# Private Security Employer Application Guide

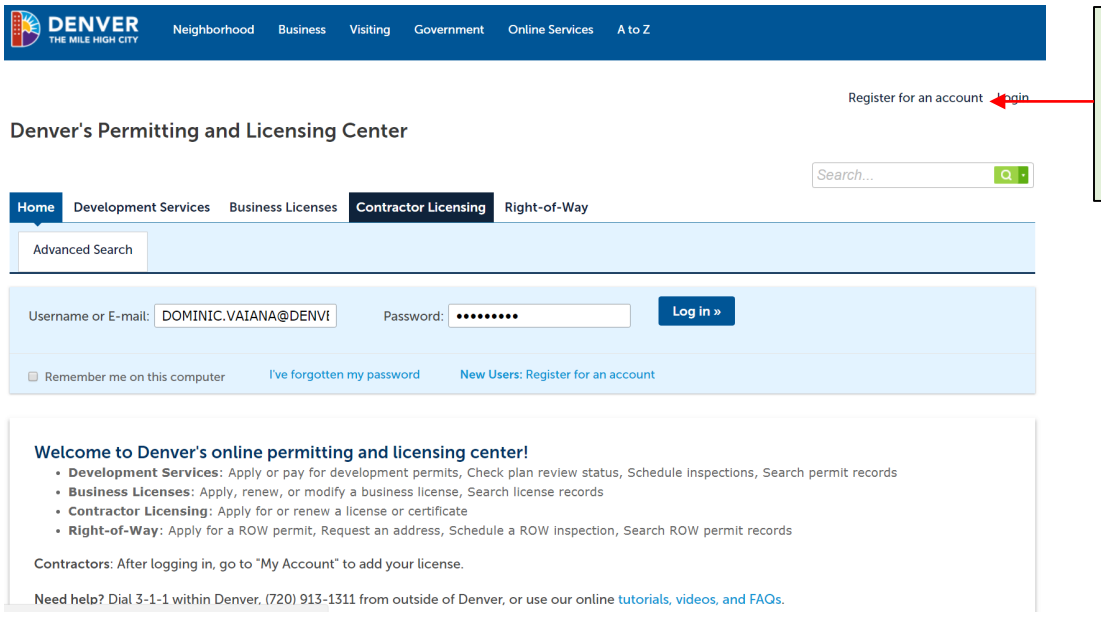
**Please visit the Department of Licensing and Consumer Protection's Private Security Employer webpage application information. Please make sure that you look at the Required Documents and Fees section.**
**Make sure all required documents are uploaded to your computer.**

## Step 1: Register for an Account

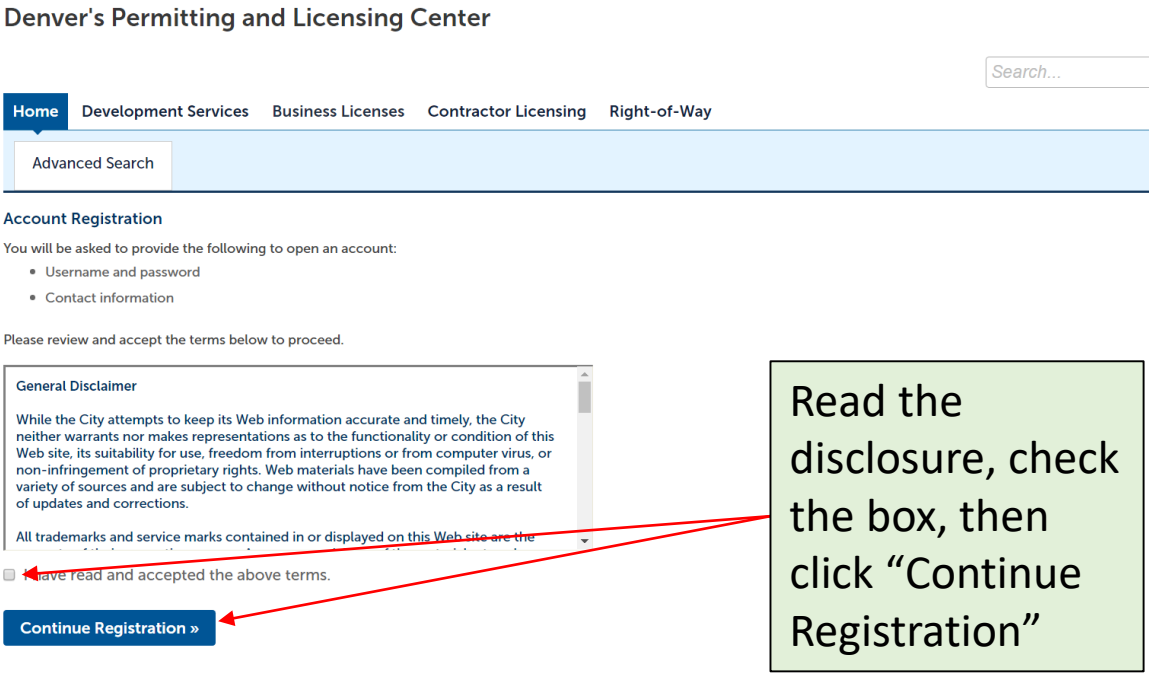
Register for your Permitting and Licensing account online at: www.denvergov.org/AccelaCitizenAccess/Default.aspx

## Permitting and Licensing Center Home Page

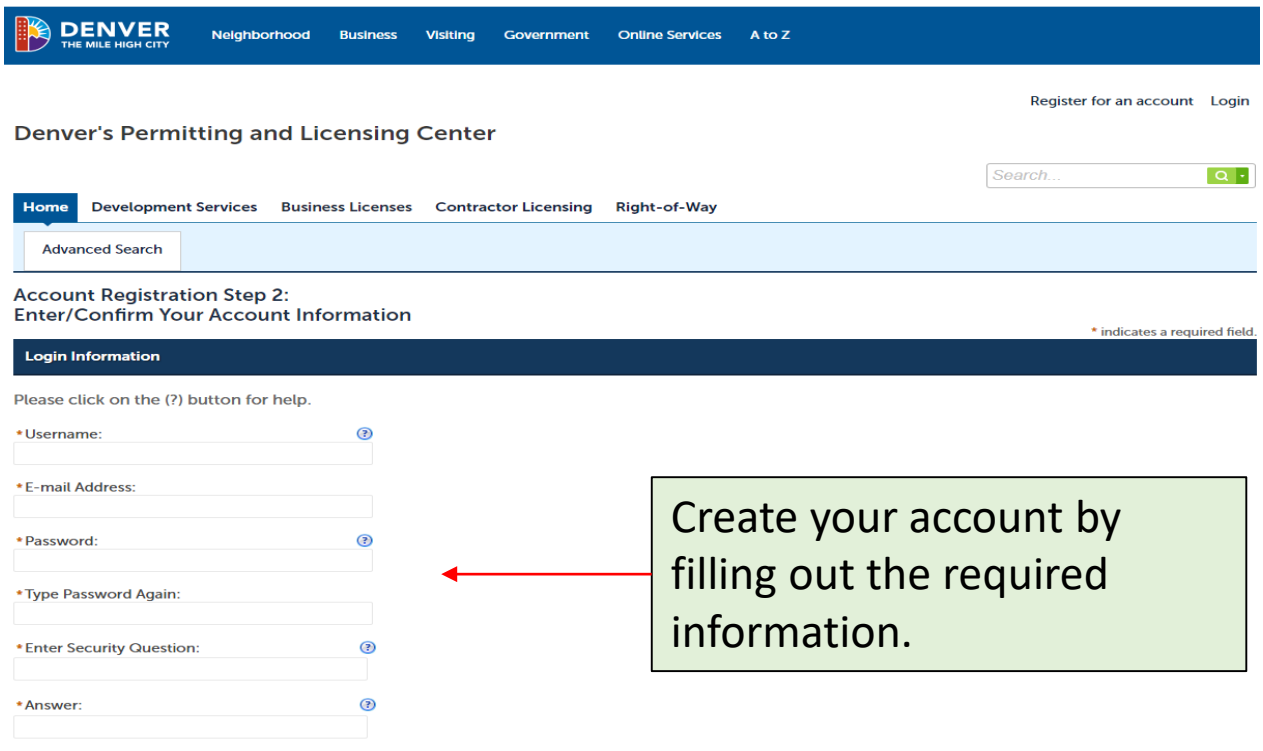
**Go to** www.denvergov.org/AccelaCitizenAccess/Default.aspx

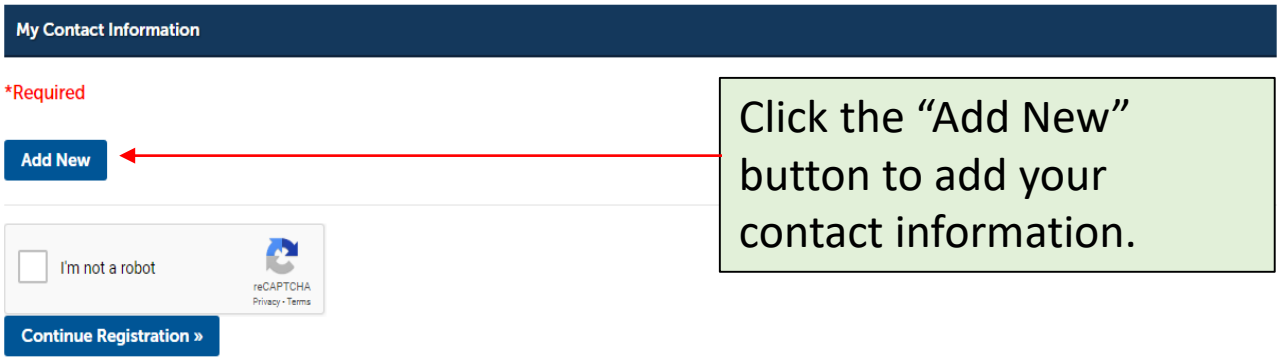



Click "Register for an account"

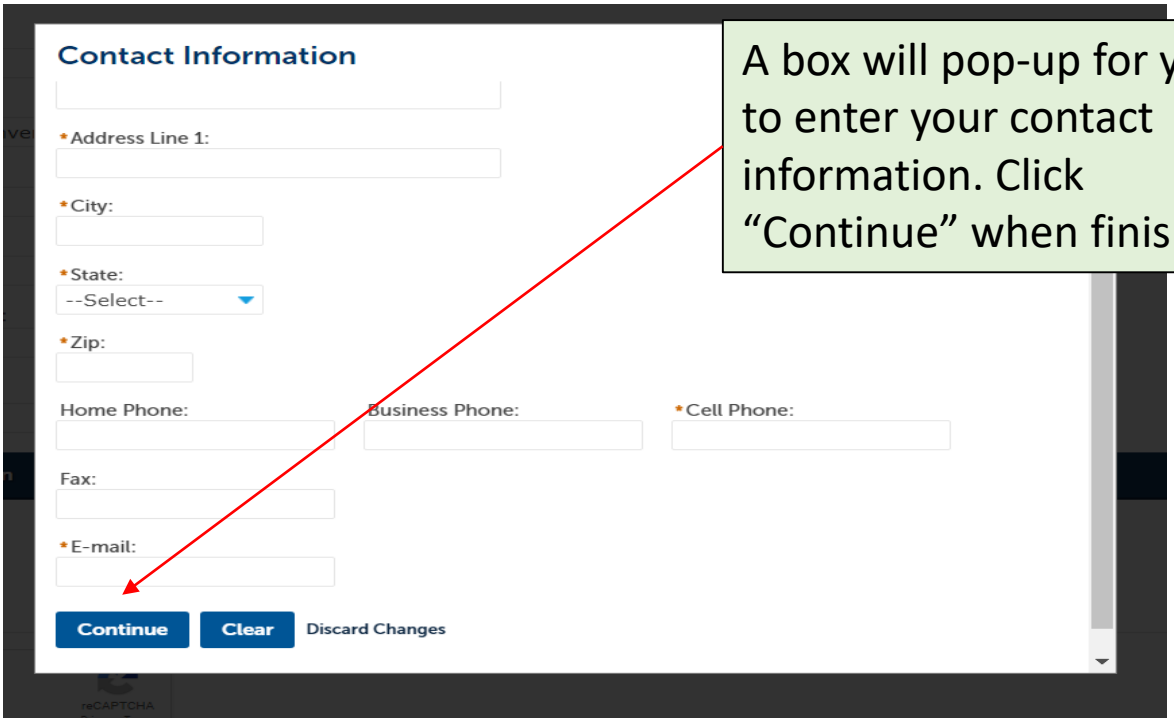



# Create Your Account

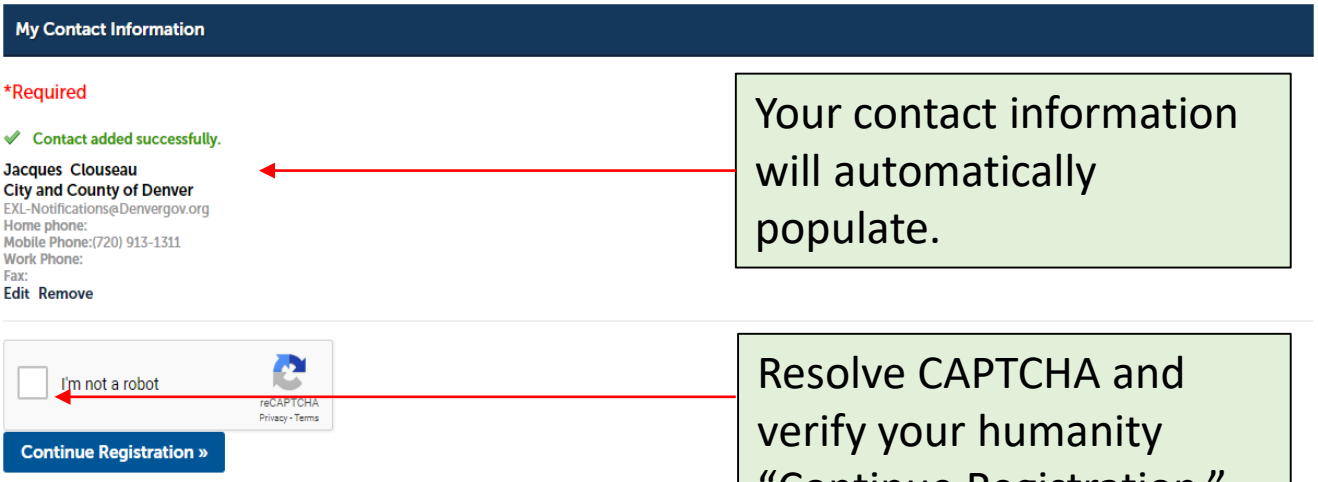





Click the “Add New” button to add your contact information.



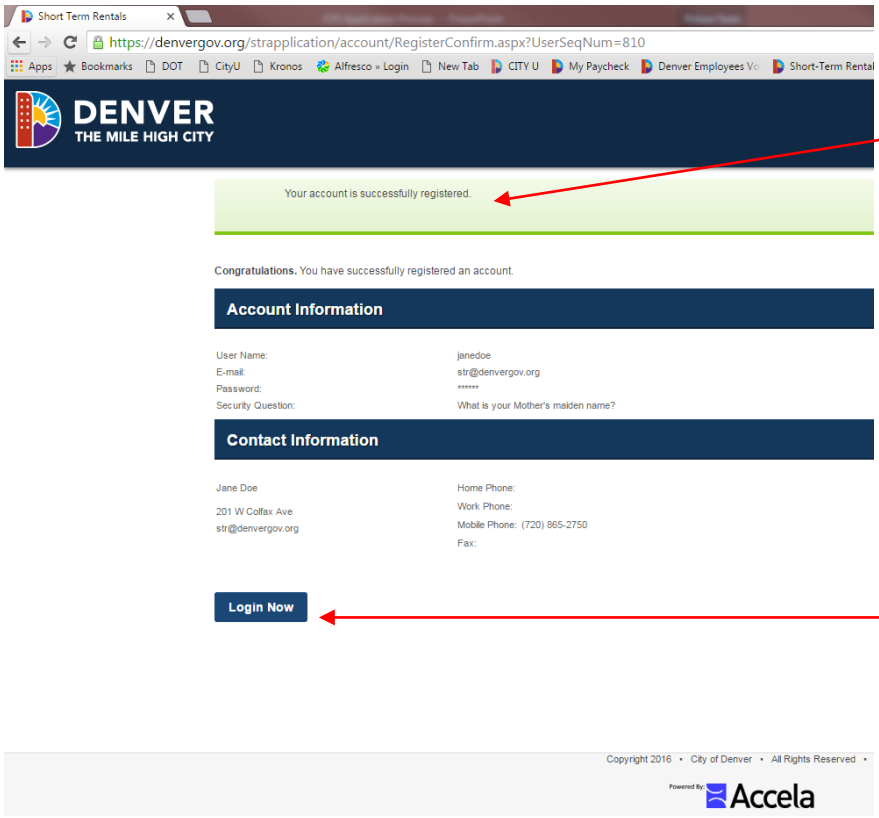

A box will pop-up for you to enter your contact information. Click “Continue” when finished.




Your contact information will automatically populate.

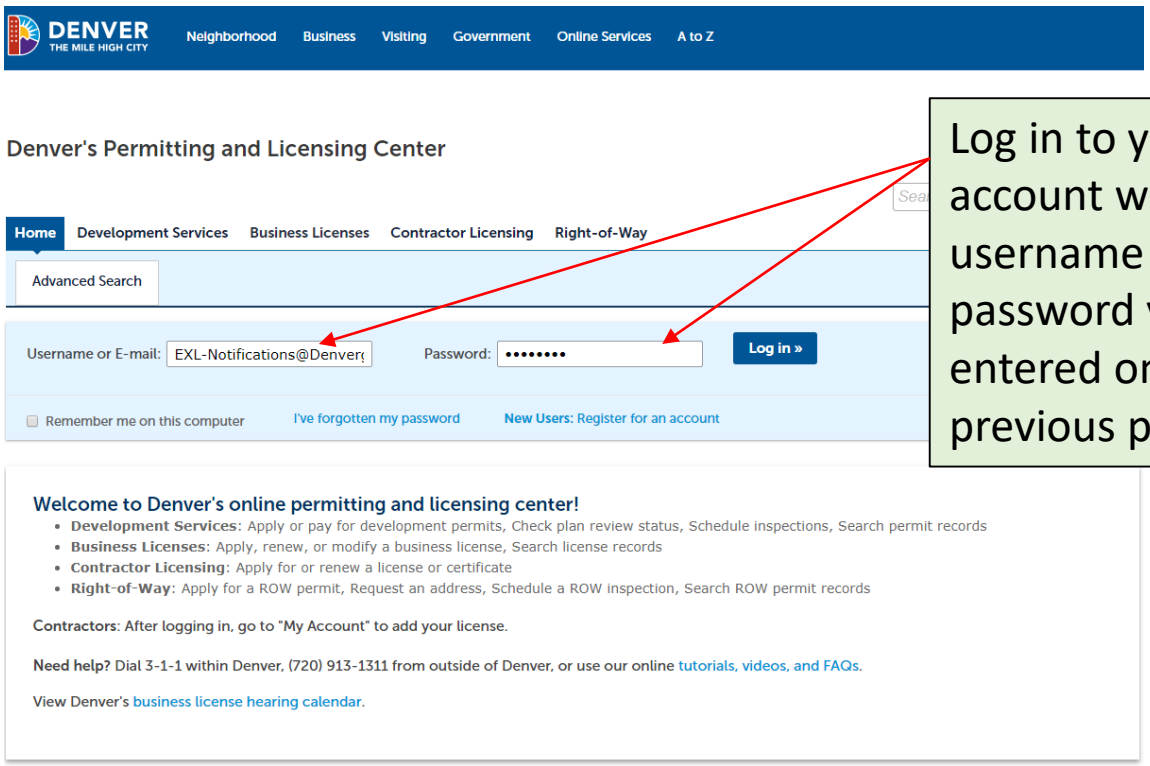
Resolve CAPTCHA and verify your humanity “Continue Registration.”

