



State of Utah
Department of Commerce
Division of Occupational and Professional Licensing

GARY R. HERBERT
Governor

FRANCINE A. GIANI
Executive Director

MARK B. STEINAGEL
Division Director

August 15, 2013

**Important Information Regarding Changes to Interim Permits
Issued to Contract Security Guards**

Dear Training Providers and Companies:

This letter is informing you of a change to interim permits issued to contract security guards. The Division will no longer be issuing immediate interim permits from walk-ins. Instead, when an application is received, the Division will issue the interim permit within the next business day assuming all requirements are met. The Division will inform the applicant that his/her interim permit was approved or denied via the applicant's e-mail. The e-mail will serve as evidence of a valid interim permit. Please note that no e-mail will be sent to the security company.

This new procedure will help the Division process applications more efficiently while still allowing an applicant to work until the FBI background is returned.

This change will go into effect **immediately**. Please advise all training applicants and employees.

If you have any questions regarding this process, you may contact the Division at (801) 530-6628.

Sincerely,

April Ellis
Bureau Manager