

## Qualifier for Contract Security or Armored Car Company

### APPLICANT INFORMATION

Business Legal Name: \_\_\_\_\_  
*\*Note: If you are a Sole Proprietor, this is your legal name.*

Utah Division of Corporation  
Registration Number: \_\_\_\_\_ IRS Employee ID  
Number (EIN): \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_ DBA Registration  
Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
*Street Address (including Apt/Unit/Ste #) and/or PO Box*

\_\_\_\_\_  
City State ZIP Code

**You will receive all Division notices and communications at the following email.**

Email: \_\_\_\_\_  
*Email Address is Required.*

Company Phone: \_\_\_\_\_

Local Contact for Licensing Purposes: \_\_\_\_\_

Alternate Phone for Local Contact: \_\_\_\_\_

Utah Company License Number: \_\_\_\_\_

I understand that in all areas of this application the words "you", "I" and "applicant" apply to the entity listed above and all subsidiaries, owners, qualifiers, and prior entities and DBA's for which these individuals have been involved.

### AFFIDAVIT AND RELEASE

1. I certify that I am qualified in all respects for the license for which I am applying in this application.
2. I certify that to the best of my knowledge, the information contained in the application and all supporting document(s) are true and correct, discloses all material facts regarding the applicant, and that I will update or correct the application as necessary, prior to any action on my application.
3. I authorize all persons, organizations, governmental agencies, or any others not specifically listed, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.
4. I understand that it is the continuing responsibility of applicants and licensees to read, understand, and apply the requirements contained in all statutes and rules pertaining to the occupation or profession for which I am applying, and that failure to do so may result in civil, administrative, or criminal sanctions.
5. I certify that I do not currently pose a direct threat to myself, to my clients, or to the public health, safety or welfare because of any circumstance or condition.
6. I understand that I am responsible to update the Division of any changes relating to my license/certification/registration.

Signature of Authorized Signer: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Position of the Authorized Signer: \_\_\_\_\_

## QUALIFYING QUESTIONNAIRE

### Do not leave any question blank.

DOPL may request additional documentation if the information submitted is insufficient.

1.  Yes  No Have you EVER had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, resigned, or surrendered while under investigation, or otherwise **disciplined in any way**?
2.  Yes  No Do you CURRENTLY have **any criminal action active or pending**?
3.  Yes  No WITHIN THE PAST 10 YEARS, have you pled **guilty** to, **no contest** to, entered into a **plea in abeyance**, or been **convicted of a misdemeanor** in any jurisdiction?
4.  Yes  No Have you EVER pled **guilty** to, **no contest** to, entered into a **plea in abeyance**, or been **convicted of a felony** in any jurisdiction?

If you answered "Yes" to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached. If you answered "Yes" to questions 2,3, or 4 you must submit the following for EACH and EVERY incident:

- personal account of the incident
- court record(s)
- police report(s)
- probation/parole officer report(s)

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

#### NOTE:

- **DISCLOSE** charges that were later held in abeyance, diverted, reduced, or dismissed.
- **DISCLOSE** motor vehicle offenses such as driving while impaired or intoxicated. But you do not need to disclose minor traffic offenses such as parking or speeding violations.
- You do **not need to disclose** juvenile offenses, unless you were tried as an adult.
- **DISCLOSE** if you are restricted from possession, purchase, transfer, or ownership of a firearm or ammunition (even if your restriction is based on a non-reportable juvenile conviction).
- You do **not need to disclose** legally expunged or sealed criminal history incidents.

For more information, see DOPL's criminal history FAQs.

## PROFESSIONAL LICENSES

List all other licenses, registrations or certification issued by any state which you now hold or have ever held in any profession. (Use additional sheets if necessary.)

Profession: \_\_\_\_\_ License Number: \_\_\_\_\_

Issuing State: \_\_\_\_\_ License Status: \_\_\_\_\_ Issue Date: \_\_\_\_\_

Profession: \_\_\_\_\_ License Number: \_\_\_\_\_

Issuing State: \_\_\_\_\_ License Status: \_\_\_\_\_ Issue Date: \_\_\_\_\_

## QUALIFIER ACTION REQUESTED

This application is for:

- Additional Qualifier
- Qualifier Replacement. Please remove \_\_\_\_\_ who no longer acts as a qualifier for this company.

