

GOVERNMENT OF THE DISTRICT OF COLUMBIA

OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

BOARD OF SECURITY



APPLICATION INSTRUCTIONS AND FORMS FOR A SECURITY AND PRIVATE DETECTIVE LICENSES IN THE DISTRICT OF COLUMBIA

Your interest in becoming licensed in the security industry in the District of Columbia is welcome. We look forward to providing expedient and professional service. However, the quality of our service is dependent on the completeness of your application. Please read the instructions carefully. All fees are earned when paid, and cannot be transferred or refunded except as specified in these instructions.

Provided below are instructions to apply for a security officer, special police officer, campus/university special police officer and private detective licenses in the District of Columbia. Follow the instructions and complete all sections of the application. If you require more space for work experience or need to provide explanations for screening questions, attach typed responses to the form.

THE APPLICATION PROCESS

Upon submission of the required application and supporting documents, the District of Columbia Security Board will review your application. Upon final approval of your application, you will be issued a license to practice in the District of Columbia.

If you submit an application that is incomplete or otherwise deficient, Pearson VUE's processing staff will notify you of the deficiencies. If the Board has any additional questions or concerns, they will contact you directly.

WHERE TO FILE

All license applications, supporting documents for licensure, and licensing fees should be sent to the following address:

**Pearson VUE
Department DC - Security
Metro-Plex I, Suite 250
8401 Corporate Drive
Landover, MD 20785**

If you have any questions, call Pearson VUE's **toll-free** Customer Service line at (888) 204-6293 between 8:00 a.m. and 5:00 p.m. EST Monday through Friday. Please read these instructions carefully to facilitate prompt processing of your application. Incomplete or illegible applications submitted without required notarization or with incorrect fees will not be accepted. Please print or type all information except signatures.

EXAMINATIONS AND FILING – SECURITY OFFICERS (SOs) ONLY

All Security Officer Applicants must pass the Security Officer Examination in conjunction with submitting their new license application to Pearson VUE. For further instruction contact the OPLA Examination Unit at (202) 442-4363.

SPECIAL ACCOMODATIONS

When requesting Special Accommodations, you must submit your request in writing along with your application and provide supporting documentation from your doctor.

PENDING APPLICATIONS

Pending license applications will become invalid after 90 days if the application has not been completed due to failure to submit required documents. Should the applicant wish to pursue licensure after that time, he/she must submit and pay the required fee once again.

All Security Agency Business and Private Detective Agency Business owners are required to have knowledge of the District of Columbia Municipal Regulations, Title 6A, Chapter 11 and Title 17, Chapter 20 and 21. These regulations may be found online at www.dcregs.dc.gov. Go to this website and search for each document.

REQUIREMENTS FOR SECURITY OFFICERS (SOs) AND SPECIAL POLICE OFFICERS (SPOs)

1. Applicant for Security Officer must be at least 18 years of age and Special Police Officers 21 years of age.
2. Applicants with an arrest history must provide a copy of the final court disposition for any charge in addition to the notarized Arrest Affidavit.
3. Must submit two (2) passport-type photos of the applicant's face, measuring approximately 2" x 2" with applicant's name printed on the back. Home snapshots and home computer photographs are not acceptable.
4. Must submit a copy of an Official Government Issued Photo I.D.; such as a driver's license.
5. Must submit a completed application, including required supporting documents and total fees. You will **NOT** be invoiced later for the license fee.
6. Applicants must submit a notarized Arrest Affidavit and Employment & Residence Form indicating the applicant's past employment, residence(s) and arrest history.
7. Must submit a notarized Authorization to Release Information Form.
8. Fingerprinting required for certification will be processed at the Security Officers' Management Branch (SOMB). Contact SOMB for hours of operation, 202-671-0500. Fingerprinting requires a company check or money order for thirty-five dollars (\$35.00) made payable to the D.C. Treasurer. Applicants from another city or state may mail completed fingerprint cards (ink prints) to the SOMB from their local jurisdiction. In such case, two (2) fingerprint cards are required per applicant for licensure.