# Step 2: Log In To Your Account

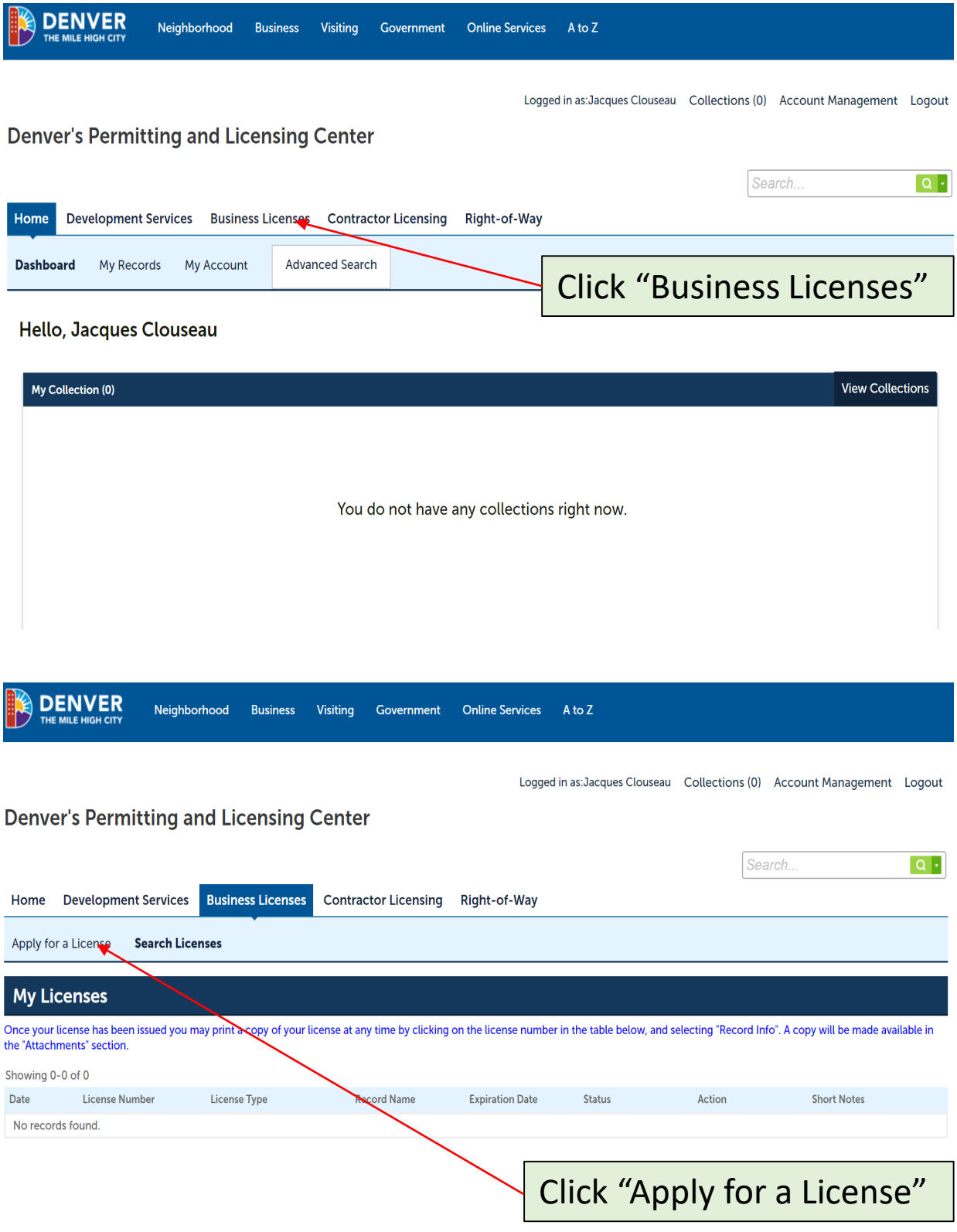



A green box will confirm your account has been created.

Click “Login Now” to log in to your newly created account.




Log in to your account with the username and password you entered on the previous page.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Government
Online Services
A to Z
Logged in as:Jacques Clouseau
Collections (0)
Account Management
Logout
Denver's Permitting and Licensing Center
Search...
Home
Development Services
Business Licenses
Contractor Licensing
Right-of-Way
Dashboard
My Records
My Account
Advanced Search
Click “Business Licenses”
Hello, Jacques Clouseau
My Collection (0)
View Collections
You do not have any collections right now.
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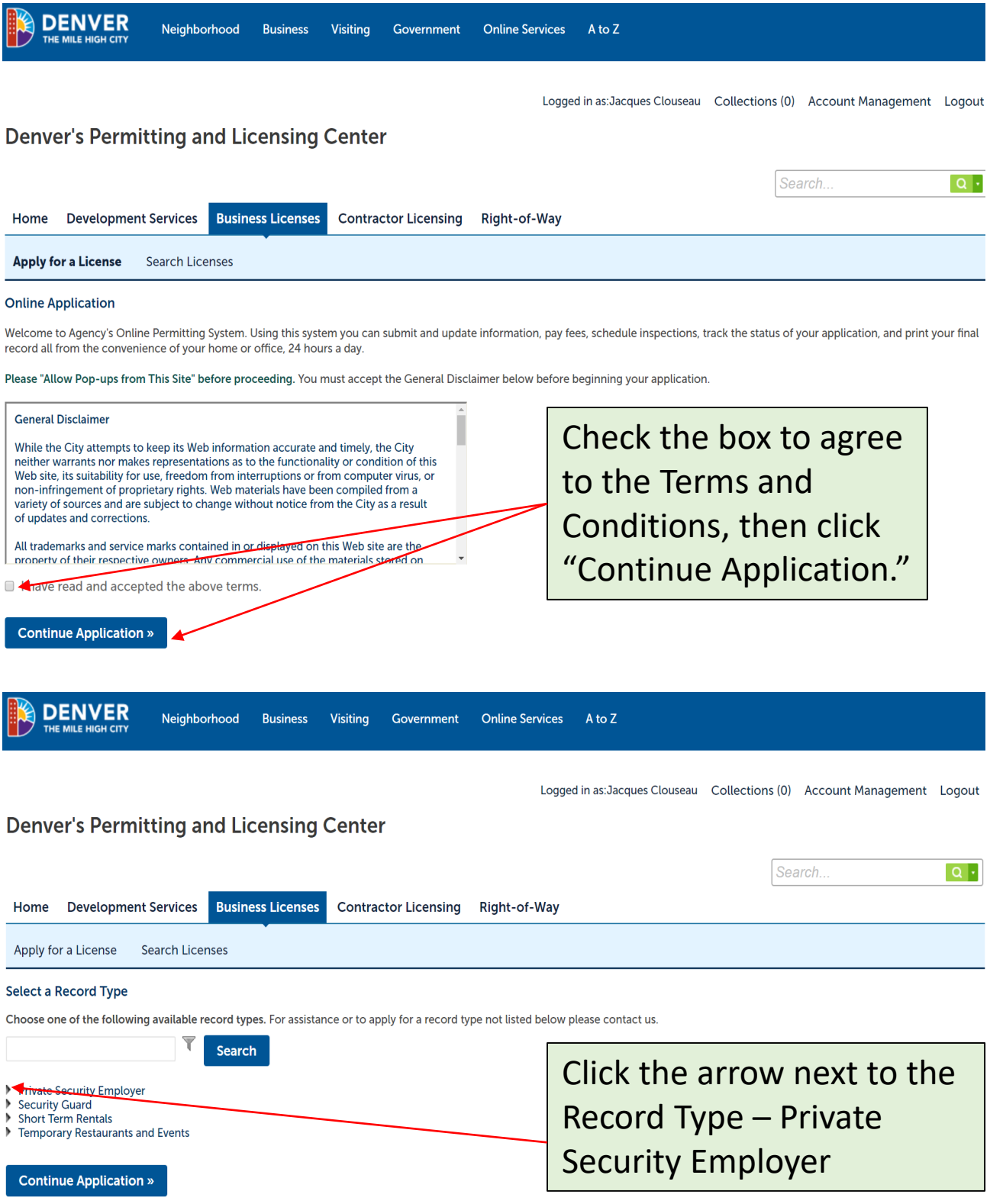
A to Z
Logged in as:Jacques Clouseau
Collections (0)
Account Management
Logout
Denver's Permitting and Licensing Center
Search...
Home
Development Services
Business Licenses
Contractor Licensing
Right-of-Way
Apply for a License
Search Licenses
My Licenses
Once your license has been issued you may print a copy of your license at any time by clicking on the license number in the table below, and selecting "Record Info". A copy will be made available in the "Attachments" section.
Showing 0-0 of 0
Date
License Number
License Type
Record Name
Expiration Date
Status
Action
Short Notes
No records found.
Click “Apply for a License”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Search...
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Contractor Licensing
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Apply for a License
Search Licenses
Online Application
Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.
Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.
General Disclaimer
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I have read and accepted the above terms.
Continue Application »
Check the box to agree to the Terms and Conditions, then click "Continue Application."
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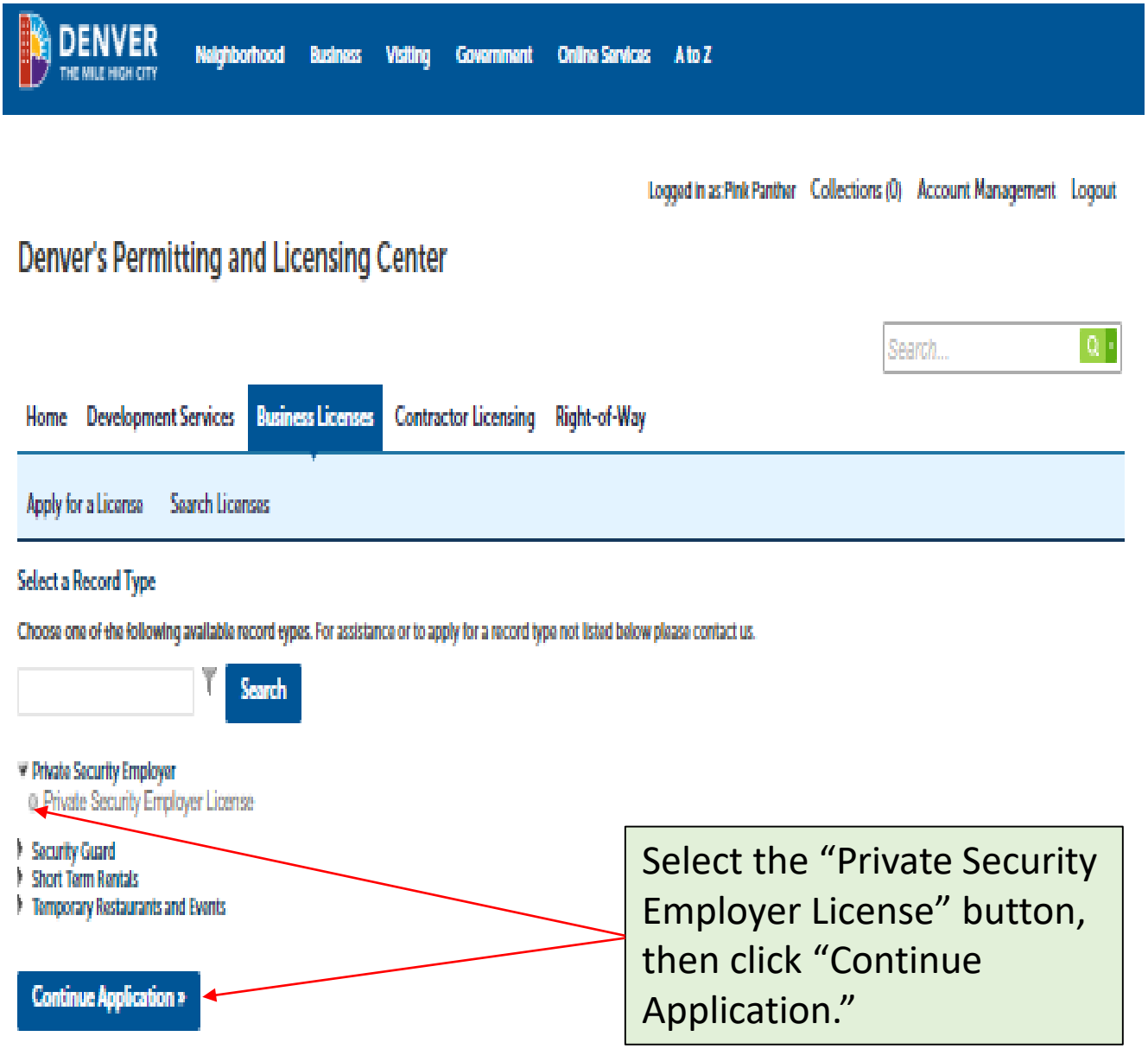
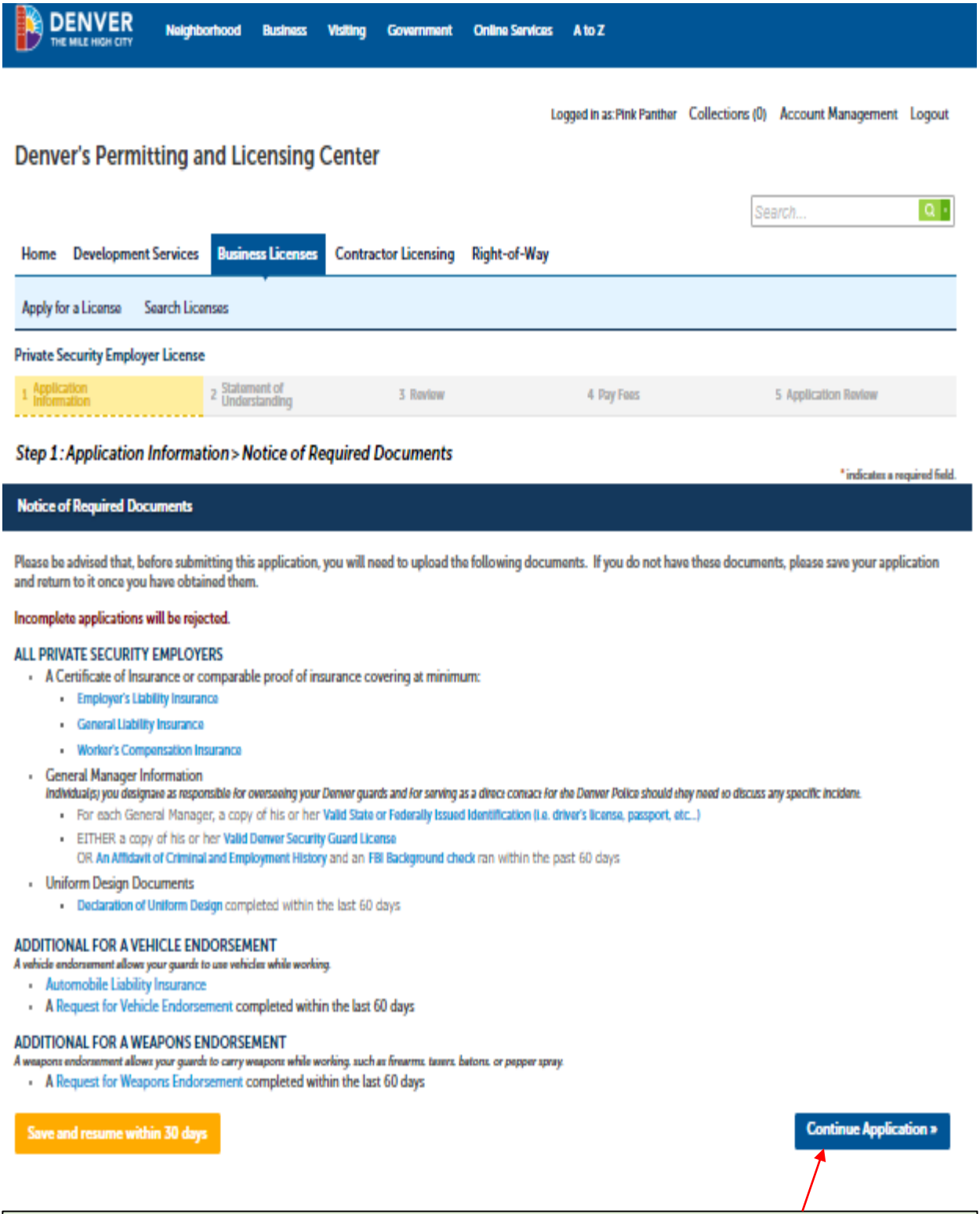
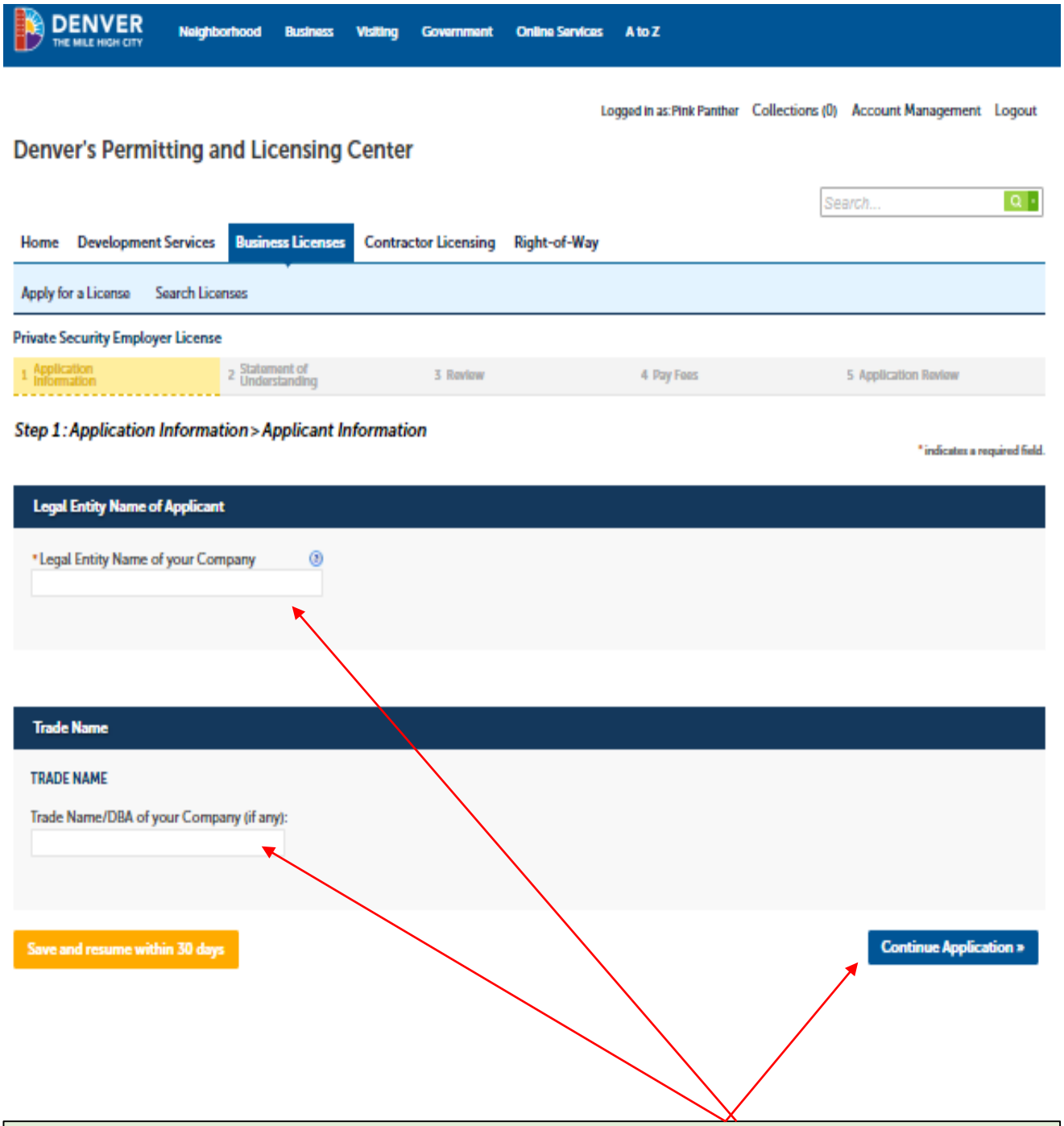
Contractor Licensing
Right-of-Way
Apply for a License
Search Licenses
Select a Record Type
Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.
Search
Private Security Employer
Security Guard
Short Term Rentals
Temporary Restaurants and Events
Continue Application »
Click the arrow next to the Record Type – Private Security Employer




Select the “Private Security Employer License” button, then click “Continue Application.”

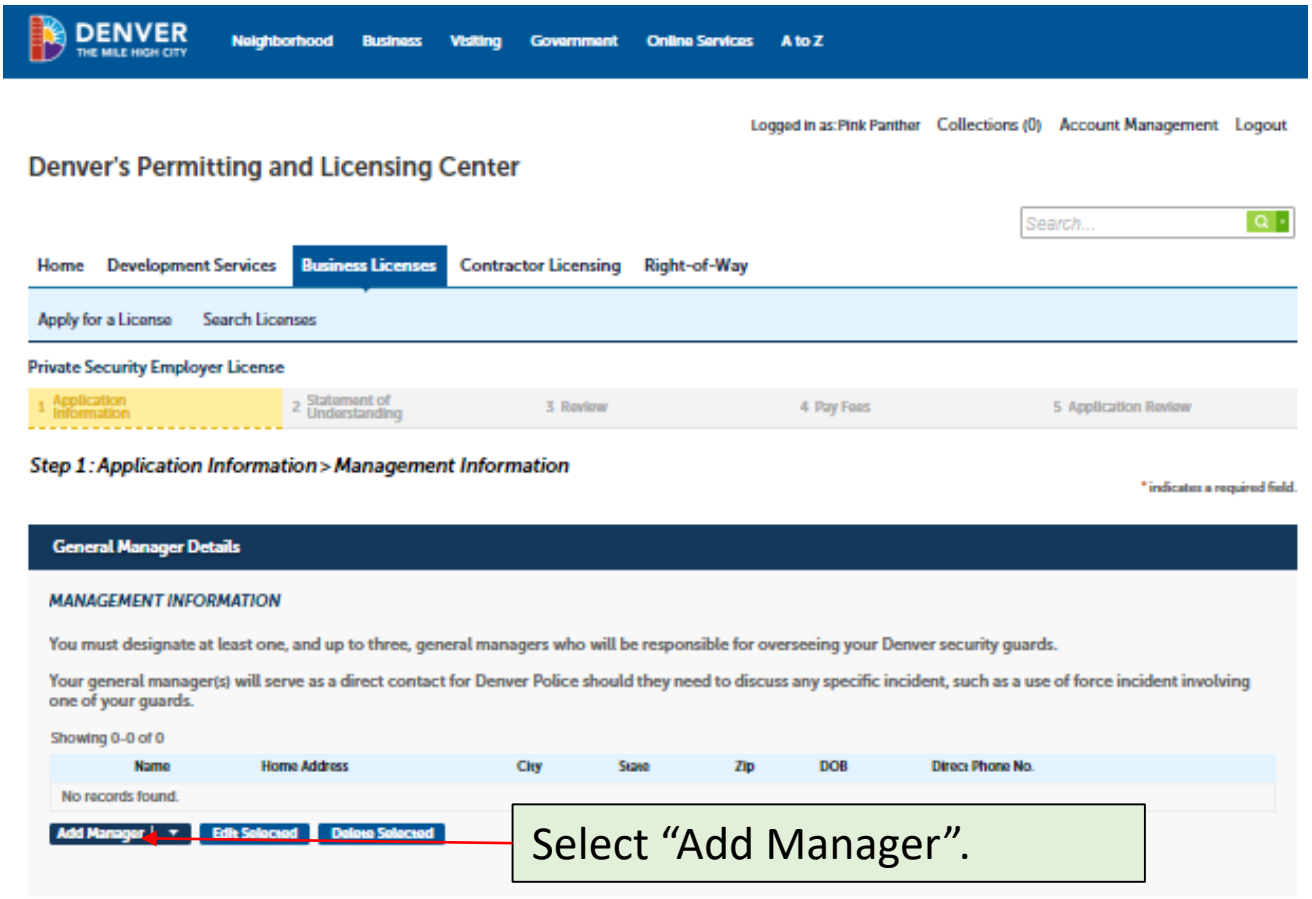



Review the Required Documents Listed Above. Ensure you have digital versions of your required documents uploaded to your computer prior to continuing the application. Once you are ready, select “Continue Application”.

