

# GOVERNMENT OF THE DISTRICT OF COLUMBIA

OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

## BOARD OF SECURITY



### APPLICATION INSTRUCTIONS AND FORMS FOR A SECURITY AND PRIVATE DETECTIVE AGENCY 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 private detective agency, campus/university special police department and security agency 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 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. Illegible applications submitted without required notarization or with incorrect fees will be returned in their entirety, including fees. Please print or type all information except signatures.

#### PENDING APPLICATIONS

Pending license applications will become invalid after 90 days if the application has not been completed due to failure to submit required materials. 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](http://www.dcregs.dc.gov). Go to this website and search for each document.**

## **REQUIREMENTS FOR A SECURITY AGENCY BUSINESS**

1. Applicants must be at least 18 years of age.
2. Any individual applying for a Security Agency Business 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.
3. 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.
4. Each applicant for a Security Agency Business License must complete an application package consisting of the following information herein:
  - a. Occupational and Professional Licensing Administration Application. All applicants shall pay Pearson VUE on behalf of the District, an application fee of one thousand dollars (\$1,000.00) payable by company check, cashier's check or money order. No personal checks accepted.
  - b. Notarized Arrest Affidavit listing any and all criminal charges and/or arrests and a Residence & Employment History Form.
  - c. Notarized Fact Sheet.
  - d. Notarized Authorization to Release Information Form.
  - e. Two (2) passport-type photo 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.
  - f. Copy of an Official Government Issued Photo I.D.; such as a driver's license must be submitted.
  - g. Copy of birth certificate as certified by state vital statistics agency (hospital birth certificate not valid). A copy of a valid U.S. passport may be submitted in place of the birth certificate.
  - h. Legal documentation of name change (marriage certificate, divorce decree, adopting papers, etc.)
  - i. Certificate of Release from Active Duty (DD-214); if applicant has prior military service. Please submit the #4 copy that shows the type of separation from the service; if applicable.
  - j. Fact Sheet for Attorney-In-Fact or General Agent Form. This form is required if the Business will not be located within the District of Columbia. The General Agent Form must contain a notarized statement indicating the willingness to accept services of all notices relating to actions to be taken with respect to said company.

**NOTE:** If the business or applicant will be located in the District of Columbia, an occupancy permit is required. Occupancy permits can be obtained through the Department of Consumer and Regulatory Affairs, located at 1100 4th Street SW, Washington, DC 20024, (202) 442-9470. If the business or applicant is leasing space in the District of Columbia, a current lease agreement will be required.

- k. If the business is registered out of state as a corporation, it must be registered as a Foreign Corporation in the District of Columbia. A notarized copy of the Certificate of Authority is required and may be obtained through the Department of Consumer and Regulatory Affairs, 1100 4th Street SW, Washington, DC 20024, (202) 442-4434.
5. Fingerprinting required for certification will be processed at the Security Officers' Management Branch (SOMB). Contact SOMB for hours of operation, 202-671-0500. 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.

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

### **REQUIREMENTS FOR A CAMPUS/UNIVERSITY SECURITY DEPARTMENT BUSINESS**

1. Applicants must be at least 18 years of age.
2. Applicant must be a citizen of the United States.
3. Any individual applying for a Campus/University Security Department 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.
4. Each applicant for a Campus/University Security Department must complete an application package consisting of the following information herein:
  - a. Occupational and Professional Licensing Administration Application. All applicants shall pay Pearson VUE on behalf of to the District, an application fee of one thousand dollars (\$1,000.00) payable by company check, cashier's check or money order. No personal checks accepted.
  - b. Notarized Arrest Affidavit listing any and all criminal charges and/or arrests and a Residence & Employment History Form.
  - c. Notarized Fact Sheet.
  - d. Notarized Authorization to Release Information Form.
  - e. Two (2) passport-type photo 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.
  - f. Copy of an Official Government Issued Photo I.D.; such as a driver's license must be submitted.
  - g. Copy of birth certificate as certified by state vital statistics agency (hospital birth certificate not valid). A copy of a valid U.S. passport may be submitted in place of the birth certificate.
  - h. Legal documentation of name change (marriage certificate, divorce decree, adopting papers, etc.)
  - i. Proof of U.S. citizenship. If not a U.S. citizen, the Resident Alien Card, Employment Authorization Card, Certificate of Naturalization or I-94 Departure Record is required; if applicable.
  - j. Certificate of Release from Active Duty (DD-214); if applicant has prior military service. Please submit the #4 copy that shows the type of separation from the service; if applicable.