IMPORTANT NOTE: The following documents must be presented at the time of fingerprinting: 1) Notarized Authorization to Release Information Form, 2) Notarized Arrest Affidavit and Resident & Employment Log 3) Original Drug Screen Results 4) Passing Exam Scores (SOs ONLY) 5) Firing Range Certificate (if applying as Armed) and 6) Approved Gun List (if applying as Armed).

Metropolitan Police Department
Security Officers Management Branch
2000 14th Street, N.W., Room #302
Washington, DC 20009

9. Applicants are required to submit medical documentation certifying that he or she is physically and mentally capable of performing security related functions. **The original signature of the doctor and the date must appear on the physical.** Applicants being treated by a private physician for an existing medical condition must also submit a doctor's statement, from that physician, which indicates the condition, will not prohibit the applicant from performing security related functions. **Physical exams must be completed no later than ninety (90) days prior to the date of the application process**

10. A drug screening from a certified laboratory must also accompany the application. The applicant **MUST** be tested and screened at the levels for drugs that are outlined by employer. Applicants who test **POSITIVE** for any drugs must submit medical documentation from the prescribing physician supporting the positive reading. This statement must be on letterhead from the attending physician's office and have the original signature of the doctor. **Physical exams and drug screening results must be completed no later than ninety (90) days prior to the date of the application process.**
11. Applicants for Special Police Officers **MUST** be a citizen of the United States and submit a copy of their birth certificate and legal documentation supporting any name change with the application, i.e. marriage certificate, divorce decree, adoption papers. **Original birth certificates and name change documents submitted will not be returned.**
12. Applicants for Security Officer must submit a copy of their birth certificate and legal documentation supporting any name change with the application, i.e. marriage certificate, divorce decree, adoption papers. **Original birth certificates and name change documents submitted will not be returned.** If the applicant is not a citizen of the United States, proof of immigration status must be submitted for certification as a security officer. (Example: Resident Alien Card, Green Card, Employment Authorization, Certificate of Naturalization or I-94 Departure Record.)
13. A person who submits an application for licensing as a Special Police Officer must also submit a copy of their DD-214 copy #4, indicating the type of separation from that branch of the military.
14. A background investigation will be conducted on each applicant to include local and FBI criminal checks. Background checks require approximately ninety (90) days to complete.
15. Applicants for SPO applying for an **armed commission** must submit an original signed Range Certification and an approved Gun List from their employer. **Range Certification must be completed no later than ninety (90) days prior to the date of the application process.**
16. A thirty dollar (\$30.00) service fee is required for lost, stolen, re-placement and transferring of all Security Officers and Special Police Officer Licenses. **A police report must be filed in the jurisdiction of occurrence of all licenses stolen and/or lost.** The report numbers must be submitted to SOMB along with the reporting officer's name and badge number. **Police report number must be submitted to Pearson VUE in order to receive replacement.**

REQUIREMENTS FOR CAMPUS/UNIVERSITY SECURITY AND SPECIAL POLICE OFFICERS (SCP)

1. Applicants must be at least 21 years of age.
2. Applicant must be a citizen of the United States.
3. Applicants with an arrest history must provide a copy of the final court disposition for any charge in addition to the notarized Arrest Affidavit.
4. Must submit two (2) passport-type photos of the applicant's face, measuring approximately 2" x 2" with applicant's name printed on the back. Home snapshots and home computer photographs are not acceptable.
5. Applicants must submit a copy of an Official Government Issued Photo I.D.; such as a driver's license.
6. Must submit a completed application, including required supporting documents and total fees. You will **NOT** be invoiced later for the license fee.
7. Applicants must submit a notarized Arrest Affidavit and Employment & Residence Forms indicating the applicant's past employment, residence(s) and arrest history.
8. Must submit a notarized Authorization to Release Information Form.
9. Fingerprinting required for certification will be processed at the Security Officers' Management Branch (SOMB). Contact SOMB for hours of operation, 202-671-0500. Fingerprinting requires a company check or

money order for thirty-five dollars (\$35.00) made payable to the D.C. Treasurer. Applicants from another city or state may mail completed fingerprint cards (ink prints) to the SOMB from their local jurisdiction. In such case, two (2) fingerprint cards are required per applicant for licensure.