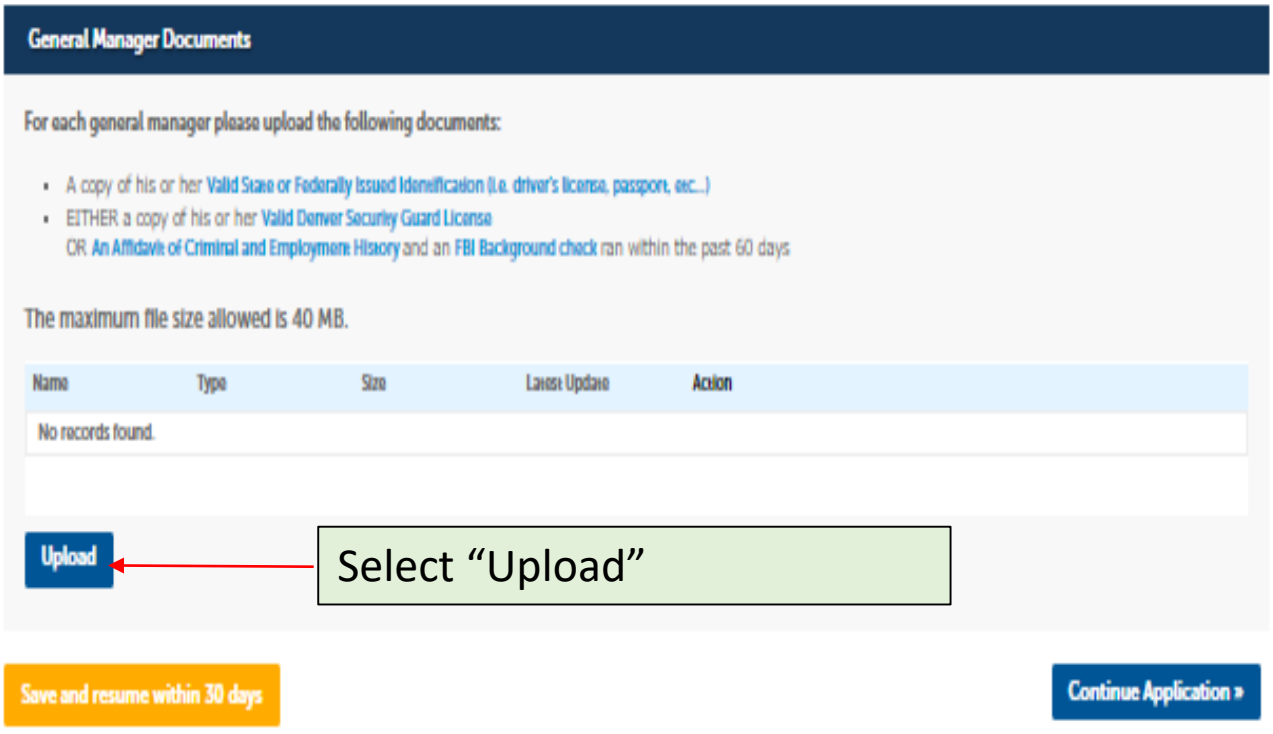


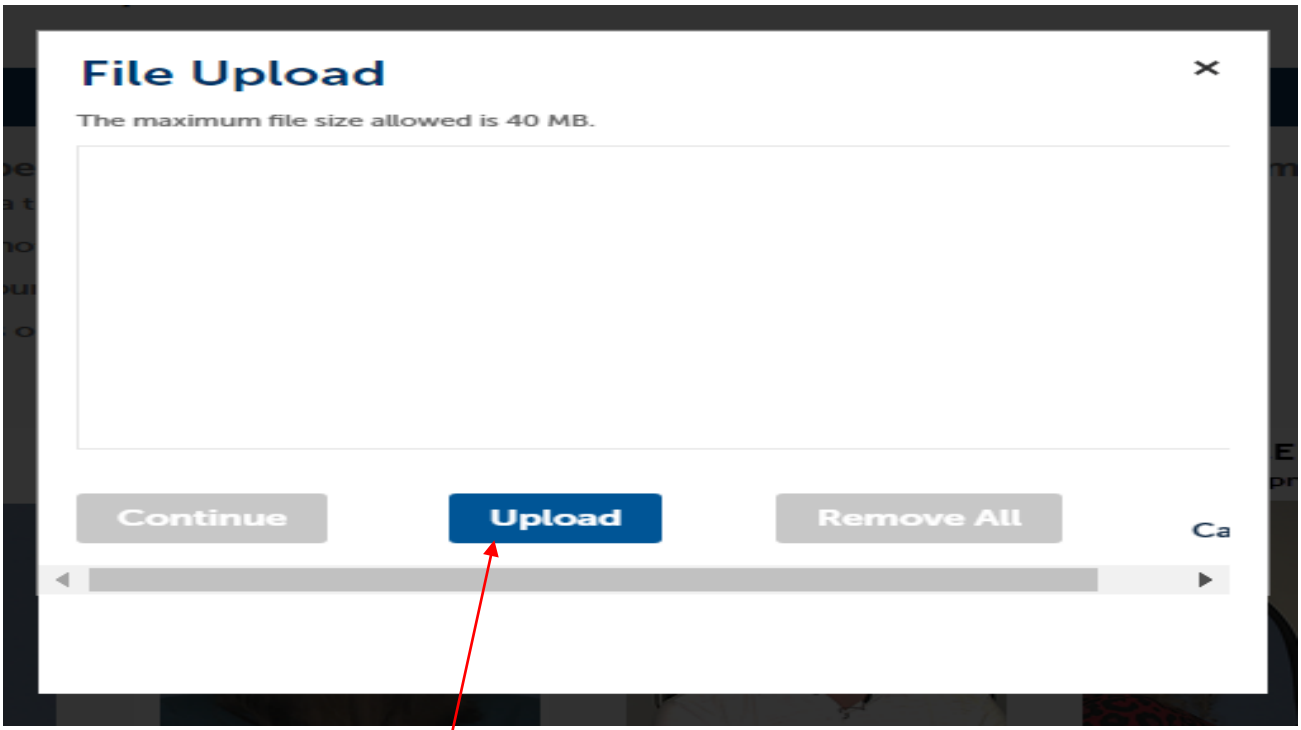

Enter the “Entity Name” for business license application. “Entity Name” is the name of your Business as registered with the Colorado Secretary of State.

Enter “Trade Name/DBA of your Company (if any) then select “Continue Application”.

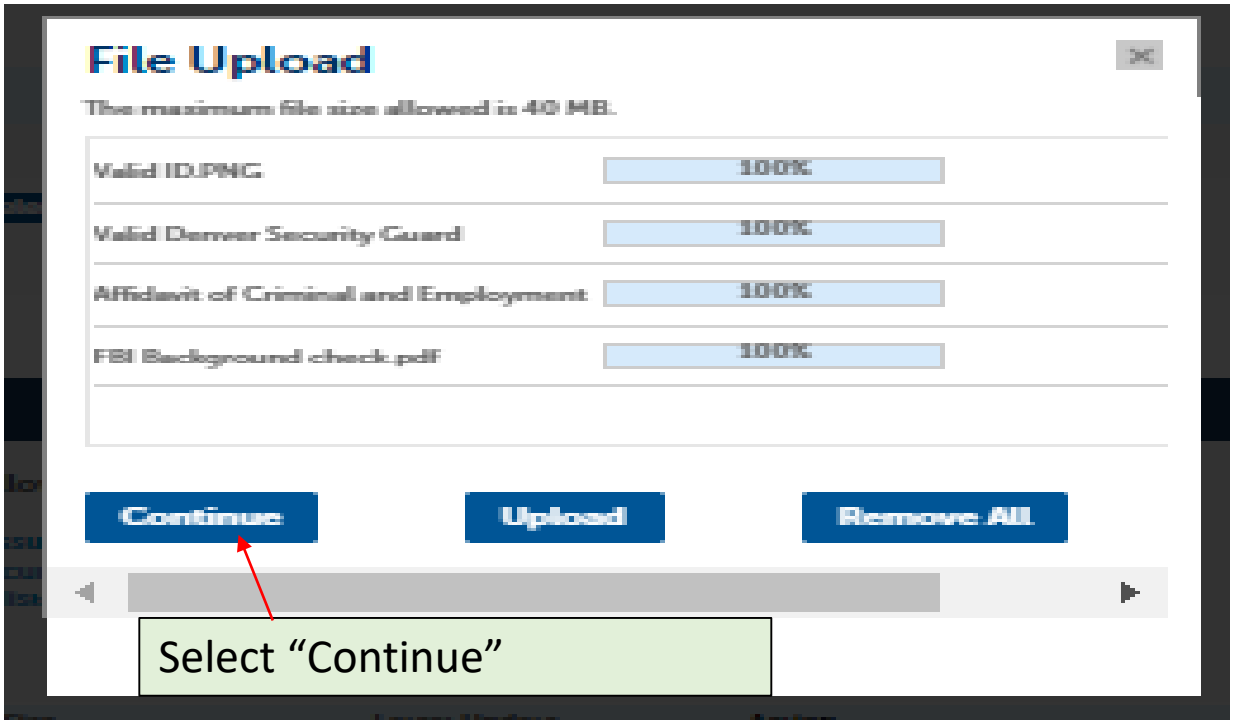


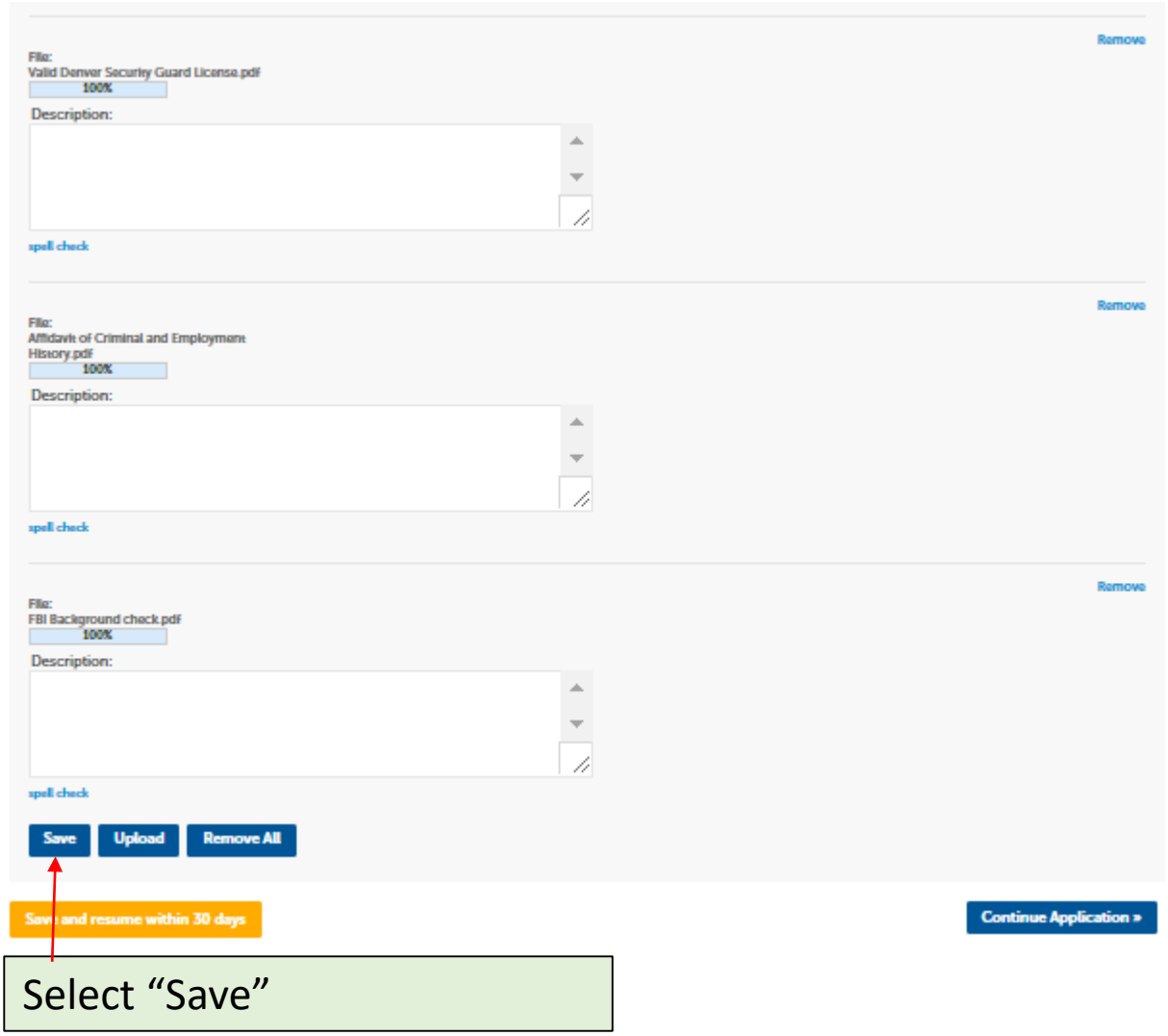
A box will pop-up for you to enter the Management Information. Then select "Submit". If you have more than one general manager, you would perform these 2 steps again. You may have up to 3 general managers.

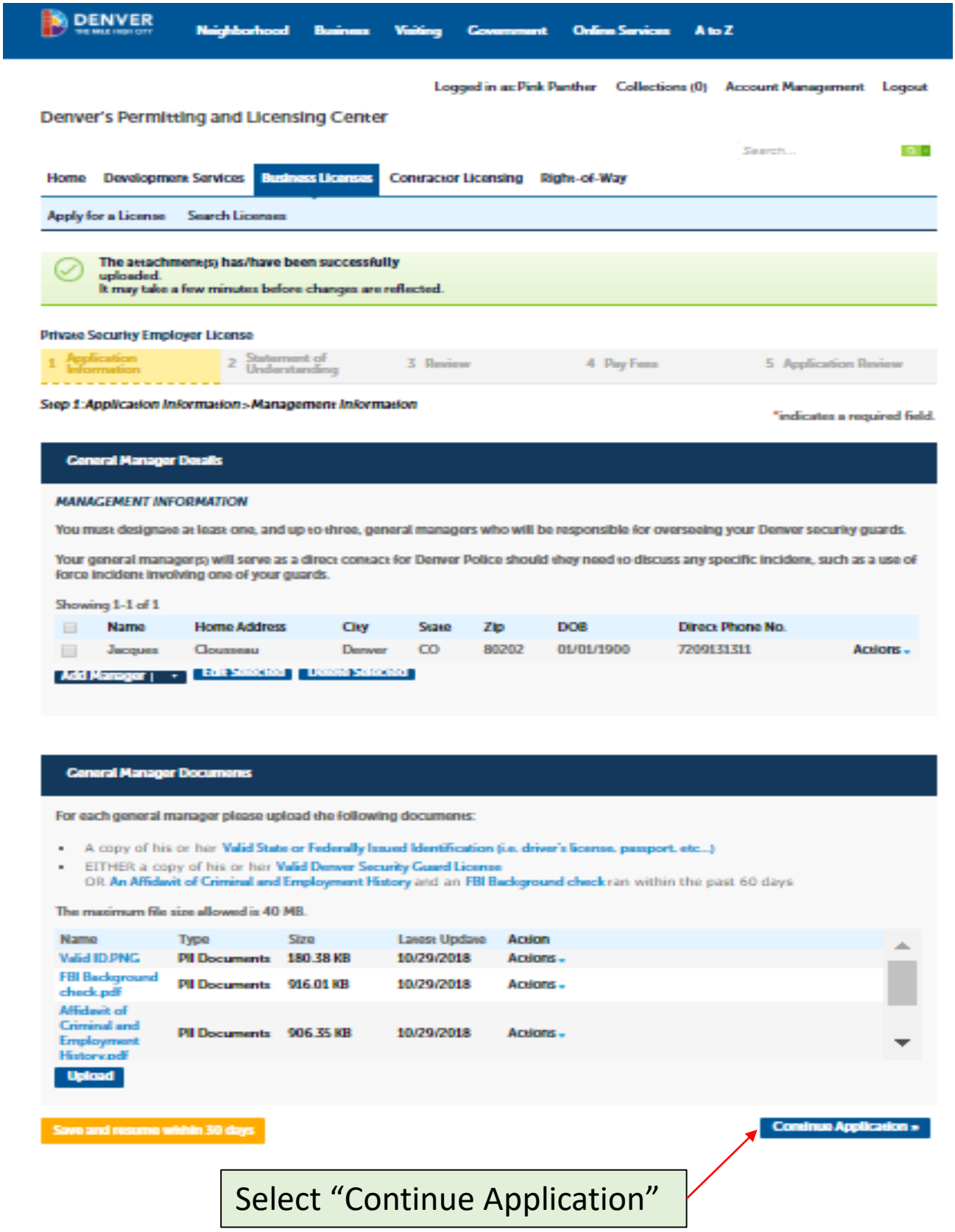


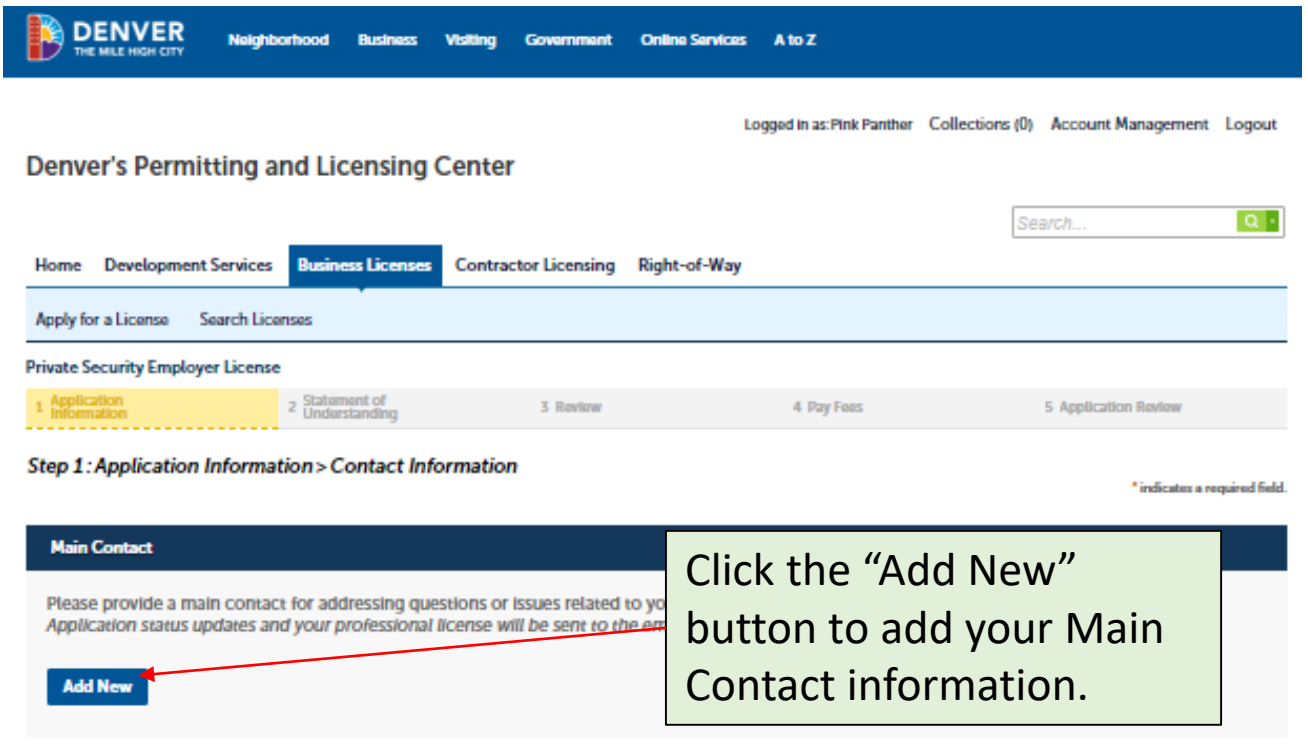

A box will pop-up for you to upload your General Manager documents. Click on "Upload" then select the appropriate files from your computer to upload the files.