5. Fingerprinting required for certification will be processed at the Security Officers' Management Branch (SOMB). Contact SOMB for hours of operation, 202-671-0500. 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.

Metropolitan Police Department  
**Security Officers Management Branch**  
2000 14<sup>th</sup> Street, N.W., 3<sup>rd</sup> floor  
Washington, DC 20009

## **REQUIREMENTS FOR PRIVATE DETECTIVES AGENCY BUSINESS**

1. Applicant s must be at least 18 years of age.
2. Two (2) passport-type photo 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.
3. Copy of an Official Government Issued Photo I.D.; such as a driver's license must be submitted.
4. Any individual applying for a Private Detective Business 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.
5. 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 or US passport.
6. Each applicant for a Private Detective Business License must complete an application package consisting of the following information herein:
  - a. Occupational and Professional Licensing Administration application. All applicants shall pay Pearson VUE on behalf of the District, an application fee of five hundred dollars (\$500.00) by company check, cashier's check or money order. No personal checks accepted.
  - b. Each individual in the corporate structure for license as a Private Detective Agency must submit all items required for licensure as a Private Detective Agency.
  - c. A surety bond in the amount of five thousand dollars (\$5,000.00) printed ONLY on the original Surety Bond Form, Bond for Private Detective Business. The total liability of the surety to all insured persons under the bond may not exceed the penal sum of the bond. The bond must be valid from November 1 of the preceding year through October 31 of the current licensing year.
  - d. Notarized Arrest Affidavit listing any and all criminal charges and/or arrests and a Residence & Employment History Form.
  - e. Notarized Fact Sheet.
  - f. Notarized Authorization to Release Information Form.
  - g. Fact Sheet for Attorney-In-Fact or General Agent Form. This form is required if the business will not be located within the District of Columbia. The General Agent Form must contain a notarized statement indicating the willingness to accept services of all notices relating to actions to be taken with respect to said company.

**NOTE:** If the business or applicant will be located in the District of Columbia, an occupancy permit is required. Occupancy permits can be obtained through the Department of Consumer and Regulatory Affairs, located at 1100 4th Street SW, Washington, DC 20024, (202) 442-9470.

If the business or applicant is leasing space in the District of Columbia, a current lease agreement will be required.

- h. Copy of birth certificate as required by state vital statistics agency (hospital birth certificate not valid). A copy of a valid U.S. passport may be submitted in place of the birth certificate.
  - i. Legal documentation of name change (marriage certificate, divorce decree, adoption papers, etc.)
  - j. Certificate of Release from active Duty (DD-214); if applicant has prior military service. Please submit the #4 copy that shows the type of separation from the service; if applicable.
6. Fingerprinting required for certification will be processed at the Security Officers' Management Branch (SOMB). Contact SOMB for hours of operation, 202-671-0500. 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.

Metropolitan Police Department  
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 2000 14<sup>th</sup> Street, N.W., Room #302  
 Washington, DC 20009

7. Private Investigators 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

**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.

O – Other	All license types that are not required to take the DC examination
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- 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)	Applicati on Fee	License Fee	Total Due
<b>SAB</b>	Security Agency Business	O – Other	\$65	\$935	\$1000
<b>SAI</b>	Security Agency Individual	O – Other	\$65	\$435	\$500
<b>SAC</b>	Security Agency Campus/University	O – Other	\$65	\$935	\$1000
<b>PDB</b>	Private Detective Business	O – Other	\$65	\$435	\$500
<b>PAI</b>	Private Detective Individual	O – Other	\$65	\$435	\$500

- c. You may pay the license application and license fee (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.
- d. Should you need to obtain additional copies of your license to comply with laws and regulations pertaining to displaying your license at each office where you conduct business, you may order up to five (5) duplicate licenses (for a fee of \$30 each). Select the "duplicate license" and indicate the number of duplicates needed.