IMPORTANT NOTE: The following documents must be presented at the time of fingerprinting: 1) Notarized Authorization to Release Information Form, 2) Notarized Arrest Affidavit and Resident & Employment Log 3) Original Drug Screen Results 4) Passing Exam Scores (SOs ONLY) 5) Firing Range Certificate (if applying as Armed) and 6) Approved Gun List (if applying as Armed).

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10. Applicants are required to submit medical documentation certifying that he or she is physically and mentally capable of performing security related functions. **The original signature of the doctor and the date must appear on the physical.** Applicants being treated by a private physician for an existing medical condition must also submit a doctor's statement, from that physician, which indicates the condition will not prohibit the applicant from performing security related functions. **Physical exams must be completed no later than ninety (90) days prior to the date of the application process.**
11. A drug screening from a certified laboratory must also accompany the application. The applicant **MUST** be tested and screened at the levels for drugs that are outlined by the employer. Applicants who test **POSITIVE** for any drugs must submit medical documentation from the prescribing physician supporting the positive reading. This statement must be on letterhead from the attending physician's office and have the original signature of the doctor. **Physical exams and drug screening results must be completed no later than ninety (90) days prior to the date of the application process.**
12. Applicants for Special Police Officers **MUST** be a citizen of the United States and submit a copy of their birth certificate and legal documentation supporting any name change with the application, i.e. marriage certificate, divorce decree, adoption papers. **Original birth certificates and name change documents submitted will not be returned.**
13. Applicants for Security Officer must submit a copy of their birth certificate and legal documentation supporting any name change with the application, i.e. marriage certificate, divorce decree, adoption papers. **Original birth certificates and name change documents submitted will not be returned.** If the applicant is not a citizen of the United States, proof of immigration status must be submitted for certification as a security officer. (Example: Resident Alien Card, Green Card, Employment Authorization, Certificate of Naturalization or I-94 Departure Record.)
14. A person who submits an application for licensing as a Special Police Officer must also submit a copy of their DD-214 copy #4, indicating the type of separation from that branch of the military.
15. A background investigation will be conducted on each applicant to include local and FBI criminal checks. Background checks require approximately ninety (90) days to complete.
16. Applicants for SCP applying for an **armed commission** must submit an original signed Range Certification and an approved Gun List from their employer. **Range Certification must be completed no later than ninety (90) days prior to the date of the application process.**
17. A thirty dollar (\$30.00) service fee is required for lost, stolen, re-placement and transferring of all Security Officers and Special Police Officer Licenses. **A police report must be filed in the jurisdiction of occurrence of all licenses stolen and/or lost.** The report numbers must be submitted to SOMB along with the reporting officer's name and badge number. **Police report number must be submitted to Pearson VUE in order to receive replacement.**

REQUIREMENTS FOR PRIVATE DETECTIVES (PD)

