

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

- Unarmed Private Security Officer       Armed Private Security Officer  
 Armored Private Security Officer

**APPLICANT INFORMATION**

Full Legal Name: \_\_\_\_\_  
*First Middle Last*

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

Other DOPL Licenses Held: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
*Note: All Division notices and communication will be sent to this email.*

**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 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.

**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 Applicant: \_\_\_\_\_ Date \_\_\_\_\_

## 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](#).

## AFFIDAVIT

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: \_\_\_\_\_ Date: \_\_\_\_\_

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

*Knowingly making a false written statement as provided under Utah Code Ann. §78B-5-705 is a class B misdemeanor.*

## 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: \_\_\_\_\_

## 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 obtained 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 below.

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

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

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

**Please see our website, [www.dopl.utah.gov/fingerprints.html](http://www.dopl.utah.gov/fingerprints.html), for required information and approved locations to obtain fingerprints.**

**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.

## OPTIONAL INTERIM PERMIT INFORMATION

I would like to be issued an interim permit and I have provided a current criminal history report, "Right of Access", from the Bureau of Criminal Identification showing "No Criminal Record Found" with this application.

A Security Officer **may** qualify for an interim permit, which is usually issued within two business days and is valid for a period of ninety (90) days if the individual's **criminal record is clear** at the time the individual applies for licensure.

There is no additional charge for an interim permit. Interim Permits will be emailed to the email address listed on the first page of this application. Applications submitted without an email will have their interim permit physically mailed to the address listed.

You must have your interim permit and a valid government issued photo identification on your person while working in a capacity that requires licensure.

**NOTE: If you have marked "Yes" to any question on the Qualifying Questionnaire, an Interim Permit will not be issued. The application will be processed in the normal manner.**

**CERTIFICATION OF INITIAL BASIC EDUCATION**

*If applying by endorsement, please see the checklist for additional information.*

**MUST BE COMPLETED BY INSTRUCTOR**

DOPL Approved Basic Education Training Program Name: \_\_\_\_\_

Name of Instructor: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

Name of Student/Applicant: \_\_\_\_\_

Total Course Hours: \_\_\_\_\_ Exam Score%: \_\_\_\_\_ Date Course Completed: \_\_\_\_\_

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 above named student/applicant has successfully completed a basic education training program approved by the Division, as set forth in R156-63a-603 and R156-63b-603. In addition to this, I certify that I am an authorized trainer on file with the Division.

**Signature of Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Knowingly making a false written statement as provided under Utah Code Ann. §78B-5-705 is a class B misdemeanor.*

**CERTIFICATION OF INITIAL FIREARM EDUCATION**

*If applying by endorsement, please see the checklist additional information.*

**MUST BE COMPLETED BY INSTRUCTOR - FOR ARMED and ARMORED CAR APPLICANTS ONLY**

DOPL Approved Firearm Training Program Name: \_\_\_\_\_

Name of Instructor: \_\_\_\_\_ Instructor Email: \_\_\_\_\_

Name of Student/Applicant: \_\_\_\_\_

Total Course Hours: \_\_\_\_\_ Exam Score%: \_\_\_\_\_ Date Course Completed: \_\_\_\_\_

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 above named student/applicant has successfully completed a basic education training program approved by the Division, as set forth in R156-63a-604 and R156-63b-604. In addition to this, I certify that I am an authorized firearm trainer on file with the Division.

**Signature of Instructor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Knowingly making a false written statement as provided under Utah Code Ann. §78B-5-705 is a class B misdemeanor.*

## APPLICATION CHECKLIST AND INSTRUCTION

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.

### ALL APPLICANTS

The following items are required to complete your application:

- \$90.00 non-refundable application-processing fee, made payable to "DOPL".
- Supporting documentation for any "yes" answers provided on the "Qualifying Questionnaire".
- Original "Right of Access" Criminal History Report showing "No Criminal Record" if requesting an Interim Permit.
- 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 see our website, [www.dopl.utah.gov/fingerprints.html](http://www.dopl.utah.gov/fingerprints.html), for required information and approved locations to obtain fingerprints.

### LICENSURE BY ENDORSEMENT

The Division accepts licensure from some jurisdictions as equivalent to Utah for the purpose of satisfying the education requirements for licensure. If you have one year of licensed experience from a jurisdiction that meets these requirements, you do not need to complete training in Utah.

Rather, *in addition* to the items identified for "All Applicants", please submit an official verification of your license from an approved jurisdiction showing that your license is in good standing in lieu of completing the training forms in this application.

To determine if your jurisdiction qualifies, please see the maps posted under the "Apply for a License" section of our [website](#).

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

If you have questions regarding licensure, please feel free to contact the board directly via email at [b3@utah.gov](mailto:b3@utah.gov).

*Note: DO NOT send applications or payment via email!*