



# MARYLAND STATE POLICE LICENSING DIVISION

## Security Guard Certification Application



Date of Application:

Livescan Receipt #:

**Please read this entire document before completing your application.** Attached is the application and forms needed to honor your individual request(s) of the Licensing Division. Please complete the attached application in strict accordance with the instructions listed below. Applications not completed correctly will be returned. Submit all applications to the Licensing Division's address below. Please do not submit the instruction information pages with your application. Processing a properly completed application may take up to 90 business days to investigate.

**The following application packet was designed for electronic completion. The form contains hidden features with sections and questions that appear or disappear based on the application types selected by the user. You must complete the application in its entirety before printing to sign and submit to the Licensing Division. This application WILL NOT be accepted in handwritten format. Follow all instructions and error messages as many fields have strict entry formats required of the user to accurately complete the application.**

All applicants applying for **MULTIPLE** Licenses, Registrations, Certifications, Commissions, as an Agency Firm Member, as a Corporate Officer, and for Handgun Permits issued under the authority of the Licensing Division must complete a separate application for each license. Attach all additional documents as instructed in the application, including appropriate photographs.

Photographs must be 2" x 2" head and shoulder passport type photographs with a white background, full face, no hat, no dark glasses or head covering. Photographs must have been taken within the preceding 30 days. Computer generated photographs are acceptable.

NOTE: Forms are no longer required to be notarized.

### IMPORTANT NOTE ON FINGERPRINT SUBMISSIONS

All original applications require FBI and CJIS fingerprint submissions. Renewal applications only require FBI fingerprint submissions except for Security Systems Renewal applications. Security Systems Renewal applications require FBI and CJIS Fingerprint Submissions. Fingerprints must be submitted by way of an Electronic Fingerprint Processing Center authorized by the Maryland Department of Public Safety and Correctional Services. Applications associated with fingerprints submitted by way of an Electronic Fingerprint Processing Center will require payment to the Maryland State Police for the application only. **Do not include payment for fingerprints obtained and submitted through an electronic fingerprint processing center.** The confirmation document provided by the approved Electronic Fingerprint Processing Center must be attached to the application to facilitate matching the fingerprint results to the application. Staple the confirmation in the upper left front corner of this application. Input the Livescan Receipt Number (typed or handwritten) in the field provided on the upper right corner of the application. For Electronic Fingerprint Processing Center locations please visit: <http://www.dpscs.state.md.us/publicservs/fingerprint.shtml>

Below is the information that you should provide to the Livescan technician for fingerprinting:

Agency Authorization Number: 9300000802

Agency ORI Number: MDMSP6000

Reason Fingerprinted: MD Business Occupations and Professions Sections 19-402

**NOTE:** Applicant's for a Security Guard Certification MUST be fingerprinted at a Maryland electronic fingerprint processing center, whether they live in-state or out of state.

For out of state applicants submitting physical fingerprint cards, submit check or money order made payable to the Maryland State Police for the required fee, for each requested certification. Out of state applicants visit the Maryland State Police website for additional fingerprint submission procedures for the certification requested.

**OUT-OF-STATE APPLICANTS PLEASE VISIT THE MARYLAND STATE POLICE WEB SITE FOR ADDITIONAL FINGERPRINT SUBMISSION PROCEDURES**



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In the case of multiple certifications, separate fingerprints are required. Two photographs are also required for each distinct certification, as well as a separate check/money order for each certification. (Example: Handgun Permit and Private Detective registrations require two separate applications, two sets of fingerprints and four (4) photos. The fees total \$90.00 submitted via two checks; \$75.00 for the Handgun Permit, and \$15 for the Private Detective Registration fee). **Electronic Fingerprint Processing Centers charge, in addition to the cost to process the fingerprint submissions, a separate processing fee.**

Submit all applications to:

Maryland State Police  
Licensing Division  
1111 Reisterstown Road  
Pikesville, MD 21208  
(410) 653-4500

### Security Guard Certification

Fees required by the Maryland State Police:

Initial Certification - \$15.00 fee

Renewal - \$10.00 fee

### Security Guard Renewal

The late fee is \$5 per day for a maximum of \$150. Days are measured in calendar days (to include weekends and holidays)

**All applications must be complete and all checks/money orders must be made payable to the Maryland State Police. All fees are established by Maryland Statute.**

**(All fees, unless otherwise stated, are non-refundable)**

**All questions must be answered. Omissions of required information may result in application disapproval.**

### **ATTENTION ARMED SECURITY GUARDS**

If you are a security guard applicant and require a handgun permit, please be advised the handgun permit application process is completely separate from applying for security guard certification. Security guards applying for a handgun permit for the purposes of employment must utilize the Maryland State Police Portal to apply online for a handgun permit. A separate set of Livescan fingerprints, passport photos and fees must be submitted to apply for a handgun permit. Security guard applicants are also encouraged to apply for their security guard card prior to applying for a handgun permit.