1. Applicants must be at least 18 years of age.

2. Any individual applying for a Private Detective License must not have any Felony conviction (s) within the last two (2) years, and no Misdemeanor conviction (s) within the last year. If you have a prior criminal history, you must submit any information relative to the charge. (i.e. court dispositions, receipt of payment for fines, letter of successful completion of probation, etc.) A criminal history inquiry for each applicant will be verified through an FBI fingerprint analysis. Background checks require approximately ninety (90) days to complete.
3. Applicants must submit a notarized Arrest Affidavit and Employment & Residence Form indicating the applicant's past employment, residence(s) and arrest history.
4. Must submit two (2) passport-type photos of the applicant's face, measuring approximately 2" x 2" with applicant's name printed on the back. Home snapshots and home computer photographs are not acceptable.
5. Must submit a copy of an Official Government Issued Photo I.D.; such as a driver's license.
6. Must submit a completed application, including required supporting documents and total fees. You will **NOT** be invoiced later for the license fee.
7. Must submit a notarized Authorization to Release Information Form.
8. Fingerprinting required for certification will be processed at the Security Officers' Management Branch (SOMB). Contact SOMB for hours of operation, 202-671-0500. Fingerprinting requires a company check or money order for thirty-five dollars (\$35.00) made payable to the D.C. Treasurer. Applicants from another city or state may mail completed fingerprint cards (ink prints) to the SOMB from their local jurisdiction. In such case, two (2) fingerprint cards are required per applicant for licensure.

IMPORTANT NOTE: The following documents must be presented at the time of fingerprinting: 1) Notarized Authorization to Release Information Form, 2) Notarized Arrest Affidavit and Resident & Employment Log

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9. Applicant must submit a copy of birth certificate as required by state vital statistics agency (hospital birth certificate not valid) and legal documentation of name change (marriage certificate, divorce decree, adoption papers, etc.) if applicable. A copy of a valid U.S. passport may be submitted in place of the birth certificate. **Original birth certificates and name change documents submitted will not be returned.**
10. If the applicant is not a U.S. Citizen, proof of immigration status must be submitted, for example: Resident Alien Card (Green Card), Employment Authorization, Certificate of Naturalization or I-94 Departure Record.
11. A person who submits an application for licensing as a PD must also submit a copy of a Certificate of Release from active Duty (DD-214); if applicant has prior military service. Please submit copy #4 that shows the type of separation from the service.
12. Private Investigators (Detectives) are **NOT** permitted to carry weapons in the District of Columbia and are not required to wear uniforms. The following services are **NOT authorized in the District of Columbia**.
 - a. VIP Protection
 - b. Executive Protection and/or
 - c. Bodyguard Services
13. A thirty dollar (\$30.00) service fee is required for lost, stolen, re-placement and transferring of all Security Officers and Special Police Officer Licenses. **A police report must be filed in the jurisdiction of occurrence of all licenses stolen and/or lost.** The report numbers must be submitted to SOMB along with the reporting officer's name and badge number. **Police report number must be submitted to Pearson VUE in order to receive replacement.**

COMPLETING THE LICENSE APPLICATION

Section 1. Requested License Type / Fees

- a. The methods for becoming licensed in the District of Columbia are outlined below. The one letter code/abbreviation for each origin is indicated in parenthesis. Write the correct origin code and description on the "Method (Origin) of Application" line in section one of your new license application.

E – Examination	(SO Only) Successful completion of the DC Security examination and meet other requirements.
O – Other	All license types which are not required to take a District of Columbia examination and meet other requirements.

- b. Write the abbreviation and description for the license type for which you are applying on the "Requested License Type" line provided in section one of the application. Select from the license prefixes in the table below.

License Prefix	License Descriptions	License Origins (Methods)	Application Fee	License Fee	Total Due
SO	Security Officer	E – Exam	\$65	\$38	\$103
SPO	Special Police Officer	O - Other	\$65	\$19	\$84
SCP	Security - Campus/ University Special Police	O - Other	\$65	\$19	\$84
PD	Private Detective	O - Other	\$65	\$435	\$500

- c. You may pay the **Total Due** (see table in 1b. above) with a single company check, cashier's check or money order. **No personal checks accepted.** Checks or money orders should be made payable to Pearson VUE and be submitted with your license application packet. **DO NOT** send cash.

The application portion of the fee is **NOT** refundable. The license fee portion of the payment is refundable in the event of final denial of a license or a request from an applicant to close the application file. In the latter event, you will have to file all documents again, should you subsequently decide to apply for licensure. It will take approximately six (6) weeks after denial or withdrawal for you to receive your refund. For your information, the application and license fee portions of each application method are listed above.