**Note: If you are adding more than one qualifier, you must complete a separate application for each individual. Please make addition copies as needed.**

## QUALIFIER INFORMATION

If you have more than one qualifier, you must complete this section for each individual.  
Please make additional copies as needed.

To be completed by the applicant:

Qualifier's Full Legal Name: \_\_\_\_\_  
*First Middle Last*

All Previous Legal Names: \_\_\_\_\_

Previously approved as a qualifier for DOPL License (if applicable): \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Gender:  Male  Female

Mailing Address: \_\_\_\_\_  
*Street Address (including Apt/Unit/Ste #) and/or PO Box*

\_\_\_\_\_  
*City State ZIP Code*

**Please Select ONE:**

- I am a United States citizen OR a non-citizen of the United States who is lawfully present.  
 I am a foreign national not physically present in the United States.  
 None of the above, please explain: \_\_\_\_\_

**Driver License  
or State Id Card:** \_\_\_\_\_

*State of Issue License Number Expiration Date*

**NOTE:** If you do not hold a US Driver's License or a US State ID, you must present a legible copy of your current and valid government issued document(s) showing evidence of lawful presence in the United States.

Do you hold an active UT Security Officer License?  Yes  No If yes, license number: \_\_\_\_\_

Association with Security Company:  Owner  Director  Partner  W-2 Employee in Management Position

## QUALIFIER DECLARATION

1.  Yes  No Are you a resident of the state?
2.  Yes  No Are you a corporate officer or owner of the applicant?
3.  Yes  No Do you exercise material day-to-day authority in the conduct of the applicant's business by making substantive? Technical, and administrative decisions?
4.  Yes  No Your primary employment is with the applicant?
5.  Yes  No Are you not concurrently acting as a qualifying agent or employee of another armored car or contract security company?
6.  Yes  No Are you engaged in any other employment on a regular basis?
7.  Yes  No Are you involved in any activity that would conflict with the qualifying agent's duties and responsibilities?
8.  Yes  No Are you an employee of a government agency?

In accordance with Utah Code Ann. § 78B-5-705, I declare under criminal penalty of the State of Utah that the foregoing is true and correct.

Signature of Qualifier: \_\_\_\_\_ Date: \_\_\_\_\_  
*Knowingly making a false written statement as provided under Utah Code Ann. §78B-5-705 is a class B misdemeanor.*

## QUALIFIER EXAMINATION

Each qualifier for a Contract Security Company is required to pass the Utah Security Personnel Qualifying Agent's Examination and each qualifier for an Armored Car Company is required to pass the Utah Armored Car Qualifying Agent Examination. DOPL's testing provider will electronically send the results of your examination directly to DOPL.

Please see the Exam section of our website, at [www.dopl.utah.gov/sec/](http://www.dopl.utah.gov/sec/) for complete information.

*Do not submit this application until your Qualifier has passed all required exams.*

## QUALIFIER EXPERIENCE

In addition to passing the required exams, each qualifier must provide the following items to complete the application:

- Current resume.
- W2 Documentation of at least 6,000 hours of paid qualifying experience.

Please select one:

- Previously approved qualifier for a Utah licensed listed for at least 3 years.
- Provide documentation of 6,000 hours paid employment experience as a manager, supervisor or administrator of an armored car company or contract security company AND W2s from the company below OR tax returns showing ownership distribution from the company covering the time listed below.
- Provide documentation of 6,000 hours paid supervisory experience with a federal, United States military, state, county, or municipal law enforcement agency AND W2s from the company below OR tax returns showing ownership distribution from the company covering the time listed below.

## QUALIFIER EXPERIENCE SUPERVISOR DECLARATION

Note: If your experience was completed with more than one employer, each must complete a separate form.

