not answered.
- Name on application should match the live scan form, or significant delays could occur.
- It's helpful for the live scan form to include the social security number and ATI number.
 - a. If an Active Duty Peace Officer (ADPO) and applying for a Security Guard license, only need to include the following as proof: a photocopy of the front and back of the peace officer's identification card to demonstrate peace officer status and a letter from the officer's current Commanding Officer attesting to the officer's completion of power to arrest training, a copy of the officer's Basic or Specialized Basic POST course completion certificate, or the federal equivalent thereof, or a copy of the officer's POST profile detailing completion of Basic or Specialized Basic training which includes power to arrest training, or the federal equivalent thereof.
 - b. If a Veteran and applying for a Security Guard license, only need to include the following as proof: Certificate of Release or Discharge from Active Duty (DD-214) or proof of Military Service.

Firearm Permits - Initial Applications

- Incomplete application occurs when there is a missing name, residence address missing if the address of record is a PO Box, date, and signature of application.
- Range Qualification Form incomplete, such as missing exam score and citizenship verification
 - a. If an Active Duty Peace Officer (ADPO) and applying for a Firearm Permit:
a photocopy of the front and back of the peace officer's identification card to demonstrate peace officer status and a letter from the officer's current Commanding Officer attesting to the officer's completion of firearms training, a copy of the officer's Basic or Specialized Basic POST course completion certificate, or the federal equivalent thereof, or a copy of the officer's POST profile detailing completion of Basic or Specialized Basic training, or the federal equivalent thereof, in the use of firearms.
 - b. If an Active Duty Peace Officer (ADPO) and applying for a Firearm Permit:
Please provide verification of Caliber.

Firearm Permits -Renewal-Applications

- Range Requalification page incomplete, such as missing exam score and citizenship verification.
- Submit renewal applications to the Bureau at least 60 days, but not more than 90 days before expiration.

Private Patrol Operator (PPO) Applications

- Missing the required documents to provide on online applications.
- Incomplete declarant form, such as missing the hours accumulated, the percentages, or not checking the payroll box.
- Missing Social Security Number on Personal Identification Form.
- Missing the physical business address on 31B-4 of the application. Sometimes the physical address is missing completely.

Private Patrol Operator (PPO) Insurance

- Incorrect Name listed (Name on the Certificate of Insurance (COI) listed with a different name).
- Missing PPO insurance number.
- Have a retention or Self Insured Retention (SIR) for the general liability insurance policy.

Private Investigator (PI)

- Missing the required documents to provide on online applications.
- Missing the required Passport photograph.
- Missing Social Security Number on Personal Identification Form.

Private Investigator (PI) Insurance

- Incomplete declarant form, such as missing the hours accumulated, the percentages, or not checking the payroll box.
- Missing the physical business address on 31B-4 of the application. Sometimes the physical address is missing completely.

Alarm Company Operator (ACO)

- Missing the required documents to provide on online applications.
- Incomplete declarant form, such as missing the hours accumulated, the percentages, or not checking the payroll box.
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- Out of State Applications need to include the Branch application.

Proprietary Private Security Employer (PSE)

- Submitting an online application, but not uploading the hard copy.
- An owner is listed as a Responsible Person, but did not submit a Personal Identification Form (PID).
- Not submitting a Fictitious Business Name when applicable.

Training Facility Firearms (TFF)/Training Facility Baton (TFB)

- Missing instructor information or instructor not eligible.
- Personal Identification Form and Live Scan for all officers not complete.
- Missing the required documents to provide on online applications.

Training Instructor Firearms (TIF)/ Training Instructor Baton (TIB)

- Missing the required documents to attach with the online applications.
- Missing qualifying documents.

Repossession Agency

- Missing or incomplete corporate documents.
- Missing the Personal Identification Document form.
- Out of state and Limited Liability Company (LLC) ineligible submission.