Security Guard Application Quick Guide

What are the requirements for registration as a Security Guard?

Applicants must be 18 years of age, have completed an 8-hour pre-assignment training course, and have not been convicted of a serious criminal offense. Must be a citizen or resident alien of the United States.

To apply for a NYS Security Guard License as defined in Article 7A of the General Business Law [§89-f (6)] in NY you must supply the following to the NYS Department of State:

1- Employee Statement and Security Guard **Application**
2- DMV **Consent Form** -or- Request for Photo ID form
3- **Fee**: 36$ (Money Orders, Company Checks or Cashier's Checks only. Must be made payable to the NYS Department of State. Do Not Mail Cash. "NO PERSONAL CHECKS OR CREDIT CARDS")
4- **8 Hour Pre-Assignment Training**- A general introductory course. You must complete this course and submit a copy of the certificate issued to you with your security guard application.
5- All applicants must submit **Electronic Fingerprints**
   Schedule an appointment with IdentoGO by IDEMIA**:**
   To schedule an appointment at a location near you, visit their website at www.identogo.com and select 'NY' or call 1-877-472-6915. For scheduling purposes, you <u>must</u> utilize the required or Service Code listed below: *Failure to use the correct license type or Service Code may result in the need to be reprinted.*

   Security Guard - Armed or Unarmed
   (service code 1545R1)

Full application packets should be mailed to:

NYS Department of State,
Division of Licensing Services, PO Box 22052
Albany, NY 12201-2052

*16 Hour On-The-Job Training (OJT) - A course relevant to the duties of guards, requirements of the work site, and the needs of the employer. You must complete this training within 90 days of employment as a security guard.

For more information see:

Department of State

Division of Licensing Services (website address)

https://www.dos.ny.gov/licensing/securityguard/sguard.html