



# PRIVATE SECURITY OFFICER RENEWAL APPLICATION

FOR OFFICE USE ONLY  
EFFECTIVE 1-2019  
EXPIRES \_\_\_\_\_  
PROCESSED BY \_\_\_\_\_

**NOTICE:** Information contained on this application is considered a public record and may be released under the Freedom of Information Act. Under penalty of A.C.A. § 5-53-103, knowingly giving a false statement or submitting a false document constitutes a Class A Misdemeanor.

**PURSUANT TO A.C.A § 17-40-301, IT IS UNLAWFUL TO PERFORM ANY FUNCTION REQUIRING A LICENSE, CREDENTIAL OR COMMISSION UNTIL SAID LICENSE, CREDENTIAL OR COMMISSION HAS BEEN ISSUED TO THE APPLICANT.**

**PLEASE TYPE OR PRINT LEGIBLY**

NAME OF COMPANY \_\_\_\_\_ CMPY # \_\_\_\_\_

NAME \_\_\_\_\_  
Last First MI

Employee Credential Number

**PLEASE ATTACH TWO (2) CURRENT PASSPORT STYLE PHOTOS TO THIS APPLICATION.**  
**Please write applicant's name on the back of the photograph**

SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_\_  
(MUST BE 18 YRS OLD)

SEX: \_\_\_\_\_ RACE: \_\_\_\_\_ HGT: \_\_\_\_\_ WGT: \_\_\_\_\_ EYES: \_\_\_\_\_ HAIR: \_\_\_\_\_

APPLICANT PHYSICAL ADDRESS: \_\_\_\_\_  
Street/P.O. Box City County State/ZIP

APPLICANT MAILING ADDRESS: \_\_\_\_\_  
Street/P.O. Box City County State/ZIP

DRIVER'S LICENSE: \_\_\_\_\_ HOME PHONE: (\_\_\_\_\_) \_\_\_\_\_  
State Number

EMAIL ADDRESS: \_\_\_\_\_ CELL PHONE: (\_\_\_\_\_) \_\_\_\_\_

PLACE OF BIRTH: \_\_\_\_\_  
City County State Country

**\*\*\*IF YOU ARE A NON-U.S. CITIZEN, PLEASE ATTACH CURRENT/VALID PROOF OF ELIGIBILITY TO WORK IN THE U.S.**

**\*\*\* PLEASE SUBMIT A CHECK OR MONEY ORDER ONLY \*\*\***

**ALL APPLICANTS MUST HAVE A BACKGROUND CHECK. APPLICATION FEE, 2-CLASSIFIABLE FINGERPRINT CARDS, AND BACKGROUND CHECK FEES MUST BE INCLUDED WITH THE SUBMISSION OF THIS APPLICATION.**

PRIVATE SECURITY OFFICER (UNARMED)	FEE	\$40.00	CODE 20015
STATE BACKGROUND CHECK FEE	FEE	\$22.00	CODE 82006
FEDERAL BACKGROUND CHECK FEE	FEE	\$11.25	CODE 80019
FEDERAL BACKGROUND/INA FEE	FEE	\$1.00	CODE 80011
FEDERAL BACKGROUND CHECK FEE	FEE	\$2.00	CODE 80006

**TOTAL AMOUNT DUE \$76.25**

DATE CREDENTIAL EXPIRES: \_\_\_\_\_

CURRENT AND ACTIVE CERTIFIED LAW ENFORCEMENT OFFICER? Yes  No

(CERTIFIED LAW ENFORCEMENT OFFICERS ARE EXEMPT FROM THE TRAINING REQUIREMENTS. THE OFFICER MUST BE A CURRENT, ACTIVE LAW ENFORCEMENT OFFICER. (SEE RULE 10.6)

(PLEASE ATTACH A COPY OF YOUR LAW ENFORCEMENT CERTIFICATION AND A LETTER FROM THE LAW ENFORCEMENT AGENCY THAT YOU ARE CURRENTLY EMPLOYED WITH THAT STATES YOU ARE A CURRENT, ACTIVE LAW ENFORCEMENT OFFICER.)

The applicant must list all arrests, pending criminal charges, pleas of nolo contendere, pleas of guilty, or convictions for any felony, Class A misdemeanor offense involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department (See Rule 2.10). Include all those that have been sealed or expunged (MUST PROVIDE COPY OF ORDER TO SEAL AND ORIGINAL JUDGMENT).

**Rule 2.9. Prior offenses –**

**The Director of the Department shall deny an application if the applicant has been found guilty or has pleaded guilty or “nolo contendere” to any criminal offense listed in A.C.A. § 17-39-202, § 17-39-206, § 17-39-304, § 17-40-306, or § 17-40-337.**

**(a) A prior conviction will disqualify the applicant even if the conviction has been sealed or expunged; but (b) A prior conviction will not disqualify an applicant if the applicant has received a pardon for the conviction in accordance with A.C.A. § 16-93-201, et seq. (i) To qualify for a commission, the pardon must include a provision for full restoration of firearm rights.**

**CHECK APPLICABLE BOX:**

NO, I DO NOT HAVE ANY RECORDS OF ARREST, PENDING CRIMINAL CHARGES, CONVICTION(S) OR PLEA(S) OF NOLO CONTENDERE OR GUILTY.

YES, I DO HAVE RECORDS OF ARREST, PENDING CRIMINAL CHARGES, CONVICTION(S) OR PLEA(S) OF NOLO CONTENDERE OR GUILTY.

