



Private Security Guard Company Association Request

Add a security guard with an active license to your company. You can also request their license renewal at the same time.

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

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

**Public Protection Services
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

Requirements

- This form must be signed by both the employee and the company representative.
- The security guard company must provide the company license number.

Fees

- Add an unarmed guard—**\$25**
- Add an armed guard—**\$35** (obtain a firearms certificate from the criminal justice training commission)
- Renew my employee's license—**\$95**

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 \$ _____

Company information

TYPE or PRINT Company name		Security guard company license number
Address (<i>Street address as it appears on the license, City, State, ZIP code</i>)		
(Area code) Phone number	Email	
Declaration <i>I declare under penalty of perjury under the law of Washington that the named applicant has successfully completed the required training as outlined in the laws and rules in the state of Washington.</i>		
_____	TYPE or PRINT Company representative name X _____	
Date and place	Company representative signature	

Employee information

TYPE OR PRINT Name (<i>Last, First, Middle</i>)		Security guard license number
Social Security number*	Date of birth (<i>mm/dd/yyyy</i>)	
Residence address, City, State, ZIP code		
(Area code) Phone number	Email	

*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

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	Employee 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.