File Upload
Valid ID.PNG
100%
Valid Denver Security Guard
100%
Affidavit of Criminal and Employment
100%
FBI Background check.pdf
100%
Continue
Upload
Remove All
Select “Continue”


Remove
File:
Valid Denver Security Guard License.pdf
100%
Description:
spell check
Remove
File:
Affidavit of Criminal and Employment History.pdf
100%
Description:
spell check
Remove
File:
FBI Background check.pdf
100%
Description:
spell check
Save
Upload
Remove All
Save and resume within 30 days
Continue Application »
Select “Save”




Select "Continue Application"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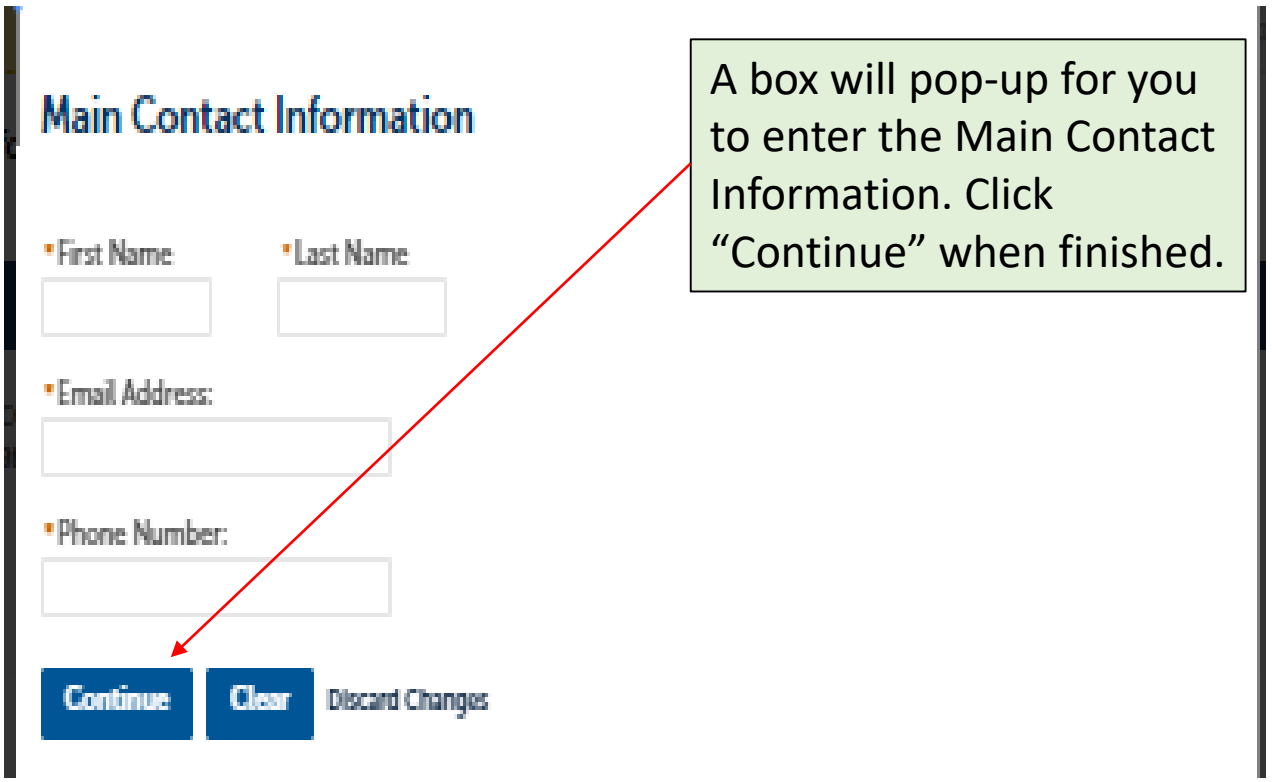
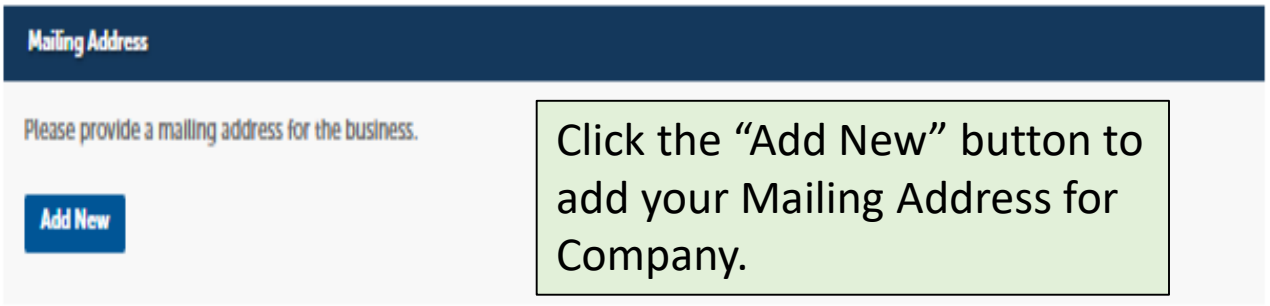
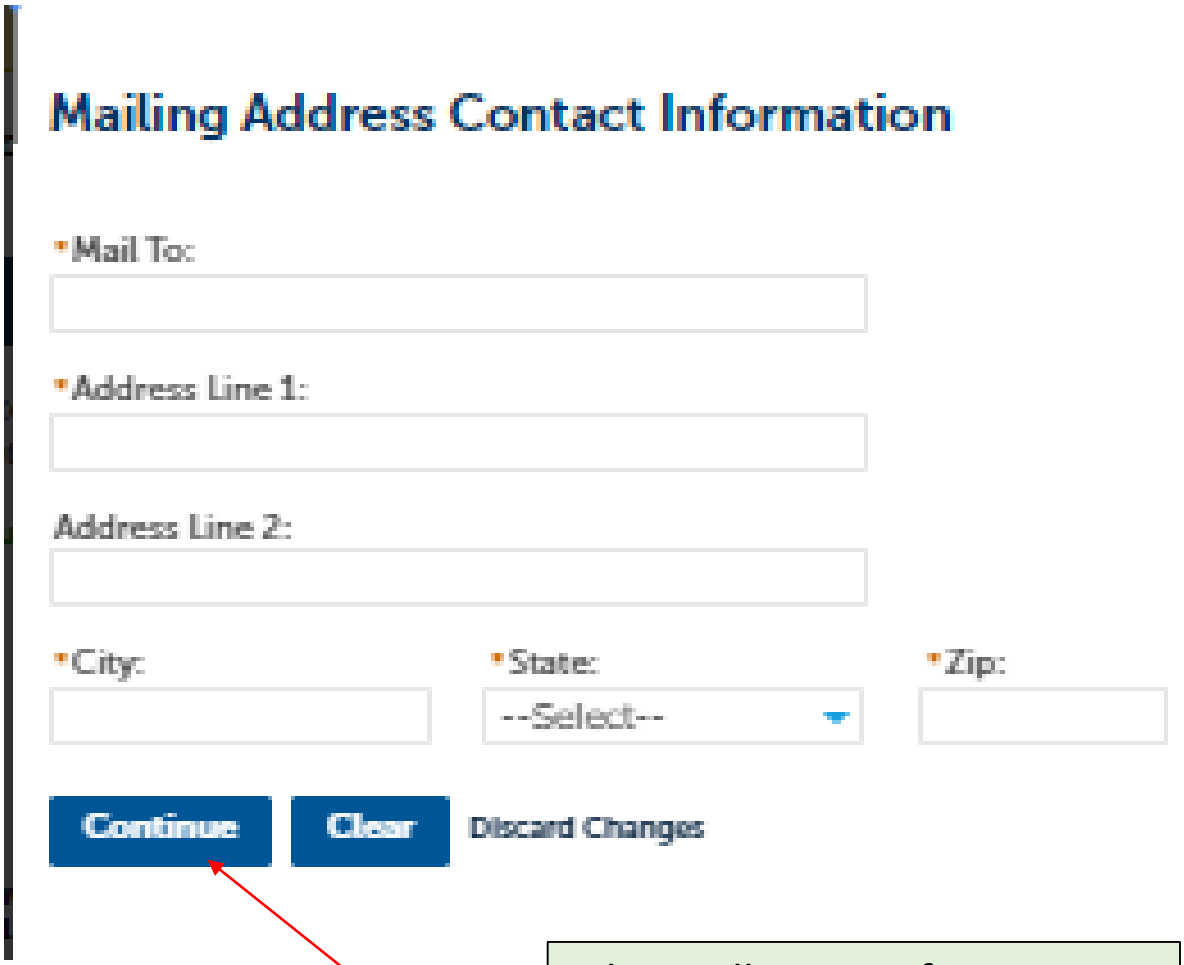
Apply for a License
Search Licenses
Private Security Employer License
1 Application Information
2 Statement of Understanding
3 Review
4 Pay Fees
5 Application Review
Step 1: Application Information > Contact Information
* indicates a required field.
Main Contact
Please provide a main contact for addressing questions or issues related to yo
Application status updates and your professional license will be sent to the en
Add New
Click the "Add New" button to add your Main Contact information.

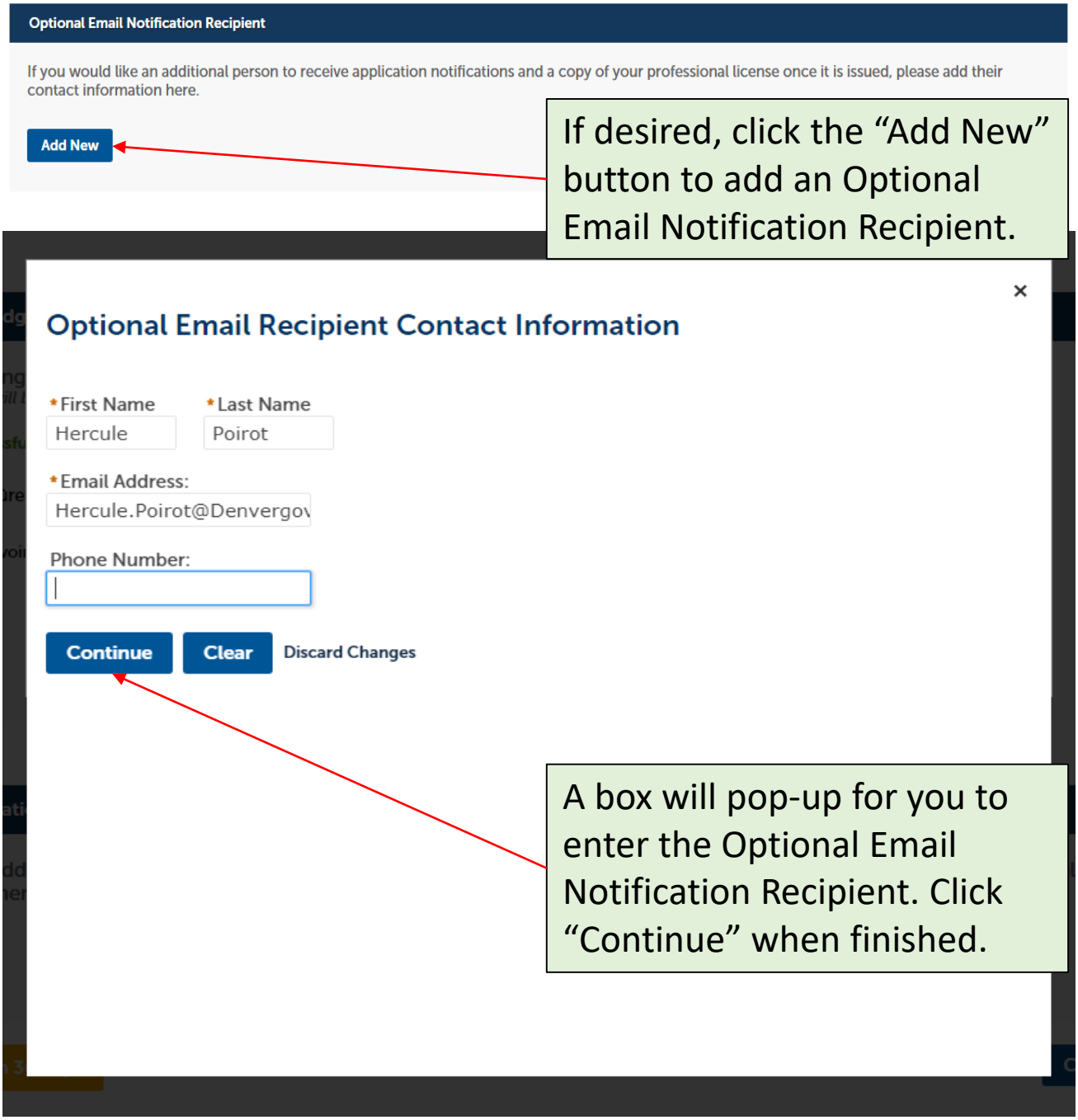

Main Contact Information
* First Name
* Last Name
* Email Address:
* Phone Number:
Continue
Clear
Discard Changes
A box will pop-up for you to enter the Main Contact Information. Click "Continue" when finished.

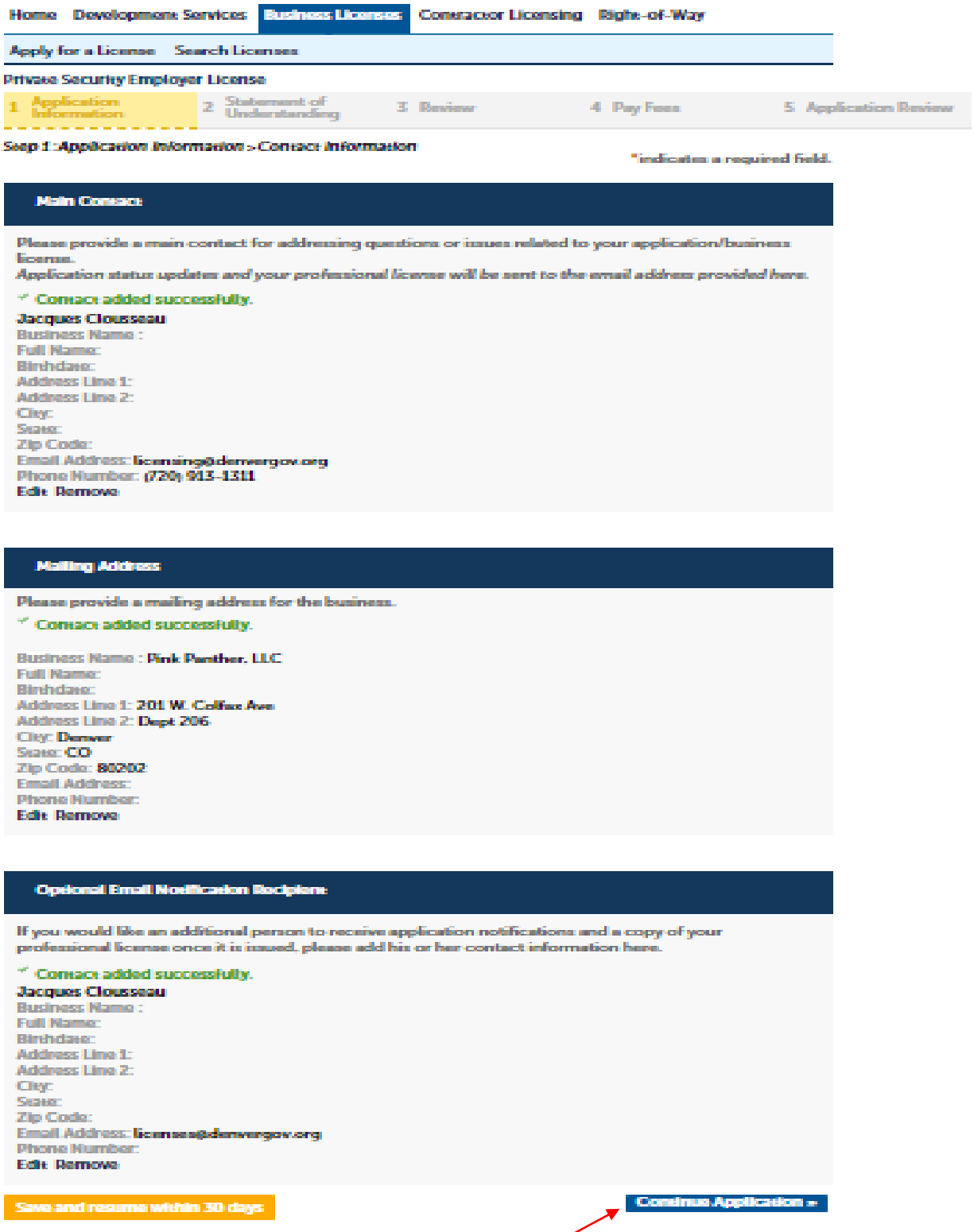



Click the “Add New” button to add your Mailing Address for Company.

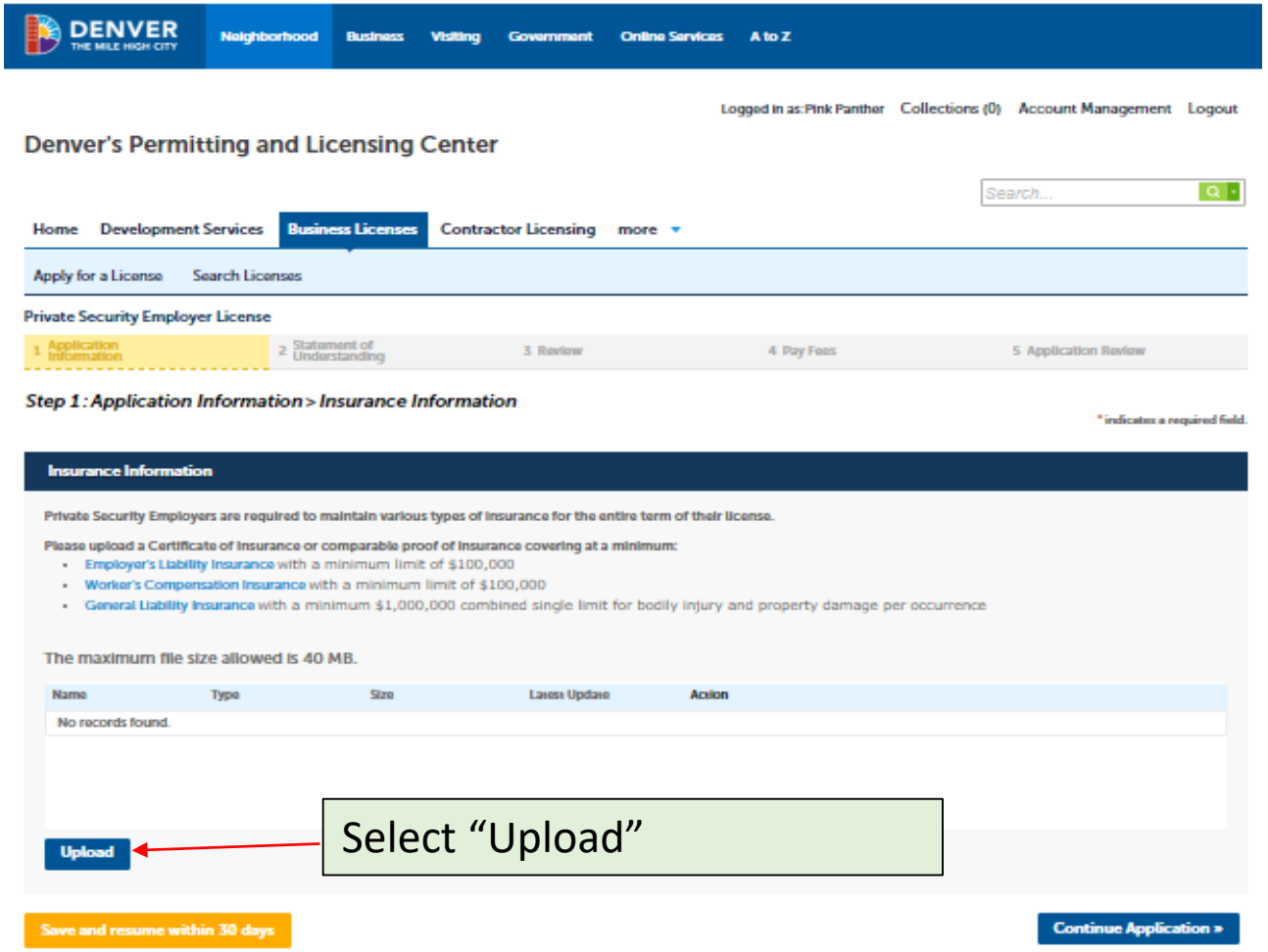


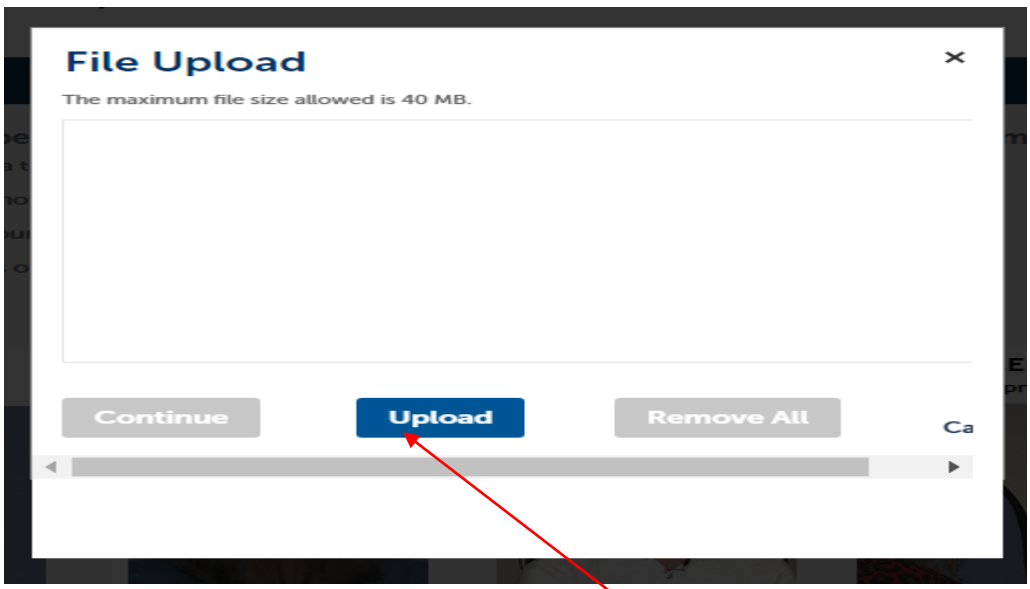

A box will pop-up for you to enter the Mailing Address for your Company. Click “Continue” when finished.