LIST ALL RECORDS OF ARREST, PENDING CRIMINAL CHARGES, CONVICTION(S) OR PLEA(S) OF NOLO CONTENDERE OR GUILTY.

Charge	Location	Date	Disposition

**NOTICE: A VERIFIED STATEMENT (ANY COURT DOCUMENT, ARRESTING AGENCY REPORT OR INFORMATION FROM A PROSECUTOR’S OFFICE) REGARDING ANY CHARGE LISTED ABOVE MUST BE ATTACHED TO THIS APPLICATION.**

Do you suffer from habitual drunkenness? Yes  No

Do you suffer from narcotics addiction or dependence? Yes  No

Have you been dishonorably discharged from the United States Armed Forces? Yes  No

Have you been adjudicated as mentally incompetent? Yes  No

Have you been involuntarily committed to a mental institution? Yes  No

Have you been involuntarily committed to a mental health treatment facility? Yes  No

Are you a registered sex offender or required to register as a sex offender? Yes  No

Are you on active duty military service? Yes  No

Are you the spouse of an active duty service member? Yes  No

**VERIFICATION AND AUTHORITY TO RELEASE**

**TO WHOM IT MAY CONCERN**

Under penalty of A.C.A. § 5-53-103, I the undersigned hereby affirm that all information contained on this application is true and correct. I understand that giving a false statement or submitting a false document will subject me to criminal prosecution, preclude future Arkansas Private Investigator, Security, Alarm Installation, and Monitoring license, commission, or credential issuance, and/or immediate revocation of any license, commission, or credential already issued by the Department.

I understand that the Arkansas State Police will conduct a thorough background investigation before rendering a final decision regarding my eligibility for a License, Commission and/or Credential and this investigation may include, but not be limited to, inquiries as to my abilities, character, reputation, criminal record, and past employment record.

To facilitate this investigation, I do, hereby, give my consent and authority for any educational institution, hospital, mental institution, including specifically the Arkansas State Hospital and Veterans Administration Hospital, medical doctor, police agencies, the Arkansas Crime Information Center, Federal Bureau of Investigation, National Crime Information Center, Interstate Information Index, credit reporting agencies, former employers, and former business associates to furnish information from their records to the Arkansas State Police. I do, hereby, give my consent and authority that any information (including sealed or expunged criminal history) and/or evidence gathered or received by the aforementioned agencies may be submitted to any court, board, or commission in open hearing or court in any judicial or administrative proceeding.

With regard to any credit reporting agencies which might be contacted by the Arkansas State Police, I understand that I may inquire as to the identification of those credit reporting agencies contacted, and the Arkansas State Police will advise me as to the identity and the nature and scope of information they furnished.

**PRINT FULL NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICANT RECORD NOTIFICATION**

**Notification:** Fingerprints submitted will be used to check the criminal history records of the FBI.

**Obtaining Copy:** Procedures for obtaining a copy of FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.33 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>.

**Change, Correction, or Updating:** Procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

Rev. December 2016



**PSO RENEWAL TRAINING PAGE**



Effective Date  
1-2019

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NAME OF COMPANY \_\_\_\_\_ CMPY \_\_\_\_\_

NAME \_\_\_\_\_  
Last First MI

Employee Credential Number

SS#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DOB: \_\_\_\_\_

CURRENT AND ACTIVE CERTIFIED LAW ENFORCEMENT OFFICER? Yes  No

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(If checked, a signature of TA or ATA is required)

PHASE I MAY BE CONDUCTED BY A TRAINING ADMINISTRATOR (TA), ASSISTANT TRAINING ADMINISTRATOR (ATA), TRAINING INSTRUCTOR (TI), OR GUEST INSTRUCTOR.

**PHASE I - Training Requirements for Renewal of PSO, CSO and CSSO**

*\*Must consist of six (6) hours minimum (Rule 10.10).*

Legal Authority  Familiarity with Act 393

Field Note Taking and Report Writing

**DATE TRAINING COMPLETED**  \_\_\_\_\_

The instructor(s) and guest instructor(s) by completing this form affirm that he/she has successfully administered the training required by A.C.A. §§17-40-208 et seq. and the Arkansas State Police Licensing Rules. I hereby affirm that the representations made herein are true and correct.

***\*\*If more than two guest instructors, please attach the ASP Supplemental Instructor Training Page. \*\****

**TRAINING ADMINISTRATOR OR ASSISTANT TRAINING ADMINISTRATOR SIGNATURE:**

**TRAINING ADMINISTRATOR OR ASSISTANT TRAINING ADMINISTRATOR SIGNATURE:**

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Credential Number: \_\_\_\_\_

Credential Number: \_\_\_\_\_

**GUEST INSTRUCTOR OR TRAINING INSTRUCTOR SIGNATURE:**

**GUEST INSTRUCTOR OR TRAINING INSTRUCTOR SIGNATURE:**

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

SUBJECT TAUGHT: \_\_\_\_\_

SUBJECT TAUGHT: \_\_\_\_\_

Print: \_\_\_\_\_

Print: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

DOB: \_\_\_\_\_ Phone Number: \_\_\_\_\_

DOB: \_\_\_\_\_ Phone Number: \_\_\_\_\_

The applicant by completing this form, affirms that he/she has successfully completed the training as required by A.C.A. §§17-40-208 et seq. and the Arkansas State Police Licensing Rules.

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

**Guest instructors can be utilized to teach training requirements under the guidance and supervision of a registered Training Administrator. If a guest instructor teaches any portion of the required training the credentialed Training Administrator or Assistant Training Administrator must be present during instruction and must also sign this form.**