



# Private Security Guard Initial License Application

Apply for an initial private security guard license or license endorsement.

Online: <https://professions.dol.wa.gov>

Or mail this form, any required attachments, and a check or money order (payable to the Department of Licensing) to:

**Public Protection Services  
Washington State Department of Licensing  
PO Box 35001  
Seattle WA 98124-3401**



For questions or language help call 360-664-6611 or email [security@dol.wa.gov](mailto:security@dol.wa.gov).

### What you will need to complete this application

- Your Social Security number if you are a United States citizen.
- Security guard company certification of hiring.

To apply for a certified trainer endorsement you must use the [Private Security Guard Exam/Reexam Application](#) (form PSG-690-013) and pass the Certified Trainer Exam.

### License information

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 \$ \_\_\_\_\_

### Applicant information

Application type <i>(check all that apply)</i>			
Security guard license— <b>\$101</b>			
Armed endorsement— <b>add \$10</b> (attach a firearms certificate from the Criminal Justice Training Commission. Alien residents must also attach proof of an alien firearm license).			
TYPE or PRINT Name as you would like it to appear on your license			
Full legal name (First, Middle, Last)			
Social Security number*	Date of birth (mm/dd/yyyy)	Gender Male      Female	Citizenship U.S. citizen      Resident alien
Residence address			
City		State	ZIP code
10-digit phone number	Email		
Military? (check if applicable)			
Current or former:      Military member      Military spouse or domestic partner			

\*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).

**Applicant information (continued)**

Military? (continued)

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 jurisdictions where the individual held their license before.
  - During application review, DOL may request an original Certification of Licensure or Letter of Good Standing from each jurisdiction.
  - 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 (except Washington).

State	License number	Expiration date

**Company certification of hiring**

Company name		Security guard company license number
Address, City, State, ZIP code ( <i>Street address as it appears on the license</i> )		
10-digit phone number	Email	
Employing as <input type="checkbox"/> Armed <input type="checkbox"/> Unarmed		
Certification <i>I declare under penalty of perjury under the law of Washington that the applicant named has successfully completed the required training as outlined in the laws and rules of Washington State.</i>		
		_____ TYPE or PRINT Name of company representative
_____ Date and place (city or county)	<b>X</b> _____ Company representative signature	

**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 private security guards must have fingerprint-based background checks. You must apply and obtain an application number prior to submitting fingerprints. For information about the fingerprinting and background check process, go to <https://dol.wa.gov/professional-licenses/fingerprinting-and-background-checks>.

- 1. I understand that my fingerprints will be used to check my criminal history.  
I have the right to see, update, correct, or challenge the results through the FBI..... Yes
- 2. I have reviewed the FBI Privacy Act Statement and the Noncriminal Justice  
Applicant's Privacy Rights located at  
<https://dol.wa.gov/professional-licenses/fingerprinting-and-background-checks>..... Yes

To check the status of your application go to: <https://professions.dol.wa.gov>

**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**

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

\_\_\_\_\_  
Date and place (city or county) signed

**Providing any false information in this application may be cause for denial, suspension, or revocation of your professional license in the State of Washington.**