*To be completed by the Supervisor.*

**Name of Company Where Experience was Earned:** \_\_\_\_\_

**Name of Supervisor:** \_\_\_\_\_ **License Number:** \_\_\_\_\_

**Establishment Address:** \_\_\_\_\_  
Street/PO Box City State/Zip

**Telephone Number:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Dates of Employment/Supervision:** \_\_\_\_\_ to \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY

Total Hours of Management or Administration Experience: \_\_\_\_\_

Total Hours of Paid Experience: \_\_\_\_\_

Is the applicant currently employed with the facility?  Yes  No

If no, is the applicant re-hirable?  Yes  No, Please explain: \_\_\_\_\_

In accordance with Utah Code Ann. § 78B-5-705, I declare under criminal penalty of the State of Utah that the foregoing is true and correct. I further certify that the applicant is qualified and competent to practice as a Contract Security Company or Armored Car Company Qualifier.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## CRIMINAL HISTORY DISCLOSURE STATEMENT

Fingerprints submitted with this application are used to complete a search through the files of the Utah Bureau of Criminal Identification (BCI) and the Federal Bureau of Investigations (FBI). Prior to submitting fingerprints, you must read and acknowledge, by signing the affidavit below, the Privacy Act Statement found at <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement> . Physical copies of this statement may also be obtain upon request from the Division.

The criminal record information obtained by this search will be used by Division staff to evaluate your ability to obtain licensure in Utah. You may challenge or review your criminal record. For additional information regarding the challenge or review process, please see the checklist at the end of this application.

By signing below, you acknowledge receipt of this information and consent to the background check process described above.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

## APPLICATION CHECKLIST AND INSTRUCTIONS

This checklist is for your convenience, you do not need to include it with your application.

**NOTE:** Incomplete applications will be denied.

Your application is classified as a public record and may be available for inspection by the public, except with regard to the release of information which is sub-classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

The following items are required to complete your application

- \$50.00 non-refundable application-processing fee.
- \$30.00 non-refundable fingerprint processing fee.
- Supporting documentation for any “yes” answers provided on the “Qualifying Questionnaire”.
- Fingerprints to be used by DOPL for a fingerprint search through the files of the Utah Bureau of Criminal Identification (BCI) and the Federal Bureau of Investigations (FBI).
  - **Please Note:** Fingerprint services are available, with no additional charge for DOPL applicants, at DOPL’s office (160 E 300 S Salt Lake City) from 8:00am to 4:30pm. Applicants that arrive late in the day without leaving sufficient time to be processed may be turned away. **Valid government issued ID (ie US Driver’s License, State ID, Passport or US Military ID) is required.** If you are unable to obtain fingerprints at DOPL’s office, you must include two (2) completed blue fingerprint cards (Form FD-258) with your application.
  - **REVIEW OF YOUR CRIMINAL RECORD:** If you wish to review or challenge the accuracy of the information in your FBI record, you should contact the agency that contributed the information in question. You may also direct the challenge to the FBI. Please see their website at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>. You may also contact them via mail at FBI: CJIS Division, Attn. Criminal History Analysis Team 1, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will forward the challenge to the respective agency.

If you wish to review or challenge the accuracy of the information in your BCI record, you must complete the required “Record Challenge Form”, available at <https://bci.utah.gov/criminal-records/criminal-records-forms/>, and submit it directly to BCI.

Agency review of a licensing decision based on your criminal record may be obtained by filing a written request for agency review with the Executive Director of the Department of Commerce within thirty (30) days after notification of the decision. Any such request must comply with the requirements of Utah Code § 63G-4-301 and Utah Admin. Code R151-4-902.

Submit the above items with your completed application to:

**In person or via express delivery:**

Division of Occupational and Professional Licensing  
Heber M Wells Building, 1<sup>st</sup> Floor Lobby  
160 E 300 S  
Salt Lake City, UT 84111

**US Postal Service:**

Division of Occupational and Professional Licensing  
PO BOX 146741  
Salt Lake City, UT 84114-6741