The **Total Due** amount is the fee that must be paid for your DC license to be processed. Your new license fee includes one new license print showing the new effective date and expiration date.

Security Officer and Private Detective licenses expire on April 30, even-numbered years. Your initial license will be valid for the balance of the current renewal cycle. You will be mailed a renewal notice (to your address of record) approximately three (3) months before the expiration of your license. Upon completion of the renewal form and payment of the renewal fee, your license will be renewed for a two-year period.

Special Police Officer/Campus Special Police Officer licenses expire on May 31, ANNUALLY. Your initial license will be valid for the balance of the current renewal cycle. You will be mailed a renewal notice (to your address of record) approximately three (3) months before the expiration of your license. Upon completion of the renewal form and payment of the renewal fee, your license will be renewed for a one-year period.

You should know that you are required by regulation to report all changes of your residence address within thirty days to Pearson VUE on behalf of the Board. Pearson VUE will update the address change in your database

record. Requests for address change must be submitted in writing. Send the letter to Pearson VUE at the address in the middle of Page 1. Without an updated address, you may not receive your renewal notice.

Section 2. Applicant Name / Demographic Information

Enter your full legal name exactly as it should appear on your license. Due to the most recent amendment to the D.C. laws (DC Law 13-269 – “Child Support and Welfare Reform compliance Amendment Act of 2000,” effective March 31, 2001), the Department of Consumer and Regulatory Affairs is now required to collect and maintain Social Security Numbers in licensee files.

Section 3. Previous Names

List any other names you have used in the past on the lines provided. If your name has changed at any point, you must provide a copy of a legal name change document for EACH time that it has changed. Acceptable documents include a marriage certificate, divorce decree, or court order.

Sections 4A. & B. Home Address / Business Address

Include both your home and business addresses in the sections provided. P.O. Box addresses are **NOT** acceptable. You are required by regulation to report all changes of your residence address within thirty days to Pearson VUE on behalf of the Board. Should you fail to advise THE BOARD of your current address; you may not receive your renewal notice.

Section 4C. Preferred Mailing Address

Place an “X” in the appropriate box to indicate your preferred mailing address. This will be the address to which all future licensing documents will be mailed. The address that appears on your license will vary by license type. Most security and private detective licenses show the HOME address. The security officer, special police officer and private detective license types show the BUSINESS address of security agency owner.

Section 5A. Professional/Trade Schools Attended

List all schools that you have attended starting with high school (including professional and trade schools) in reverse chronological order, beginning with the most recent at the top.

Section 5B. Work Experience

List all work experience since graduation from high school, college, university or professional trade schools in reverse chronological order, beginning with the most recent.

Section 5C. Professional Licenses in Other States / Jurisdictions

List all states and jurisdictions in which you have ever held a similar professional license.

Section 5D. Corporation/Partnership

Not Applicable for individual licensees.

Section 6. Screening Questions

If you answer “no” to question A or “yes” to questions B through I, please provide a complete explanation on a separate sheet of paper. If more space is required to fully answer questions, attach additional sheets with typed responses. False or misleading statements will be cause for disciplinary action and could be cause for criminal prosecution pursuant to DC Code 22-2514.

Section 7. Licensee Affidavit

The application must be attested to by the applicant.

Section 8. Sponsor Affidavit

Applicants for Security Officer, Special Police Officer, Campus/University Special Police Officer and Private Detective shall work only under the direct supervision and control of a licensed Security Agency or Private Detective Firm. This section must be completed for Security Officer, Special Police Officer, Campus/University Special Police Officer, Private Detective applicants and include the Agency/Firm signature and license number.