Optional Email Notification Recipient
If you would like an additional person to receive application notifications and a copy of your professional license once it is issued, please add their contact information here.
Add New
If desired, click the “Add New” button to add an Optional Email Notification Recipient.
Optional Email Recipient Contact Information
*First Name
Hercule
*Last Name
Poirot
*Email Address:
Hercule.Poirot@Denvergov
Phone Number:
Continue
Clear
Discard Changes
A box will pop-up for you to enter the Optional Email Notification Recipient. Click “Continue” when finished.

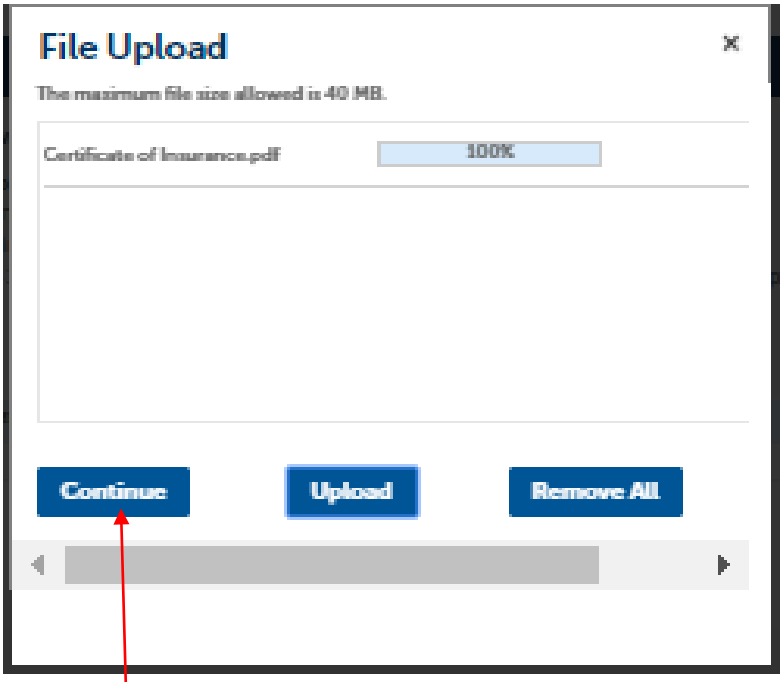



Review all General Application Information for accuracy and select “Continue Application” to proceed.

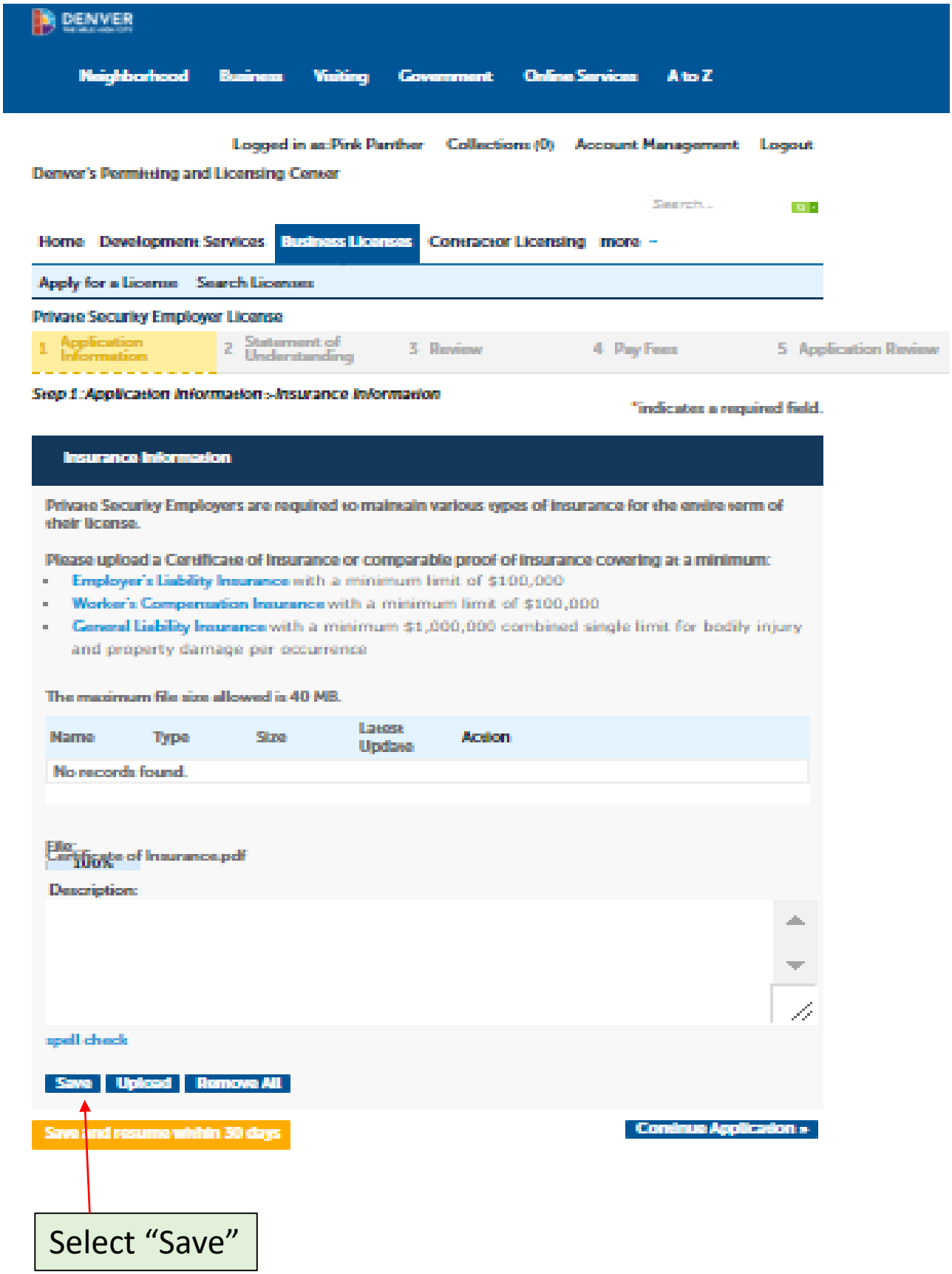



A box will pop-up for you to upload your Insurance Information. Click on "Upload" then select the appropriate file from your computer to upload the file.




Select “Continue”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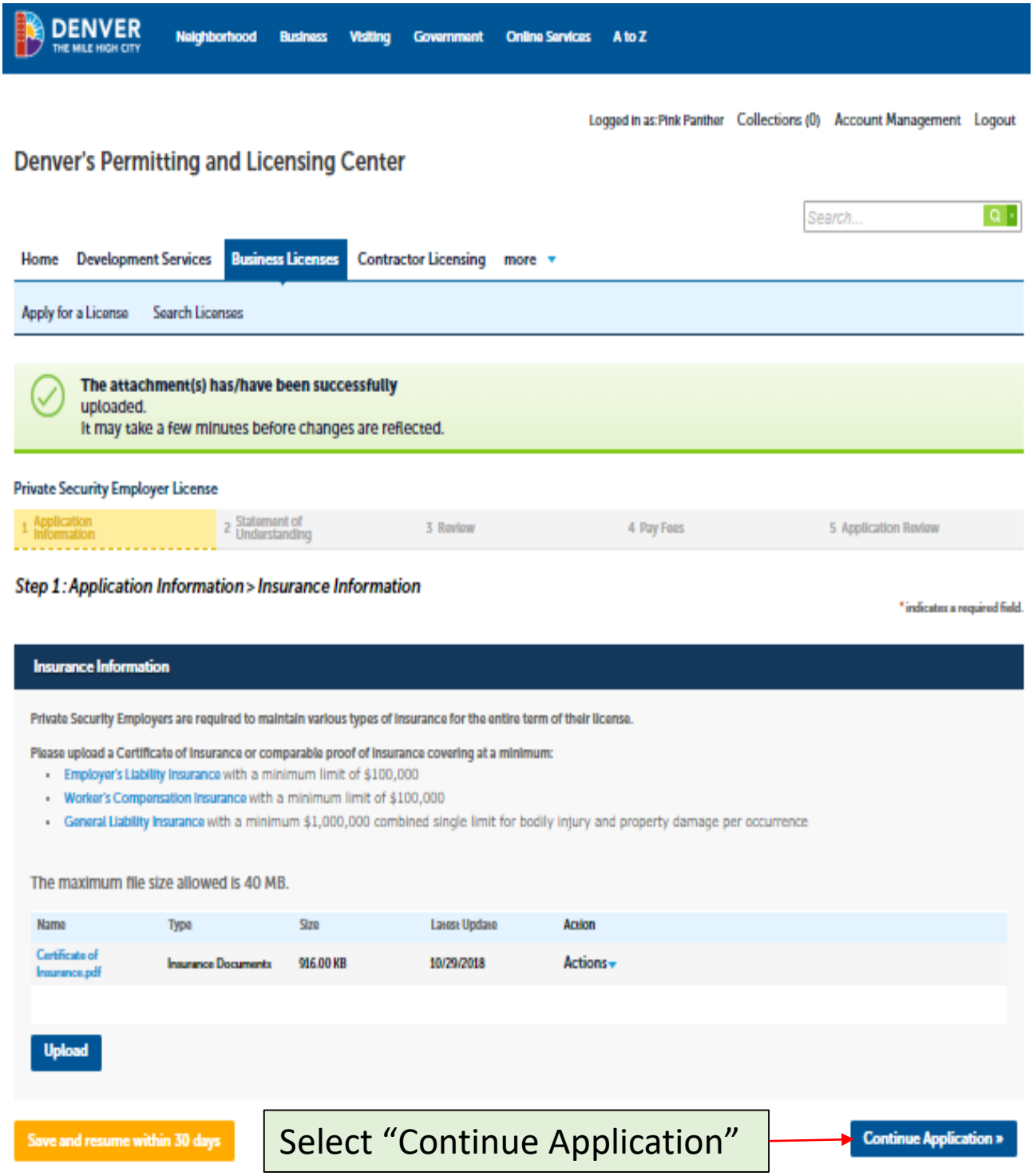
more
Apply for a License
Search Licenses
Private Security Employer License
1 Application Information
2 Statement of Understanding
3 Review
4 Pay Fees
5 Application Review
Step 1 :Application Information :-Insurance Information
*indicates a required field.
Insurance Information
Private Security Employers are required to maintain various types of insurance for the entire term of their license.
Please upload a Certificate of Insurance or comparable proof of insurance covering at a minimum:
Employer's Liability Insurance with a minimum limit of $100,000
Worker's Compensation Insurance with a minimum limit of $100,000
General Liability Insurance with a minimum $1,000,000 combined single limit for bodily injury and property damage per occurrence
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
No records found.
File:
Certificate of Insurance.pdf
100%
Description:
spell check
Save
Upload
Remove All
Save and resume within 30 days
Continue Application »

Select “Save”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Contractor Licensing
more
Apply for a License
Search Licenses
The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.
Private Security Employer License
1 Application Information
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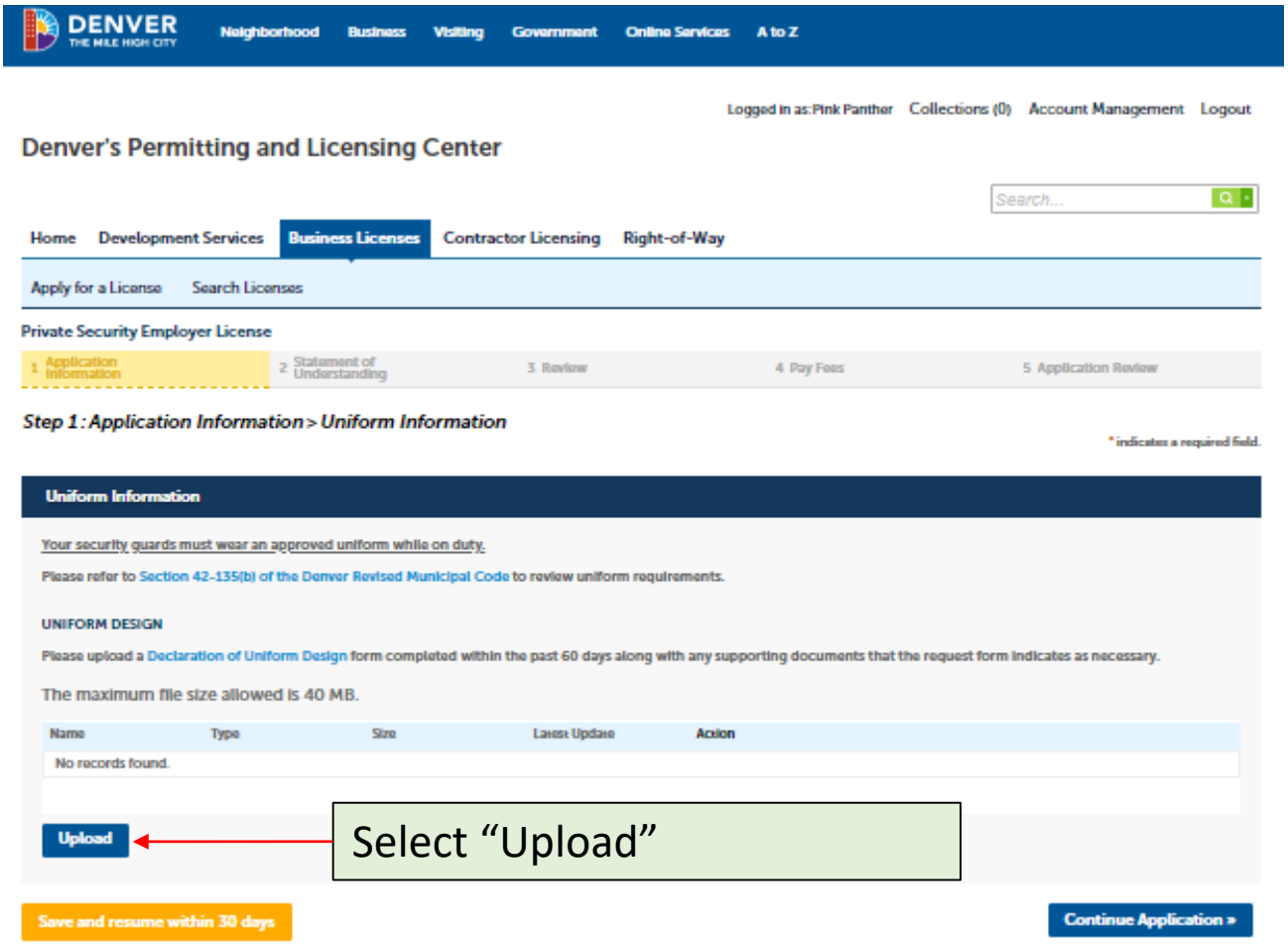
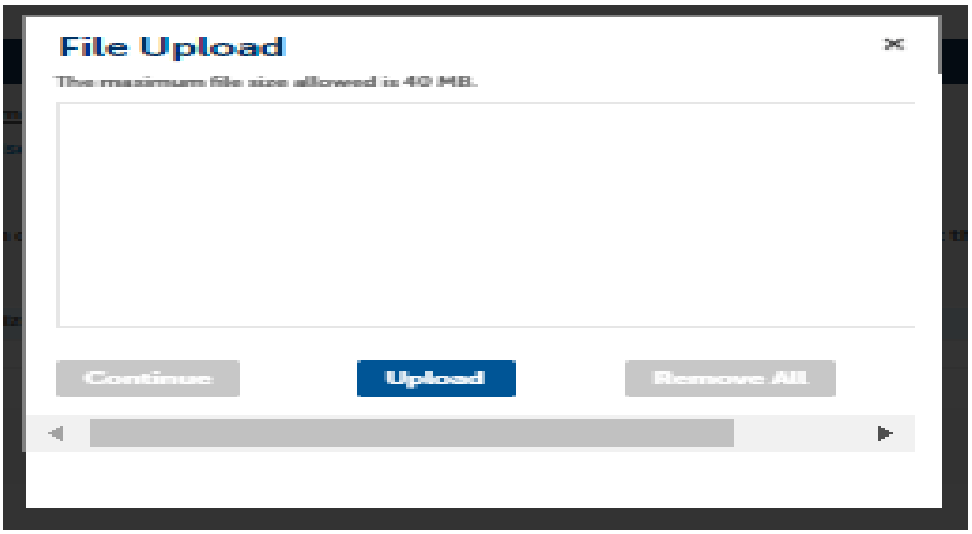
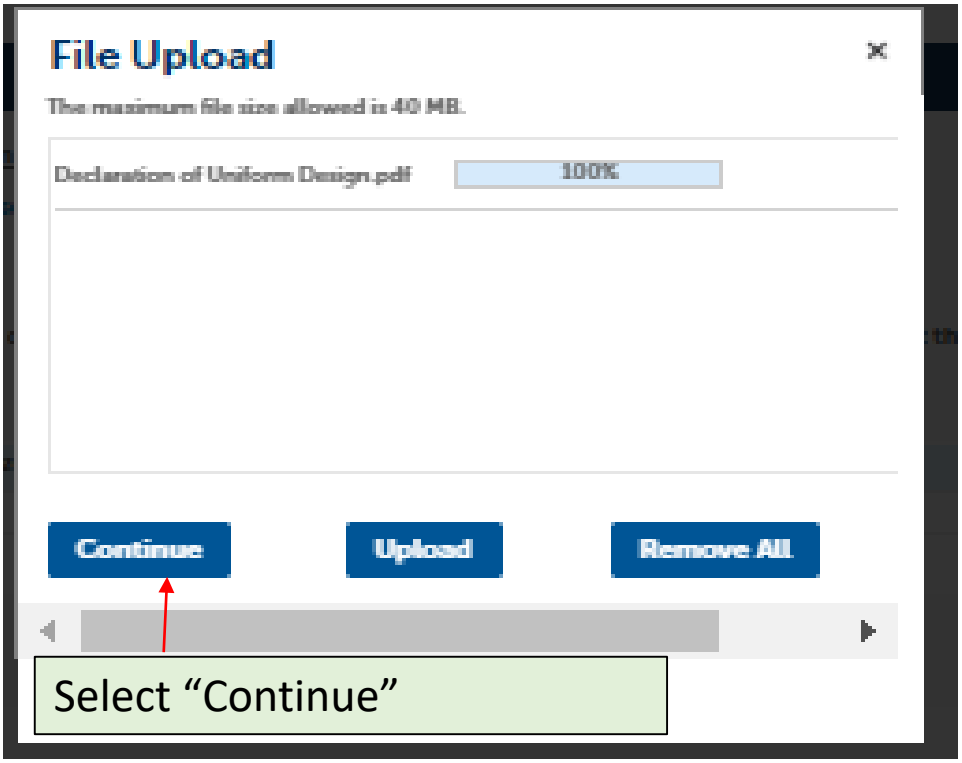
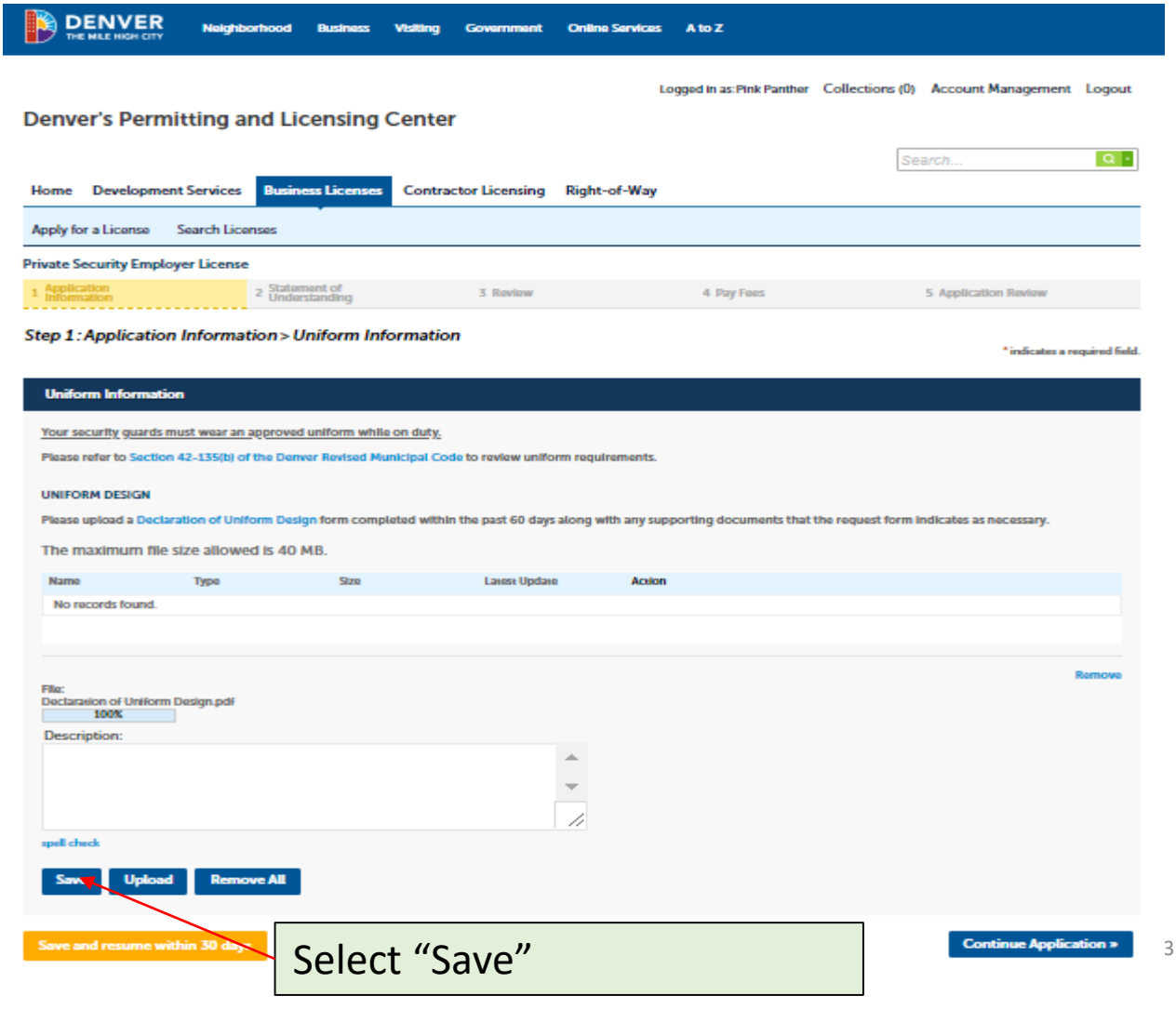
5 Application Review
Step 1: Application Information > Insurance Information
* indicates a required field.
Insurance Information
Private Security Employers are required to maintain various types of insurance for the entire term of their license.
Please upload a Certificate of Insurance or comparable proof of insurance covering at a minimum:
Employer's Liability Insurance with a minimum limit of $100,000
Worker's Compensation Insurance with a minimum limit of $100,000
General Liability Insurance with a minimum $1,000,000 combined single limit for bodily injury and property damage per occurrence
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
Certificate of Insurance.pdf
Insurance Documents
916.00 KB
10/29/2018
Actions
Upload
Save and resume within 30 days
Select "Continue Application"
Continue Application »




A box will pop-up for you to upload your Uniform Information. Click on "Upload" then select the appropriate file from your computer to upload the file.