The Maryland State Police portal may be accessed at this link:

<https://licensingportal.mdsp.maryland.gov/MspBridgeClient/#/home>

***Providing False or Misleading Information May Lead to Your Arrest***



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***Please review and acknowledge the below Privacy Statement prior to submitting your fingerprints***

### PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

### Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, CFR, 16.34. You can find additional information on the FBI website at <https://www.fbi.gov/about-us/cjis/background-checks>

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SIGNATURE

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DATE



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Date of Application:

Livescan Receipt#

Type of Application:

### APPLICANT INFORMATION

**1. Name**

**Last:**

**First:**

**Middle:**

**Suffix:**

**2. Street Address:**

**City:**

**County:**

**State:**

**Zip Code:**

**3. Phone Numbers**

**Home:**

**Cell:**

**Work:**

**Fax:**

**4. Email:**

**5. Social Security Number (optional):**

**6. Date of Birth:**

**7. Birth Place (city/state):**

**8. Country of Birth:**

**9. Driver's License/State Issued ID Number:**

**State:**

**10. Height:**

**Weight:**

**Eye Color:**

**Hair Color:**

**Race:**

**Gender:**

**11. Are you a United States Citizen?**

- Note: If you are a naturalized citizen, you must attach a copy of your naturalization paperwork
- Note: If you are not a US citizen, you must attach a copy of your Employment Authorization Card

### CURRENT EMPLOYER

**Occupation:**

**Position or Title:**

**Employer/Agency:**

**Employer/Agency Email:**

**Agency License:**

**Address of Employer:**

**City:**

**County:**

**State:**

**Zip Code:**



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### APPLICANT QUESTIONNAIRE

Answer all of the following questions completely. Provide a detailed explanation for all "Yes" responses by including the date, circumstances, and/or charge if applicable. You must attach to this application OFFICIAL court dispositions and any other documents necessary to fully answer question numbers 1-13 below.

If you answer YES to question 7, 8, 9, and/or 10, you are required to obtain a certification from the physician who treated you for Alcohol Abuse/Controlled Dangerous Substance Abuse/Mental Disorder, or equivalent physician, who can attest to your current condition. The certification must be issued no more than 30 days prior to the submission of your Security Guard Certification Application. The certification must state that, in the physician's professional opinion, "you have been successfully treated, or are continuing to be treated, without incident." This quotation must appear verbatim on the Physicians Certification.

1. Have you ever been served with an ex-parte or protection order for domestic violence?

2. Have you ever been ARRESTED for a violation of any criminal law?

3. Have you ever been CHARGED with a violation of any criminal law?

4. Have you ever been CONVICTED of a violation of any criminal law?

5. Have you ever been served with a criminal summons?

6. Are you currently on parole or probation or mandatory supervision?



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7. Have you ever been confined or committed, including voluntary commitment, to a mental institution or hospital for treatment of a mental disorder or disorders?
8. Are you addicted to, have you ever been, or are you currently being treated for alcoholism?
9. Are you addicted to or have you ever been addicted to controlled dangerous substances?
10. Are you currently being treated, or have you ever been treated, for an addiction to controlled dangerous substances?
11. Have you ever been employed as a Police Officer? (Does not include being a Special Police Officer)?  
If yes, please provide a letter of good standing or letter of separation from your agency.
12. Has your handgun permit, license, certification, or registration in Maryland or any other state or jurisdiction ever been denied, suspended, revoked, or terminated?
13. Have you ever been a member of the United States Armed Forces?  
If yes, attach a copy of DD-214 Discharge papers.



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### COMPLIANCE CERTIFICATION

#### SECURITY GUARD CERTIFICATION:

Notice of compliance with Title 19: Both licensee and employee agree to operate within the confines of the law as defined in Title 19, pertaining to Security Guards.

*Expiration Date:*

*Previous Security Guard number:*

Statement of Licensee:

I **do not** wish the applicant to carry a firearm.

I **wish** the applicant to be armed and have included that request on this application; **OR**  
have previously submitted a **pending** handgun permit application.  
Date submitted:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Employer/Agency Email

Attach photographs of applicant (Two 2" x 2" square, light background, head & shoulder full face, no hat, no dark glasses) taken within 30 days preceding the filing of this application. Can be computer generated.

**You MUST attach photographs to this application before submission**

**ATTENTION:** Submission of this application **DOES NOT** permit you to wear, carry, or transport a handgun. You must possess a valid handgun permit.



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### Authorization for Release of Information

I, \_\_\_\_\_  
Last Name First Name Middle Name Date of Birth Race Sex  
\_\_\_\_\_  
Address Social Security Number (optional)

do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself by/to any duly authorized agent of the Department of State Police, whether the said records are public or private, and including those which may be deemed to be of a privileged or confidential nature concerning this applicant. The intention of this authorization is to provide information, which will be utilized, for investigative resources material for the purpose of processing this application.

I authorize the full and complete disclosure of the records of educational institutions, financial or credit institutions, and the records of commercial or retail mercantile establishments and retail credit agencies; medical and psychiatric consultation and/or treatment, including those hospitals, clinics, private practitioners, the U.S. Veterans' Administration, and all military and psychiatric facilities; public utility companies; employment and pre-employment records including background investigations reports, the results of polygraph examinations, efficiency ratings, complaints or grievances filed by or against me; of complaints of a civil nature made by or against me, for the internal purposes of the Licensing Division, Department of the State Police.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

I agree to indemnify and hold harmless the person to whom this request is presented, his agents and/or employees, the Secretary and the Department of the State Police and the State of Maryland, from and against all claims, damages, losses and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I do hereby declare and affirm under penalties of perjury that the contents of this application are true and correct to the best of my knowledge, information and belief and I so indicate by signing below in the designated space. I agree to supply any additional information requested. **FALSE INFORMATION WILL BE SUFFICIENT GROUNDS FOR DENIAL OF THE APPLICATION AND/OR CRIMINAL PROSECUTION WHICH CARRIES A PENALTY OF IMPRISONMENT NOT EXCEEDING 1 YEAR AND/OR \$1000 FINE.** Warning: Any person who willingly makes false statements on this application is guilty of a misdemeanor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date