SUMMARY OF APPLICATION REQUIREMENTS

On the next page is a chart showing the application submission requirements for all application methods. The laws governing security/private detective licensure in the District of Columbia are noted in *DC Law 5-129.02 “Enhanced Professional Security Amendment Act of 2006.”* The regulations governing Security Licensure are included in *DC Municipal Regulations Title 6A, Chapter 11 and Title 17, Chapters 20 and 21.* Any conflict between these instructions and the law and regulations is inadvertent. The law and the regulations take precedence in the event of any inadvertent conflict. Please contact the Occupational and Professional Licensing Administration, (202) 442-4320, if you have any questions regarding the interpretation of these laws as they pertain to your particular situation.

ADDITIONAL APPLICATION FORMS

If you need additional copies of this application package you may visit www.dkra.dc.gov, go to Business Licensing and Registration, click Get a Professional License, Scroll down and click Security or call Pearson VUE Customer Service number at (888) 204-6293 for online assistance.

- 6509-10 Security, New License Application
- 6509-13 Security and Private Detective, New License Instructions
- 6509-03 Arrest Affidavit
- 6509-05 Authorization to Release Information Form

SUMMARY OF LICENSING REQUIREMENTS FOR DC SECURITY LICENSES

ALL APPLICANTS Must Submit To Pearson VUE											MUST SUBMIT TO S.O.M.B.							
											SO ONLY	SPO ARMED ONLY		ALL APPLICANTS				
License Type	Application Method	Notarized License Application	Two (2) 2" x 2" Passport Photos	Copy of Govt. Issued Photo I.D.	Copy of Birth Certificate or U.S. Passport	Proof of Immigration Status 3	Copy of Cert. of Release or Discharge from Active Duty (DD-214)	Physical Examination 4	Name Change Documentation 5	Company Check or Money Order Payable to Pearson VUE 6	Exam Scores 1, 2	Firing Range Certificate 2	Approve Gun List 2	Notarized Arrest Affidavit & Residence & Employment Log Form 2	Notarized Authorization to Release Information Form 2	Drug Screening Results 2	Fingerprinting 2	Company Check or Money Order Payable to D.C. Treasurer 2
SO	Exam	X	X	X	X	X/O	O	X	X/O	\$103	X	O	O	X	X	X	X	\$35
SPO	Other	X	X	X	X	O	X/O	X	X/O	\$84	O	X/O	X/O	X	X	X	X	\$35
SCP	Other	X	X	X	X	O	X/O	X	X/O	\$84	O	X/O	X/O	X	X	X	X	\$35
PD	Other	X	X	X	X	X/O	X/O	O	X/O	\$500	O	O	O	X	X	O	X	\$35

X = Required
O = Not required

- 1 **SO Applicants ONLY: Applicant must pass examination prior to the required fingerprinting.** Exam must be taken at OPLA in order to obtain Exam Scores. For further exam instruction, contact OPLA Examination Unit at (202) 442-4363.
- 2 Fingerprinting required for certification will be processed at the Security Officers' Management Branch (SOMB). **Contact SOMB for hours of operation, 202-671-0500.** The following required items must be presented at the time of fingerprinting along with a money order, cashier's check or company check in the sum of thirty-five dollars (\$35.00) made payable to the D.C. Treasurer:
 - Notarized Arrest Affidavit and Resident & Employment Log
 - Notarized Authorization to Release Information Form,
 - Drug Screening Results (*Except PD*)
 - Exam Scores (SO Only)
 - Firing Range Certificate (Armed Applicant Only)
 - Approved Gun List (Armed Applicant Only)
- 3 If not a U.S. citizen, proof of immigration status must be submitted: Resident Alien Card (Green Card), Employment Authorization, Certificate of Naturalization or I-94 Departure Record
- 4 Physical Examination required for all applicants **except Private Detective.** The original signature of the doctor and the date must appear on the physical.
- 5 If the applicant's name is different than "legal" birth name, proof, legal documentation of each name change must be submitted. Acceptable documentation includes marriage certificate, divorce decree, adopting papers, etc.
- 6 **No personal checks accepted.** Company Checks, Cashier's Checks and Money Orders must be made payable to **Pearson VUE.**