

BOARD OF PRIVATE DETECTIVES & GUARDS

IMPORTANT NOTICE

PROCEDURES FOR A FASTER TURNAROUND OF GUARD EMPLOYEE APPLICATIONS

- 1) Make certain all required documents are submitted (application fee, training certificate, verification of high school or equivalency).
- 2) Applicants who answer "Yes" to questions 3, 4, 5, or 6 of the application, must submit all of the documentation required on pages 2 and 3 of the "Requirements & Instructions – Guard Registration".
- 3) Applicants should answer "Yes" if they have any criminal convictions. Background checks may reveal conviction(s) and a deficiency or deferral will be sent requesting the required documentation and statements if not originally submitted. Sending deficiency letters, waiting for documentation to clear deficiencies, and Board review may add approximately 4 weeks to the review process.
- 4) If the high school educational documentation is in question, use the "Statement of Educational Background" form. The form must verify at least 4 years of work experience. If an applicant has only worked for 2 years, the applicant must obtain as many statements from former employers to verify at least 4 years. The forms must be signed and notarized.
- 5) The guard registration fee for July 1, 2016 – June 30, 2017, is \$117.00. The fee for registration from July 1, 2017 – June 30, 2018, is \$81.00. Submit a single check for each application.