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.

DC Security licenses expire on **October 31<sup>st</sup>** odd-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.

You should know that you are required by regulation to report all changes of your business or residence address within five 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 since you first attended a college or university, 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 business or residence address within thirty days to Pearson VUE on behalf of the Board. Should you fail to advise THE BOARD of your current addresses, 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**

Not applicable for company license.

**Section 5B. Work Experience**

List all work experience since graduation from college, university professional or 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**

List all partners for your business or members of your corporate structure.

**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. Applicant Affidavit**

The application must be attested to by the applicant.

**Section 8. Sponsor Affidavit**

Not applicable for company licenses.

## 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 Pearson VUE's website at [www.pearsonvue.com/dc/security](http://www.pearsonvue.com/dc/security) or call Pearson VUE Customer Service number at (888) 204-6293 for online assistance.

6509-10	Security, New License Application
6509-12	Security and Private Detective Agency, New License Instructions
6509-01	Bond Form
6509-03	Arrest Affidavit/Residence & Employment Log
6509-07	Fact Sheet
6509-05	Authorization to Release Information Form
6509-04	Fact Sheet for Attorney-In-Fact or General Agent
6509-02	Acknowledgement of Security Personnel Form
6509-14	Additional Requirements After Licensure



**SUMMARY OF LICENSING REQUIREMENTS  
FOR DC SECURITY AND PRIVATE DETECTIVE LICENSES**

License Type	Application Method	Notarized License Application	Two (2) 2" x 2" Passport Photo	Copy of Govt. Issued Photo I.D.	Notarized Arrest Affidavit & Residence & Employment Log Form	Fingerprinting <sup>1</sup>	Copy of Birth Certificate or U.S. Passport	Proof of Immigration Status <sup>2</sup>	Notarized Fact Sheet	Copy of Cert. of Release or Discharge from Active Duty (DD-214 #2)	Notarized Authorization to Release Information Form	Occupancy Permit & Copy of Current Lease Agreement <sup>3</sup>	Fact Sheet for Attorney in Fact or General Agent Form	Surety Bond Form	Certificate of Authority <sup>4</sup>	Name Change Documentation <sup>5</sup>	Company Check or Money Order <sup>6</sup>
<b>SAB</b>	Other	X	X	X	X	X	X	X/O	X	X	X	X/O	X	O	X/O	X/O	\$1000
<b>SAI</b>	Other	X	X	X	X	X	X	X/O	X	X	X	X/O	X	O	X/O	X/O	\$500
<b>SAC</b>	Other	X	X	X	X	X	X	X/O	X	X	X	X/O	X	O	X/O	X/O	\$1000
<b>PDB</b>	Other	X	X	X	X	X	X	X/O	X	X	X	O	X	\$5000	O	X/O	\$500
<b>PAI</b>	Other	X	X	X	X	X	X	X/O	X	X	X	O	X	\$5000	O	X/O	\$500

**X = Required**  
**O = Not required**

<sup>1</sup> Fingerprinting required for certification will be processed at the Security Officers' Management Branch (SOMB). Contact SOMB for hours of operation, 202-671-0500. Requires money order or company check for thirty-five dollars (\$35.00) made to the D.C. Treasurer.

<sup>2</sup> 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

<sup>3</sup> If the business or applicant will be located in the District of Columbia, an occupancy permit is required. If the business or applicant is leasing space in the District of Columbia, a current lease agreement will be required.

<sup>4</sup> If the business is registered out of state as a corporation, it must be registered as a Foreign Corporation in the District of Columbia. A copy of the Certificate of Authority is required.

<sup>5</sup> 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.

<sup>6</sup> **No personal checks accepted.** Company Checks, Cashier's Checks and Money Orders must be made payable to **Pearson VUE**.