File Upload
The maximum file size allowed is 40 MB.
Declaration of Uniform Design.pdf
100%
Continue
Upload
Remove All
Select “Continue”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Apply for a License
Search Licenses
Private Security Employer License
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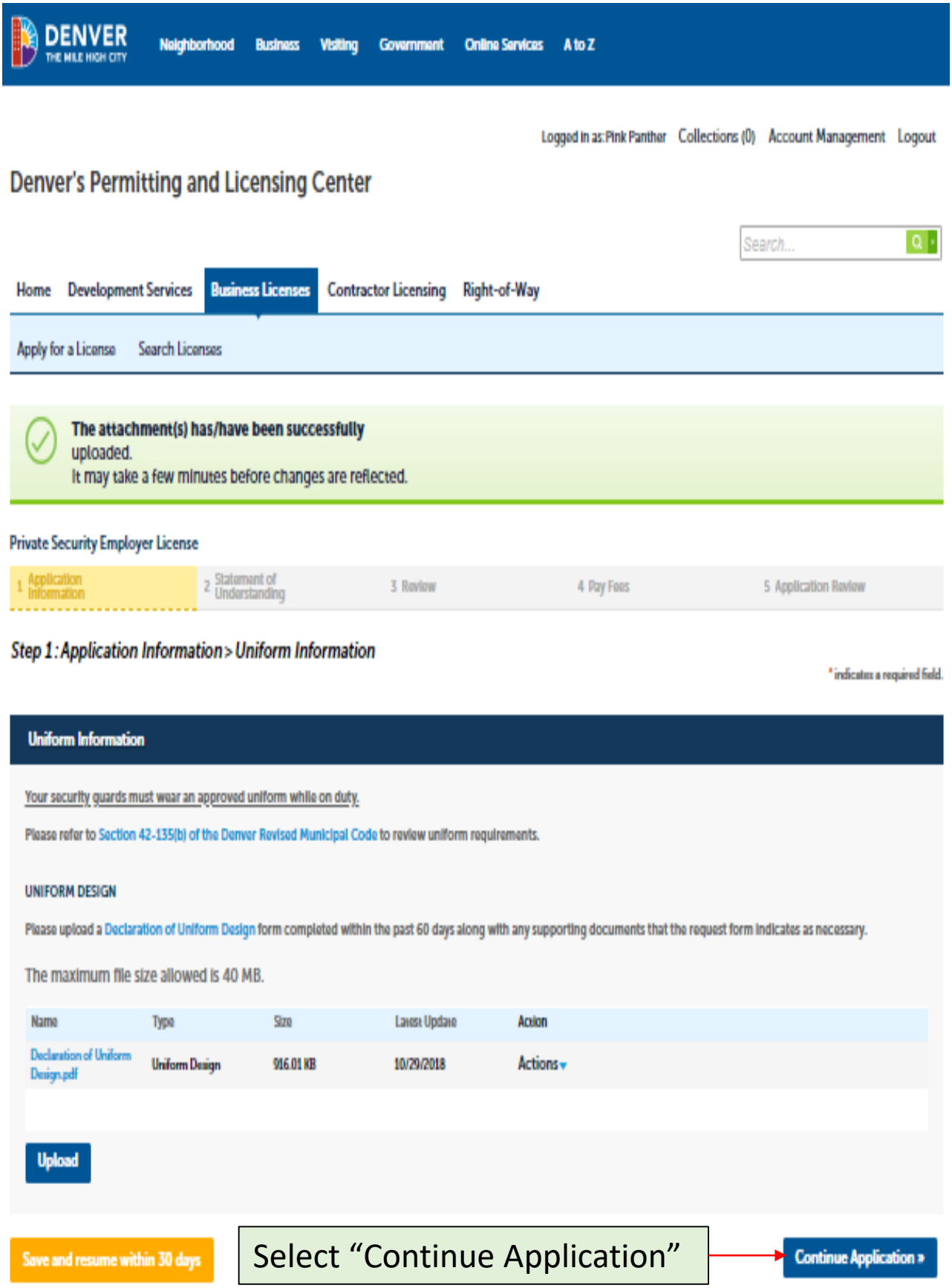
Step 1: Application Information > Uniform Information
* indicates a required field.
Uniform Information
Your security guards must wear an approved uniform while on duty.
Please refer to Section 42-135(b) of the Denver Revised Municipal Code to review uniform requirements.
UNIFORM DESIGN
Please upload a Declaration of Uniform Design form completed within the past 60 days along with any supporting documents that the request form indicates as necessary.
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
No records found.
Remove
File:
Declaration of Uniform Design.pdf
100%
Description:
spell check
Save
Upload
Remove All
Save and resume within 30 days
Continue Application »
Select “Save”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Step 1: Application Information > Uniform Information
* indicates a required field.
Uniform Information
Your security guards must wear an approved uniform while on duty.
Please refer to Section 42-135(b) of the Denver Revised Municipal Code to review uniform requirements.
UNIFORM DESIGN
Please upload a Declaration of Uniform Design form completed within the past 60 days along with any supporting documents that the request form indicates as necessary.
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
Declaration of Uniform Design.pdf
Uniform Design
916.01 KB
10/29/2018
Actions
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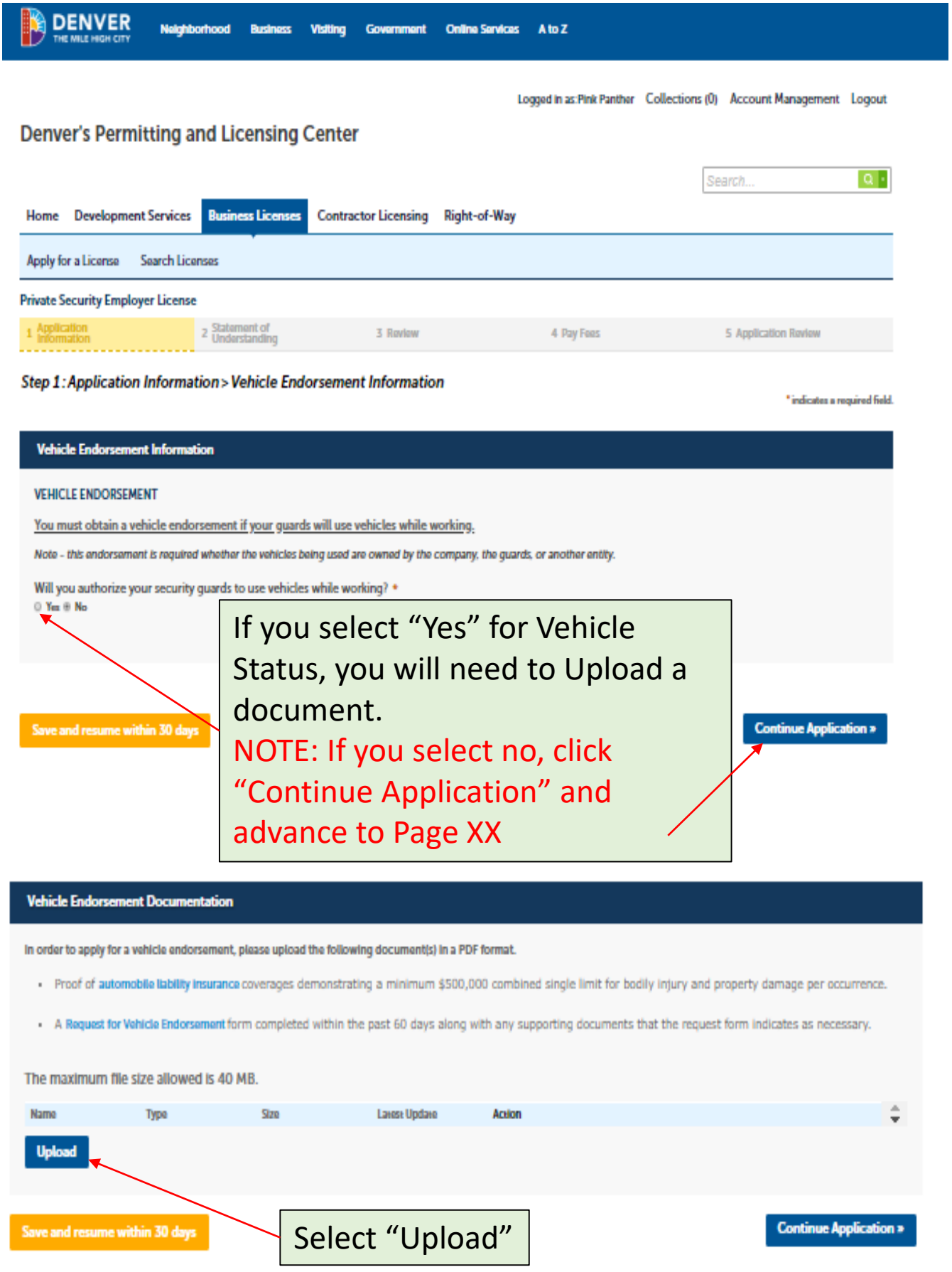
Save and resume within 30 days
Select "Continue Application"
Continue Application »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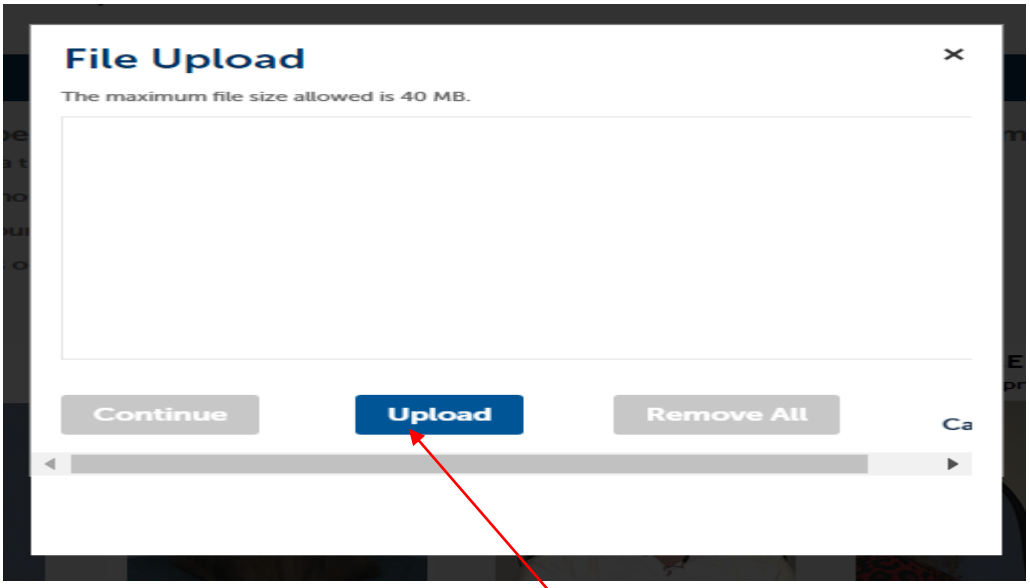
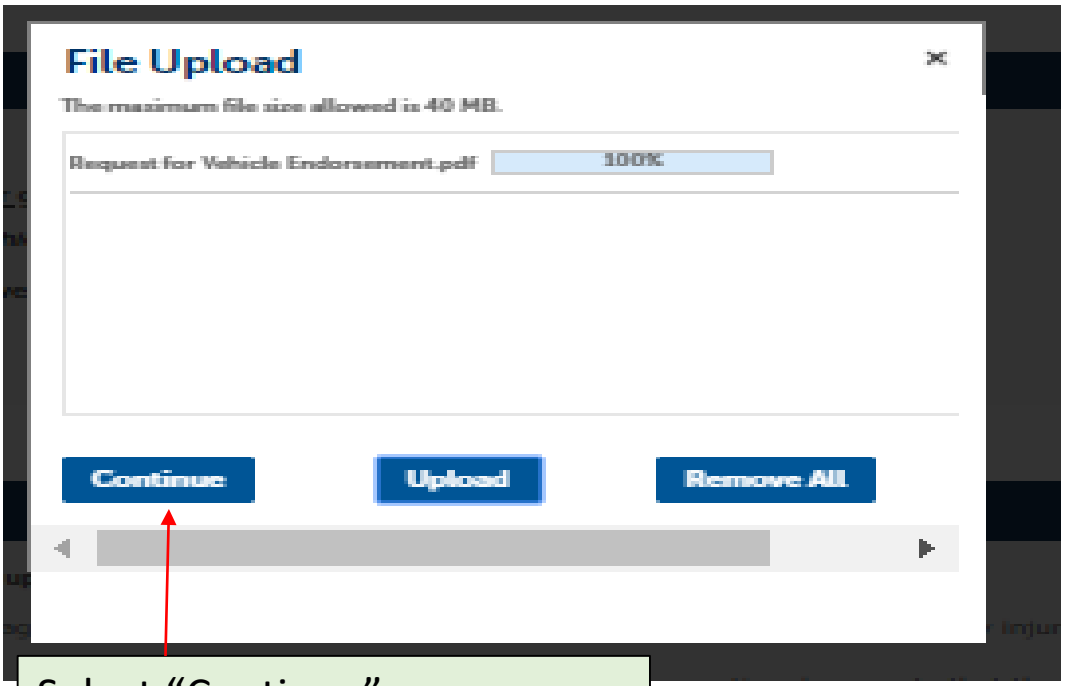
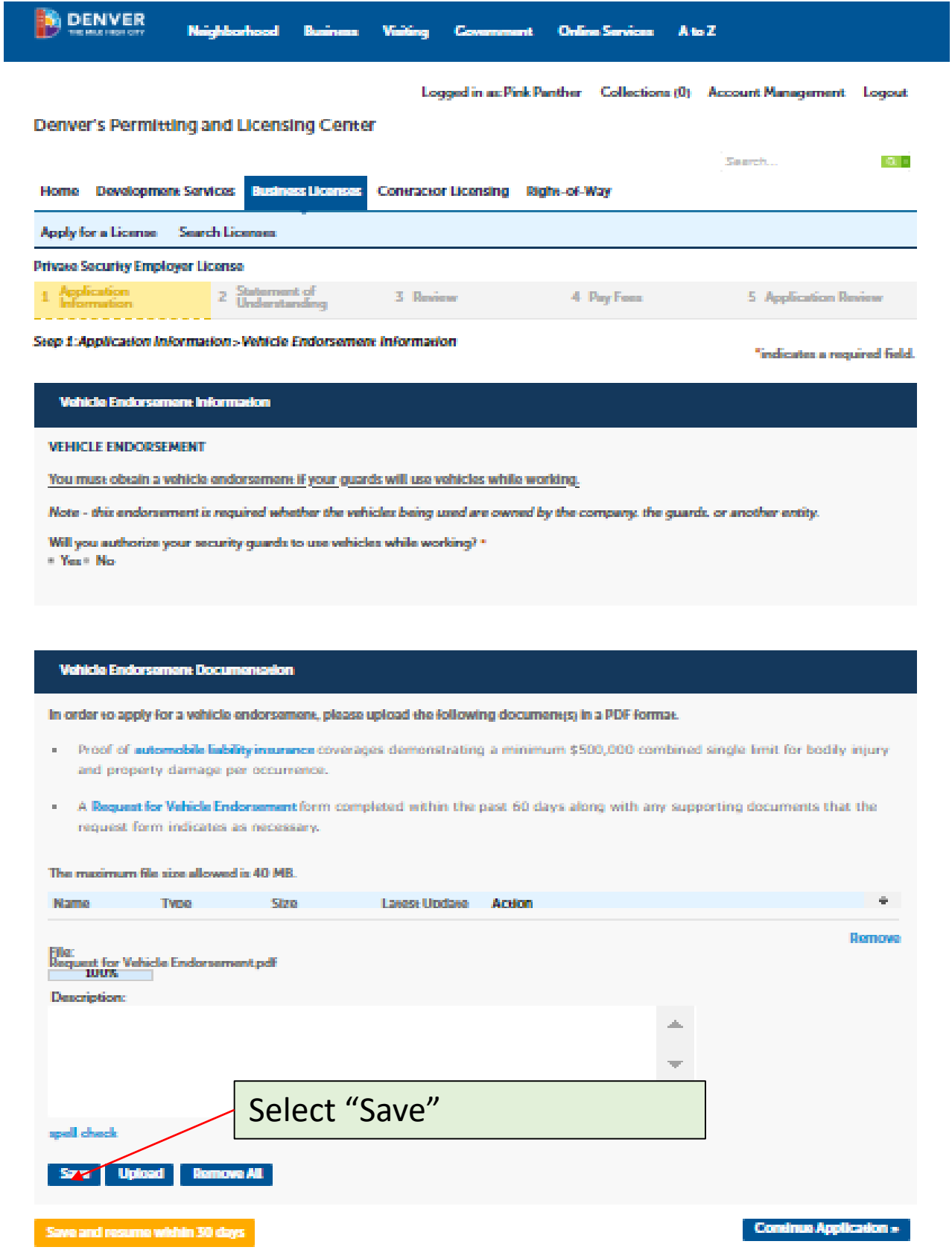
Step 1: Application Information > Vehicle Endorsement Information
* indicates a required field.
Vehicle Endorsement Information
VEHICLE ENDORSEMENT
You must obtain a vehicle endorsement if your guards will use vehicles while working.
Note - this endorsement is required whether the vehicles being used are owned by the company, the guards, or another entity.
Will you authorize your security guards to use vehicles while working? *
Yes
No
Save and resume within 30 days
Continue Application »
If you select "Yes" for Vehicle Status, you will need to Upload a document.
NOTE: If you select no, click "Continue Application" and advance to Page XX
Vehicle Endorsement Documentation
In order to apply for a vehicle endorsement, please upload the following document(s) in a PDF format.
Proof of automobile liability insurance coverages demonstrating a minimum $500,000 combined single limit for bodily injury and property damage per occurrence.
A Request for Vehicle Endorsement form completed within the past 60 days along with any supporting documents that the request form indicates as necessary.
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
Upload
Save and resume within 30 days
Select "Upload"
Continue Application »




A box will pop-up for you to upload Vehicle Documents. Click on “Upload” then select the appropriate files from your computer to upload the files.




