



WASHINGTON STATE DEPARTMENT OF  
**LICENSING**

## Private Security Guard Company/Qualifying Principal License Application

Apply online: <https://professions.dol.wa.gov>

Or mail this completed form with a check or money order  
(payable to the Department of Licensing) to:

**Private Security Guard Program  
Department of Licensing  
PO Box 35001  
Seattle WA 98124-3401**



For questions or language help call: (360) 664-6611

Licenses are available for self-printing with an online account.

If you want us to print and mail your license add a \$5 print fee for each copy to your payment.

\$0 self-print license online.

\$5 each. DOL print and mail license. Quantity \_\_\_\_\_ Total \$ \_\_\_\_\_

### Application type

Company with principal – **\$364**

Armed endorsement—add **\$10**

Change of principal – **\$80**

Armed endorsement—add **\$10**

### Company information

UBI/UBI Business ID/UBI Location ID (16 digits)		Company name	
Type of business (check one) <b>Sole proprietor      Partnership      Corporation      Foreign corporation</b>			Number of partners if partnership
Company address (street address in Washington state)			
City		State <b>WA</b>	ZIP code
10-digit phone number	Company email		
Company mailing address (if different)			
City		State	ZIP code
Location address (Street, city, state, ZIP code)			
Location address (Street, city, state, ZIP code)			

To show additional branches, attach pages.

## Principal information

Type or Print Name (Last, First, Middle initial)																					
Social Security number*	Date of birth (mm/dd/yyyy)	Citizenship U.S. citizen      Resident alien																			
Address																					
City		State	ZIP code																		
10-digit home phone number	Email																				
Military? (check if applicable) Current or former:      Military member      Military spouse or domestic partner																					
For Service members and their spouses: When a Service member and their spouse must move due to Military orders, Washington state may recognize their current license or certificate if they provide the following: 1. A copy of the military orders with this application; 2. A license that is in good standing in all states where the individual held their license before. a. During application review, DOL may request an original Certification of Licensure or Letter of Good Standing from each state. b. There may be continuing education requirements needed for DOL to recognize the license. 3. Complete the following table if you hold a license issued by any state (excluding Washington).																					
<table border="1"><thead><tr><th>State</th><th>License Number</th><th>Expiration Date</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></tbody></table>				State	License Number	Expiration Date															
State	License Number	Expiration Date																			
Requirement under which you will be qualifying for license: (check one) Three years experience as a manager, supervisor, or administrator in the security business or a related field (see RCW 18.170.060) Examination (see next page)																					

\*You are not required to have a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN or TIN) to apply for or be issued a license. If you do not have an SSN or ITIN, leave that section blank. If you do have a SSN, ITIN or TIN, you are required by federal and state law to provide it on the application (42 U.S.C. 666(a)(13) and RCW 74.20A.320).

## Legal background

Answer the following		
Answer the questions below. If you answer "Yes," attach a detailed explanation.		
1. Within the last 5 years, in this state or any other jurisdiction, have you had any action (fine, suspension, revocation, censure, surrender, etc.) taken against any professional or occupational license, certification, or permit held by you? . . . . .	Yes	No
2. Within the last 5 years, in this state or any other jurisdiction, have you defaulted, or been convicted of, or entered a plea of no contest to a gross misdemeanor or felony crime? (Don't include traffic convictions.) . . . . .	Yes	No

## Fingerprinting

All security guards must have fingerprint-based background checks. For information about the fingerprinting and background check process, go to [www.dol.wa.gov/business/fingerprinting.html](http://www.dol.wa.gov/business/fingerprinting.html).

**By completing this application, you authorize any business associates (past and present) and any government agencies (local, state or federal) to release any information, files, or records which may be required for a background investigation to the Department of Licensing.**

*I declare under penalty of perjury under the law of Washington that the foregoing is true and correct.*

\_\_\_\_\_  
TYPE or PRINT Name

**X**

\_\_\_\_\_  
Date and place signed

\_\_\_\_\_  
Applicant signature

**Providing false information in this application may be cause for the denial, suspension, or revocation of your private security guard license in the state of Washington.**

### Application requirements

- Appropriate fee
- Applicant must be at least 21 years old
- Prior to licensing, the armed principal applicant must attend an eight-hour Firearms Certification course through the Criminal Justice Training Commission. The Department will be notified directly when the certificate is issued.
- If principal is applying for a license under the exam requirement, a licensing representative will contact you to schedule an exam
- Be prepared to provide a Certificate of Insurance prior to issuance of your license. The company must have comprehensive general liability coverage of at least \$25,000 for bodily or personal injury and \$25,000 for property damage. This certificate does not have to be submitted with the application packet and may be faxed to us when the license is ready to be issued (fax (360) 570-7888).

The certificate holder on the insurance must read:

**Department of Licensing  
Private Security Guard Licensing Program  
PO Box 9649  
Olympia, WA 98507-9649**

- Provide an address list of any branch offices maintained by the company
- US corporations must submit a:
  - copy of the Articles of Incorporation filed with the Washington Secretary of State
  - list of all officers and directors with an address for each
  - letter from the governing body of the corporation designating the applicant as "principal"
- Partnerships or limited partnerships must also submit:
  - a fee for each partner other than the principal
  - one completed application for each partner
  - Each partner must apply for licensure in order to be eligible to own or operate the company.
  - Each must meet the same eligibility requirements as the principal of the company.
- In addition, foreign corporations must submit a certified copy of the Certificate of Authority to conduct business in the state of Washington

## **Frequently asked questions**

### **Q. What is a company principal?**

A. The individual who, in order to own or operate a private security guard company, must meet the minimum qualifications of three years experience or pass the state exam.

### **Q. How often are the exams given for principals and certified trainers?**

A. They are scheduled within two to three weeks after we receive your application.

### **Q. Where will I take the exam?**

A. The exams are scheduled at driver licensing offices around the state. When the exam is completed, it will be returned to this office to be scored. A letter with your score will be mailed to you approximately 10 days after you've taken your exam.

### **Q. How often can I take the exam?**

A. There's no limit on the number of times you may take the exam as long as there's at least seven working days between them.

### **Q. How do I get rescheduled if I don't pass?**

A. A reexam application will be mailed to you with your results. Complete and return the application with the \$25 fee to be rescheduled.

### **Q. If I'm just working for myself and do not want to hire employees, do I still have to get a company license?**

A. Yes, anyone who works as a private security guard must either be licensed as a company principal or as a security guard under another company.

### **Q. How do my employees get licensed?**

A. Once your company is licensed, you can submit applications for your employees. They are required to complete eight hours of pre-assignment training from a licensed certified trainer. The certified trainer must sign the certification box on the front of the Security Guard Application.

### **Q. How do I become a certified trainer?**

A. Once you are licensed, submit a certified trainer exam application and \$25.

### **Q. May I have a certified trainer from another company give my employees the training?**

A. Yes, provided the trainer is currently employed and holds a valid certified trainer's license.