

****IMPORTANT NOTICE****

GUARD AGENCIES / FIRMS / SOLE PROPRIETORS

New Employee Registration Forms PDG-16(a)

All guard agencies, firms or sole proprietors who employ guard employees, shall use PDG-16(a) to register each employee performing any type of guard work hired or terminated during the semi-annual period. Be sure to include each employee's guard employee registration number in compliance with HRS Chapter 463. If you have not hired or terminated any employee during the semi-annual period you must still file the report and check the appropriate box.

Failure to file the semi-annual reports shall result in the Board initiating an investigation for disciplinary action. Notify the Board in writing if you no longer have employees to stop the reporting requirements by submitting a completed "Attestation of Licensees Intending or Not To Hire Employees" form PDG-18.