Select “Continue”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Step 1: Application Information - Vehicle Endorsement Information
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Vehicle Endorsement Information
VEHICLE ENDORSEMENT
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Note - this endorsement is required whether the vehicles being used are owned by the company, the guards, or another entity.
Will you authorize your security guards to use vehicles while working? *
Yes
No
Vehicle Endorsement Documentation
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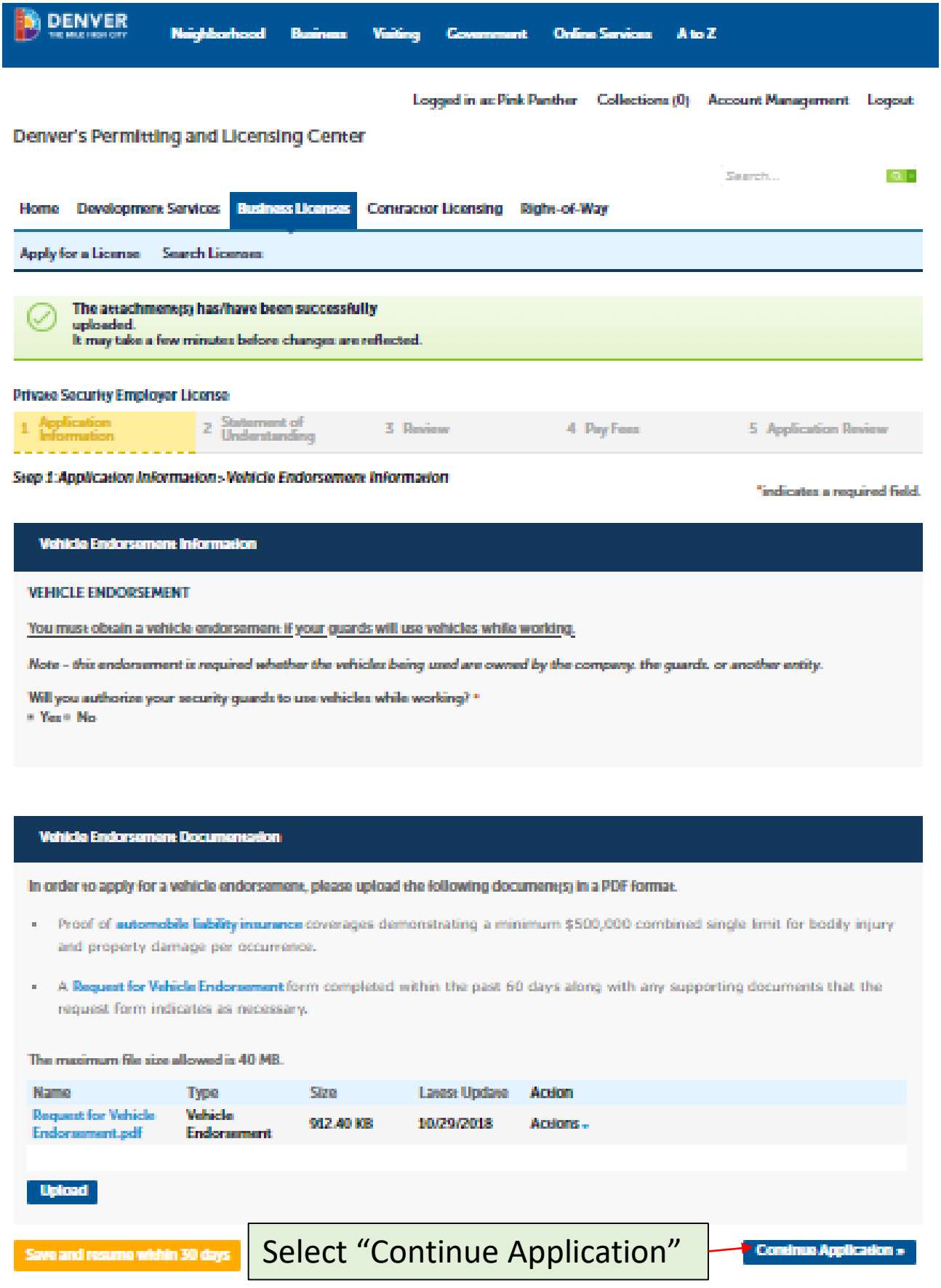
A Request for Vehicle Endorsement form completed within the past 60 days along with any supporting documents that the request form indicates as necessary.
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
Remove
File:
Request for Vehicle Endorsement.pdf
100%
Description:
spell check
Select "Save"
Save
Upload
Remove All
Save and resume within 30 days
Continue Application »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Step 1: Application Information > Vehicle Endorsement Information
*indicates a required field.
Vehicle Endorsement Information
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Will you authorize your security guards to use vehicles while working? *
Yes
No
Vehicle Endorsement Documentation
In order to apply for a vehicle endorsement, please upload the following document(s) in a PDF format.
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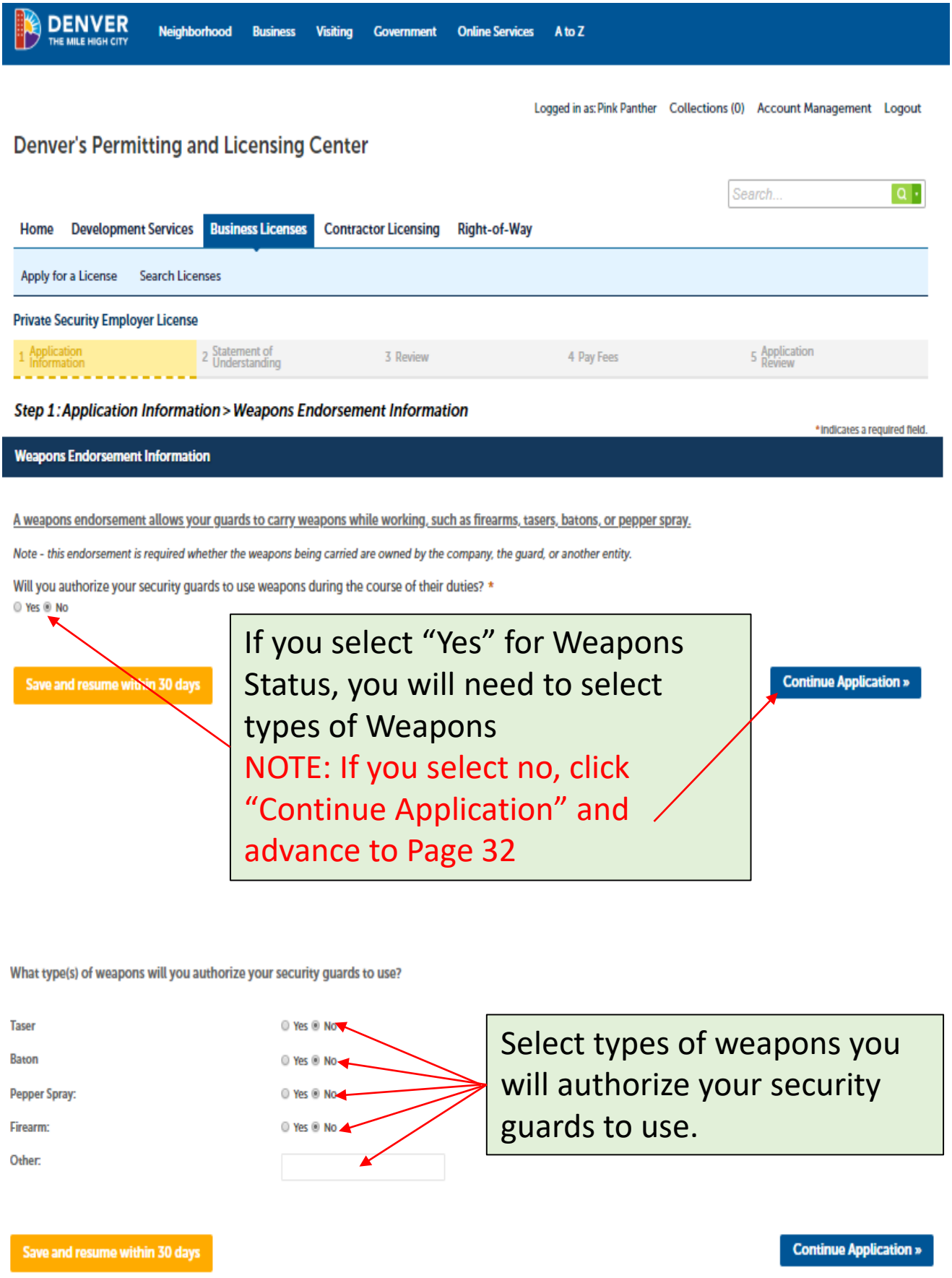
A Request for Vehicle Endorsement form completed within the past 60 days along with any supporting documents that the request form indicates as necessary.
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
Request for Vehicle Endorsement.pdf
Vehicle Endorsement
912.40 KB
10/29/2018
Actions
Upload
Save and resume within 30 days
Select "Continue Application"
Continue Application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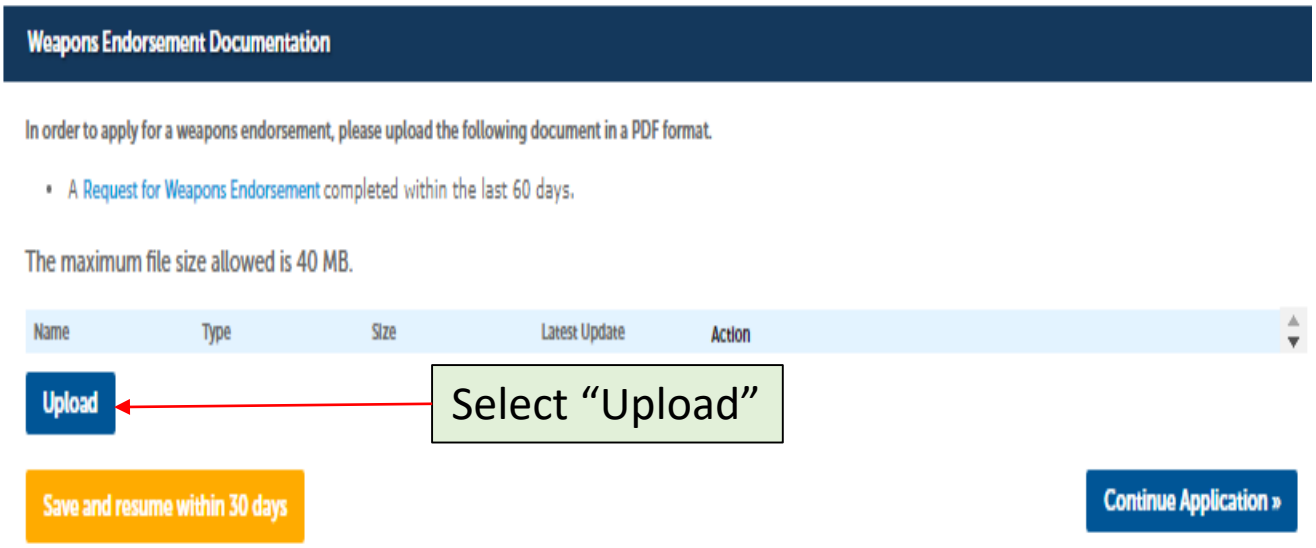
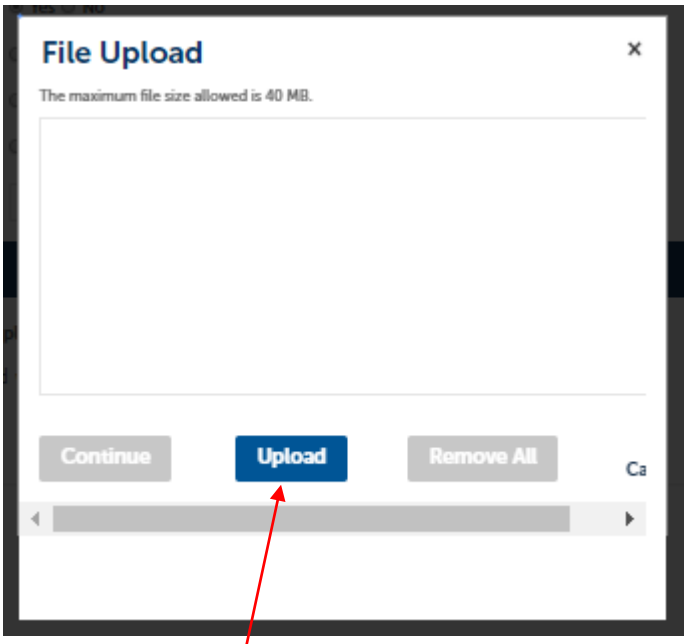
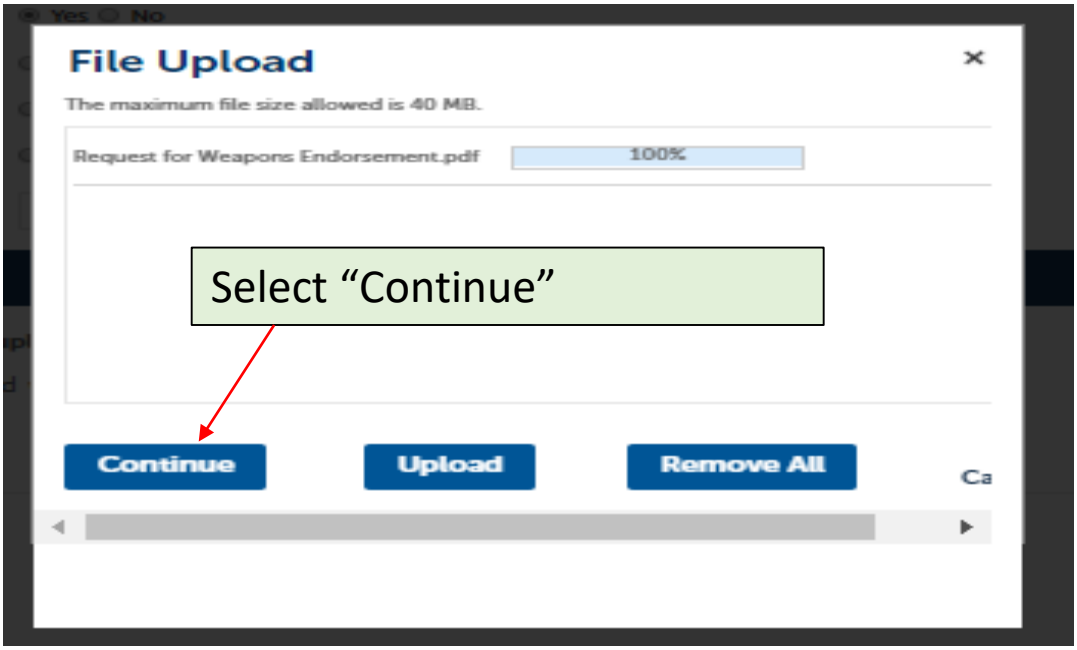
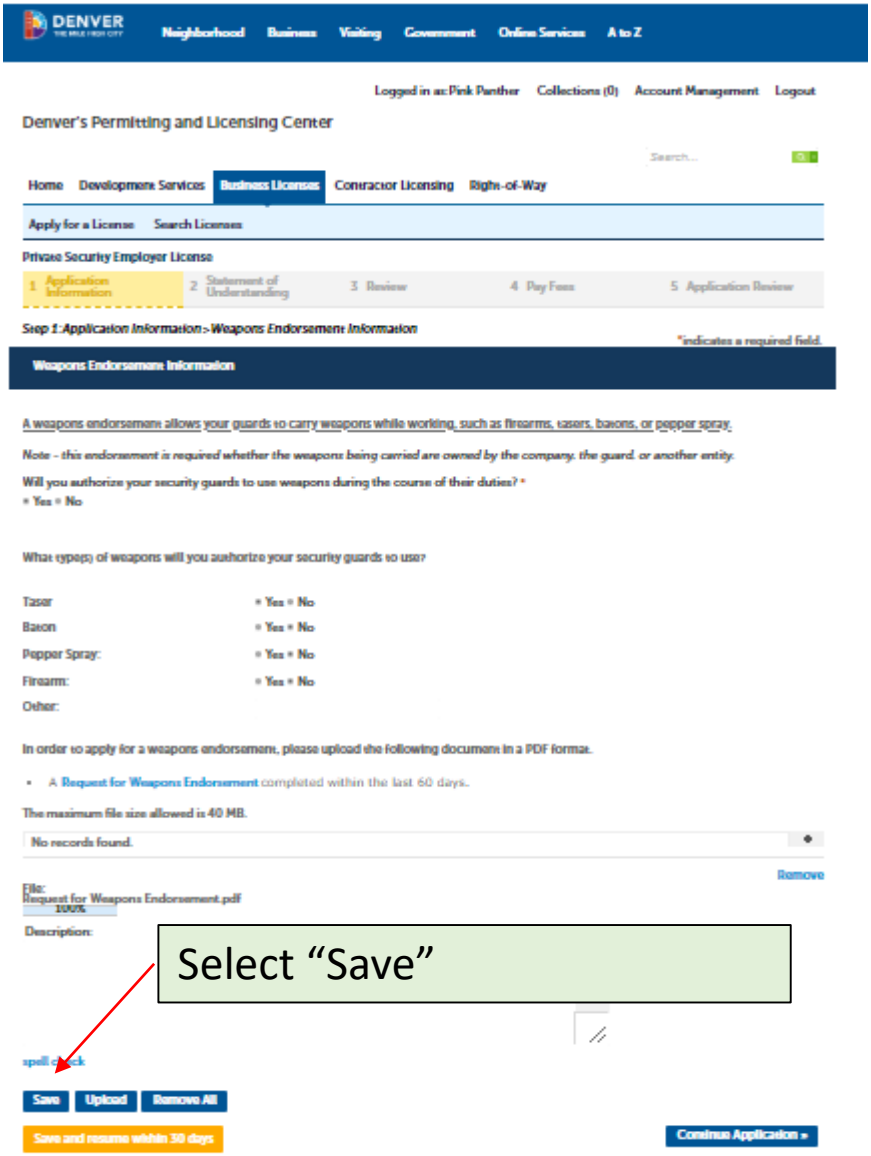
Step 1: Application Information > Weapons Endorsement Information
* Indicates a required field.
Weapons Endorsement Information
A weapons endorsement allows your guards to carry weapons while working, such as firearms, tasers, batons, or pepper spray.
Note - this endorsement is required whether the weapons being carried are owned by the company, the guard, or another entity.
Will you authorize your security guards to use weapons during the course of their duties? *
Yes
No
Save and resume within 30 days
Continue Application »
If you select "Yes" for Weapons Status, you will need to select types of Weapons
NOTE: If you select no, click "Continue Application" and advance to Page 32
What type(s) of weapons will you authorize your security guards to use?
Taser
Yes
No
Baton
Yes
No
Pepper Spray:
Yes
No
Firearm:
Yes
No
Other:
Select types of weapons you will authorize your security guards to use.
Save and resume within 30 days
Continue Application »




A box will pop-up for you to upload Weapons Documents. Click on “Upload” then select the appropriate files from your computer to upload the files.


File Upload
The maximum file size allowed is 40 MB.
Request for Weapons Endorsement.pdf
100%
Select “Continue”
Continue
Upload
Remove All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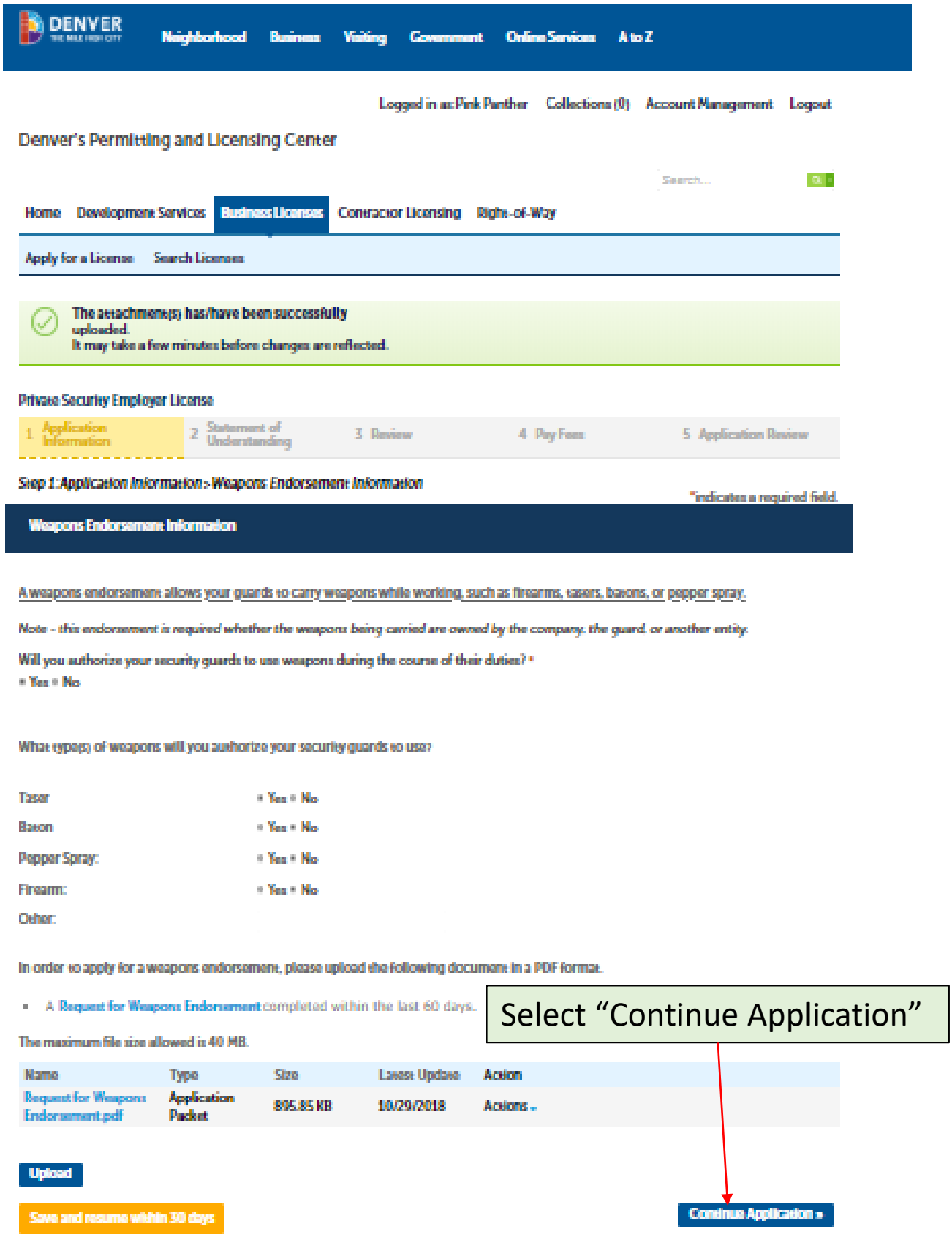
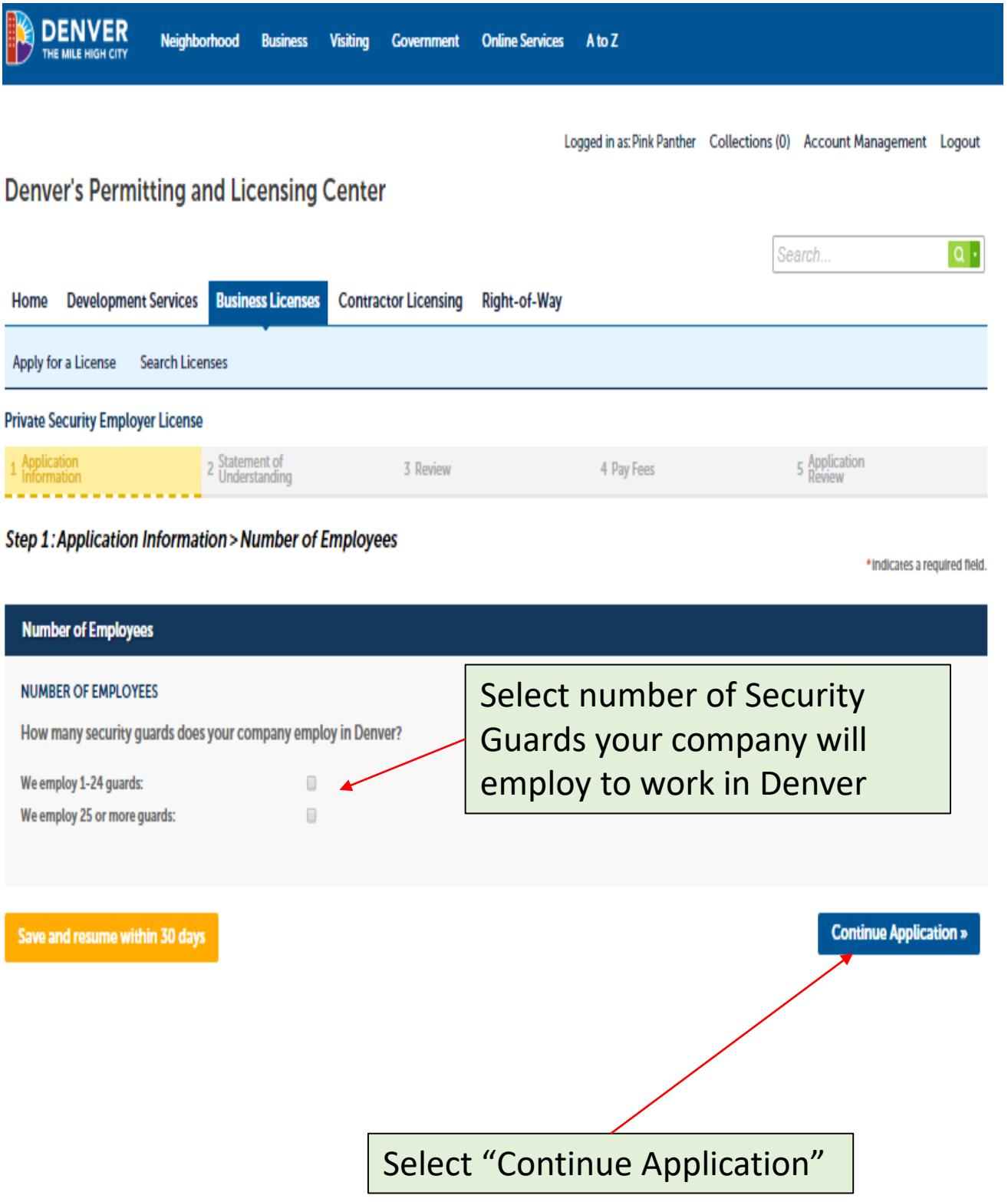
Step 1: Application Information > Weapons Endorsement Information
*indicates a required field.
Weapons Endorsement Information
A weapons endorsement allows your guards to carry weapons while working, such as firearms, tasers, batons, or pepper spray.
Note - this endorsement is required whether the weapons being carried are owned by the company, the guard, or another entity.
Will you authorize your security guards to use weapons during the course of their duties? *
Yes No
What type(s) of weapons will you authorize your security guards to use?
Taser
Baton
Pepper Spray:
Firearm:
Other:
Yes No
In order to apply for a weapons endorsement, please upload the following document in a PDF format.
A Request for Weapons Endorsement completed within the last 60 days.
The maximum file size allowed is 40 MB.
No records found.
Remove
File:
Request for Weapons Endorsement.pdf
100%
Description:
Select “Save”
spell check
Save
Upload
Remove All
Save and resume within 30 days
Continue Application »




Select “Continue Application”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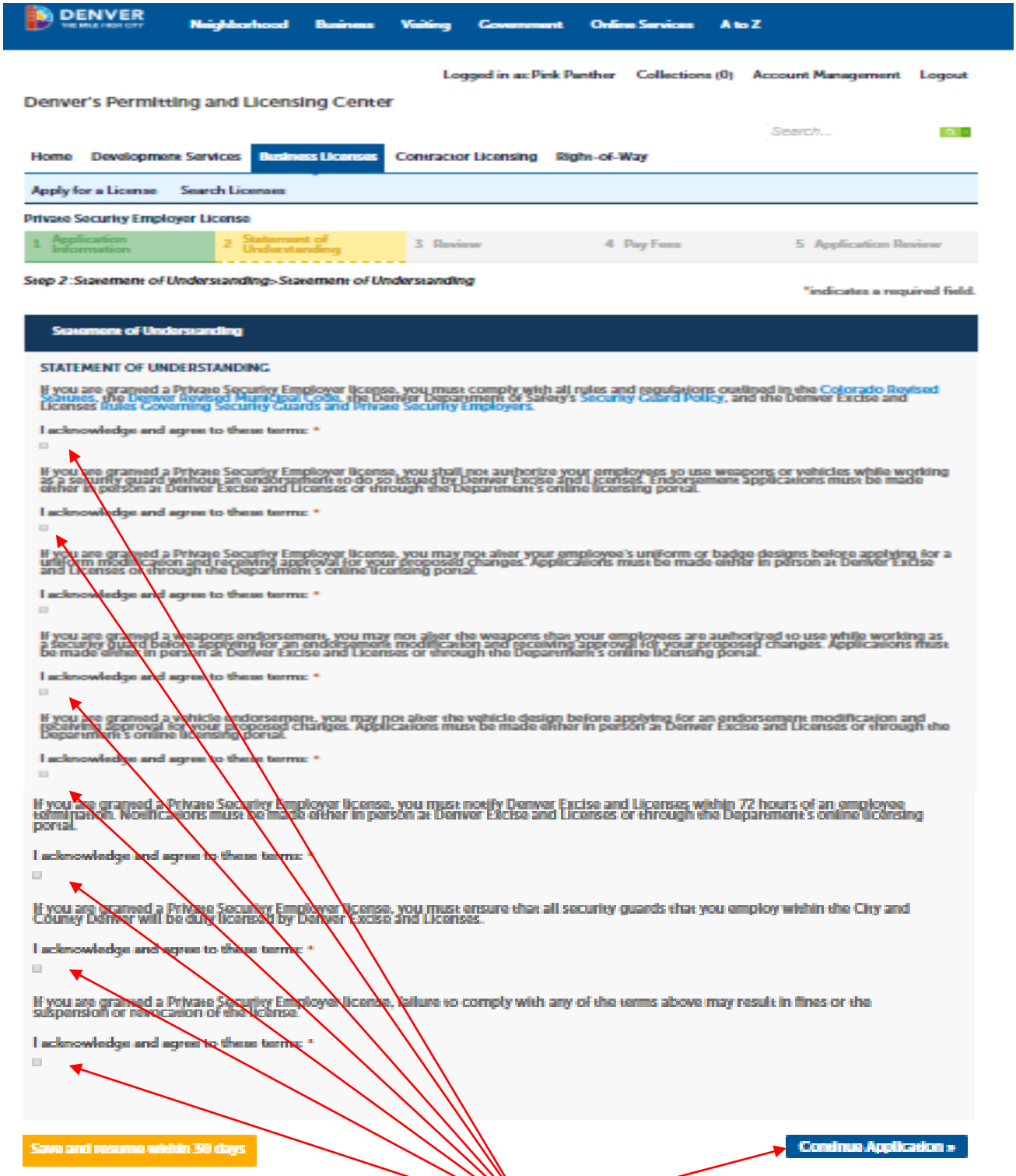
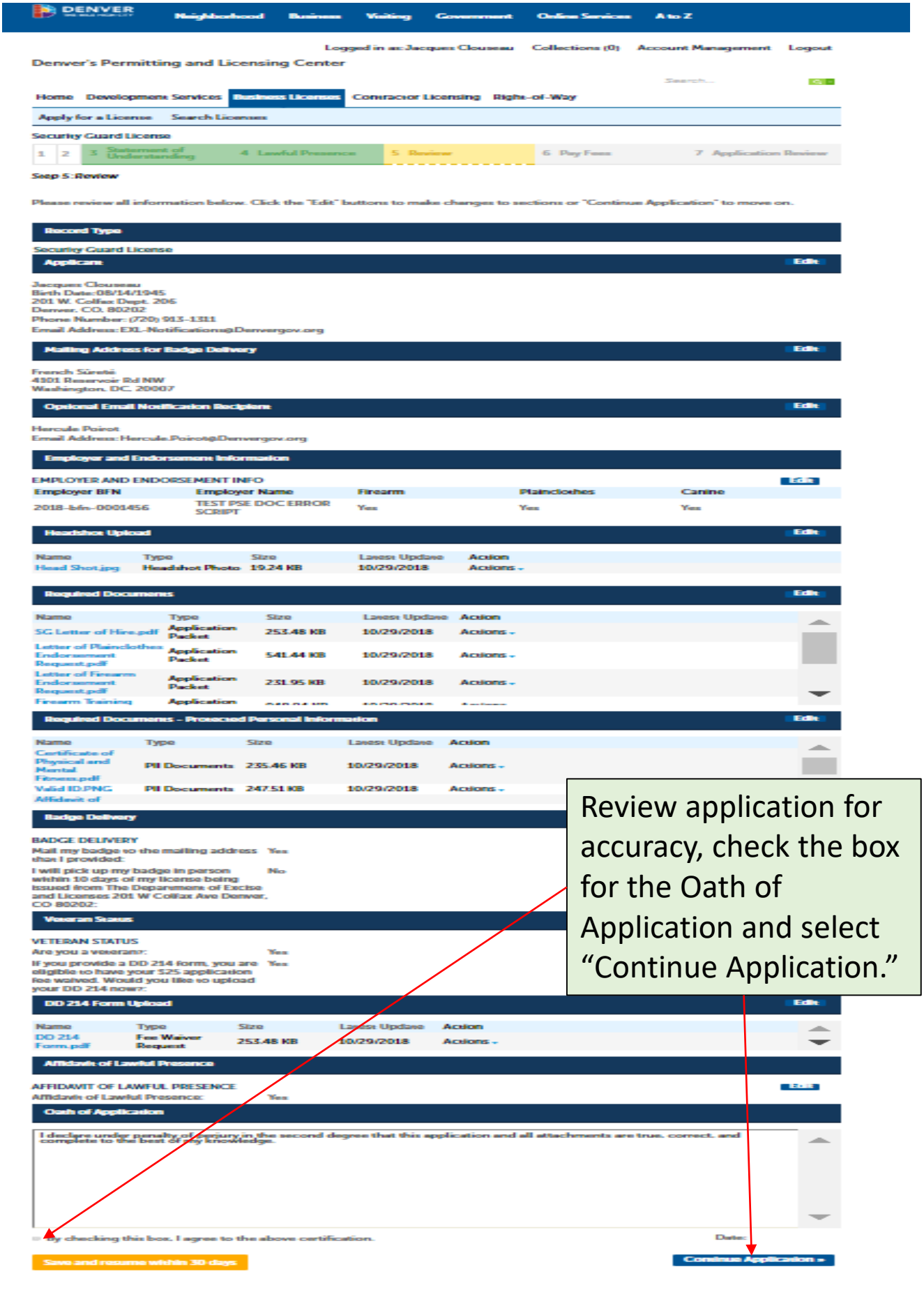
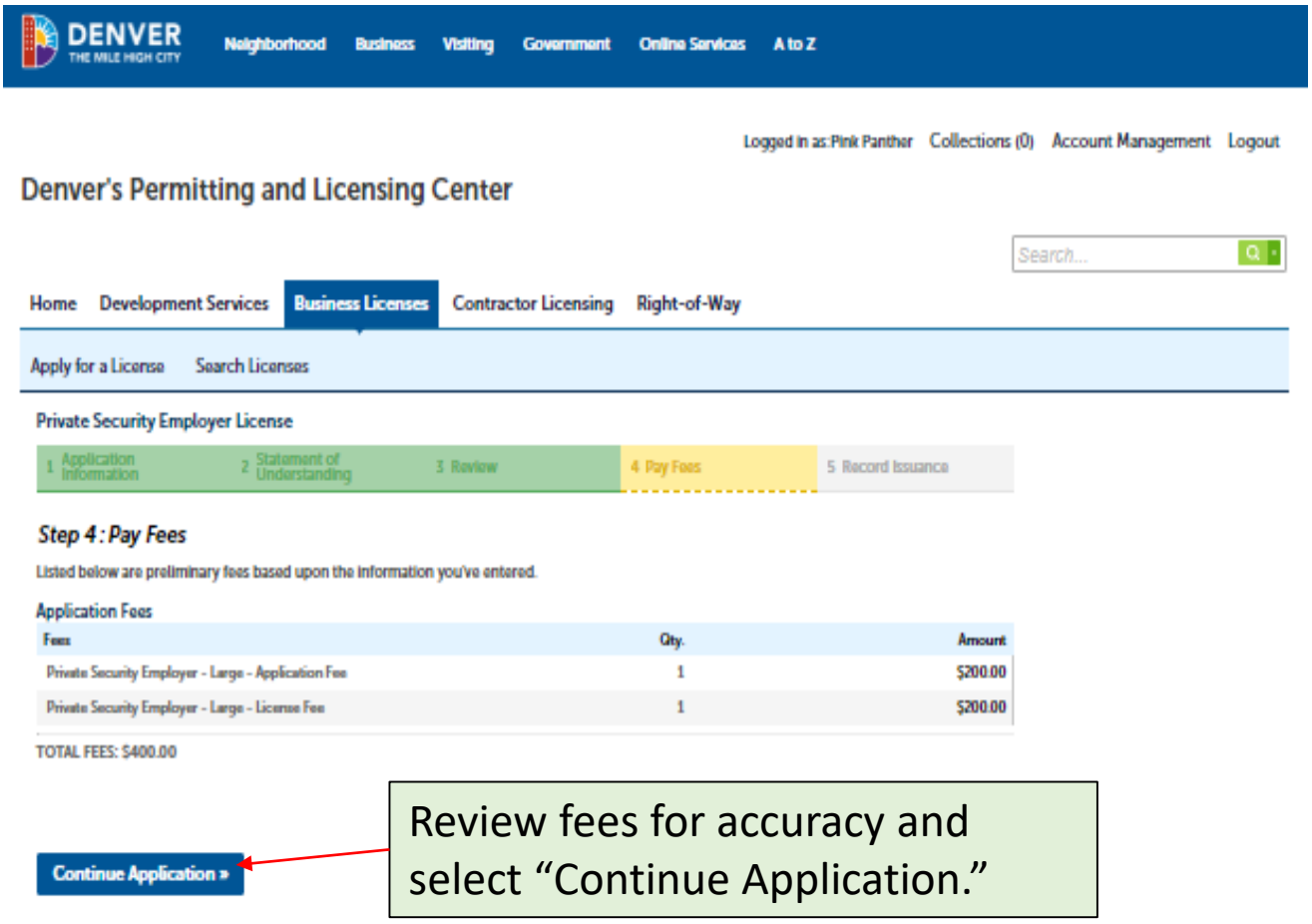
Step 1: Application Information > Number of Employees
*indicates a required field.
Number of Employees
NUMBER OF EMPLOYEES
How many security guards does your company employ in Denver?
We employ 1-24 guards:
We employ 25 or more guards:
Select number of Security Guards your company will employ to work in Denver
Save and resume within 30 days
Continue Application »
Select "Continue Application"

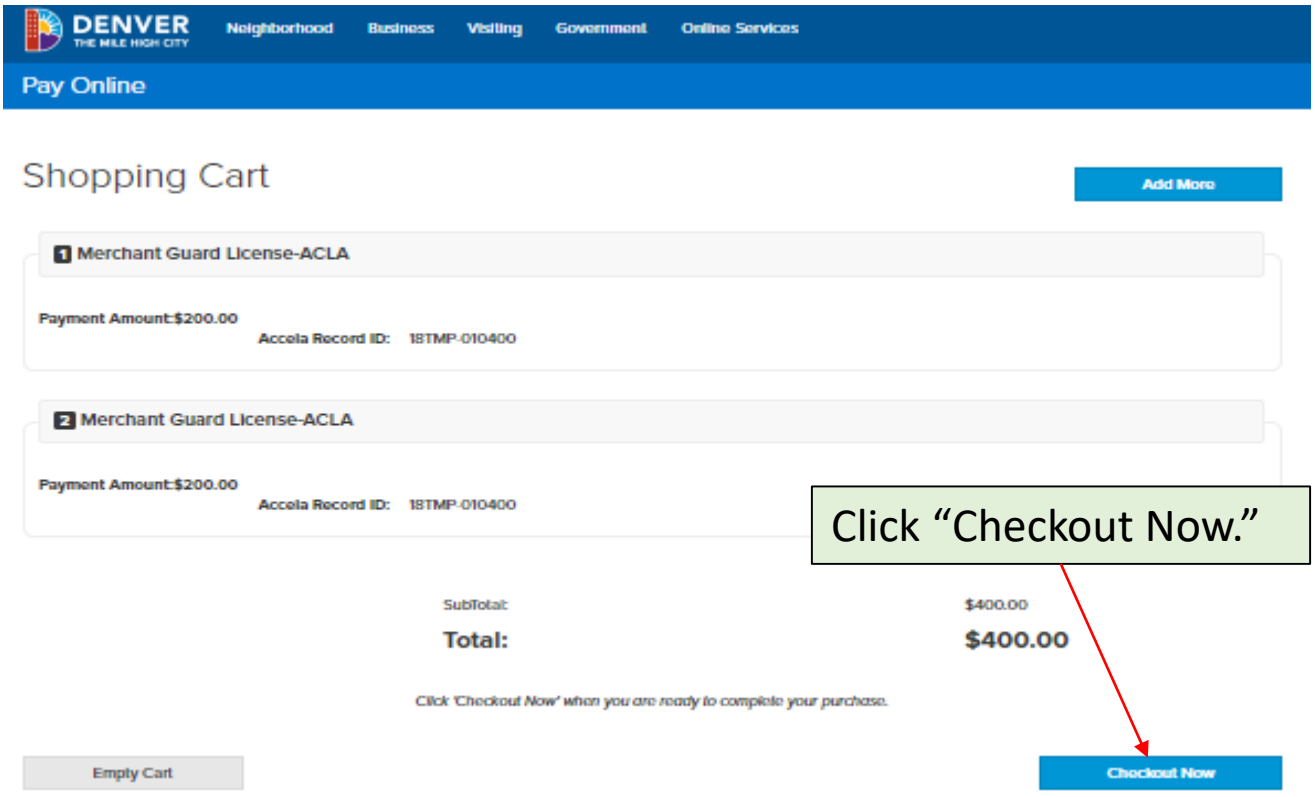



Answer all Statement of Understanding Questions, then click "Continue Application."

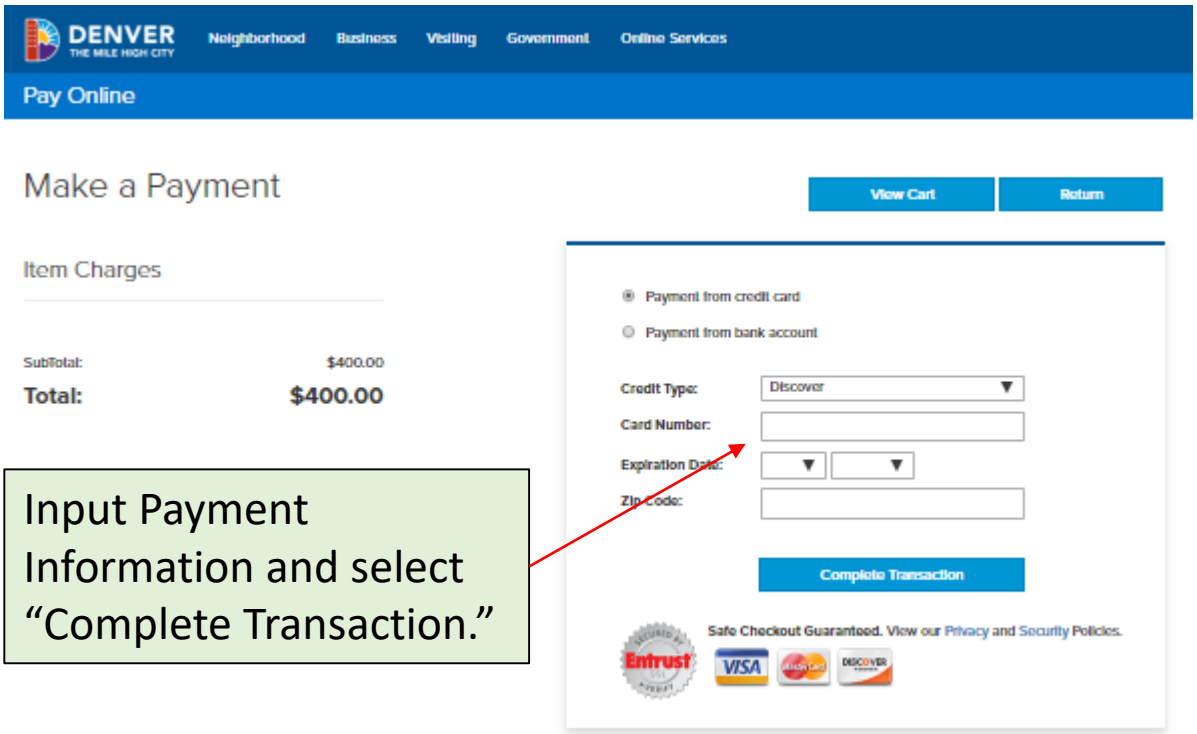

Review application for accuracy, check the box for the Oath of Application and select “Continue Application.”



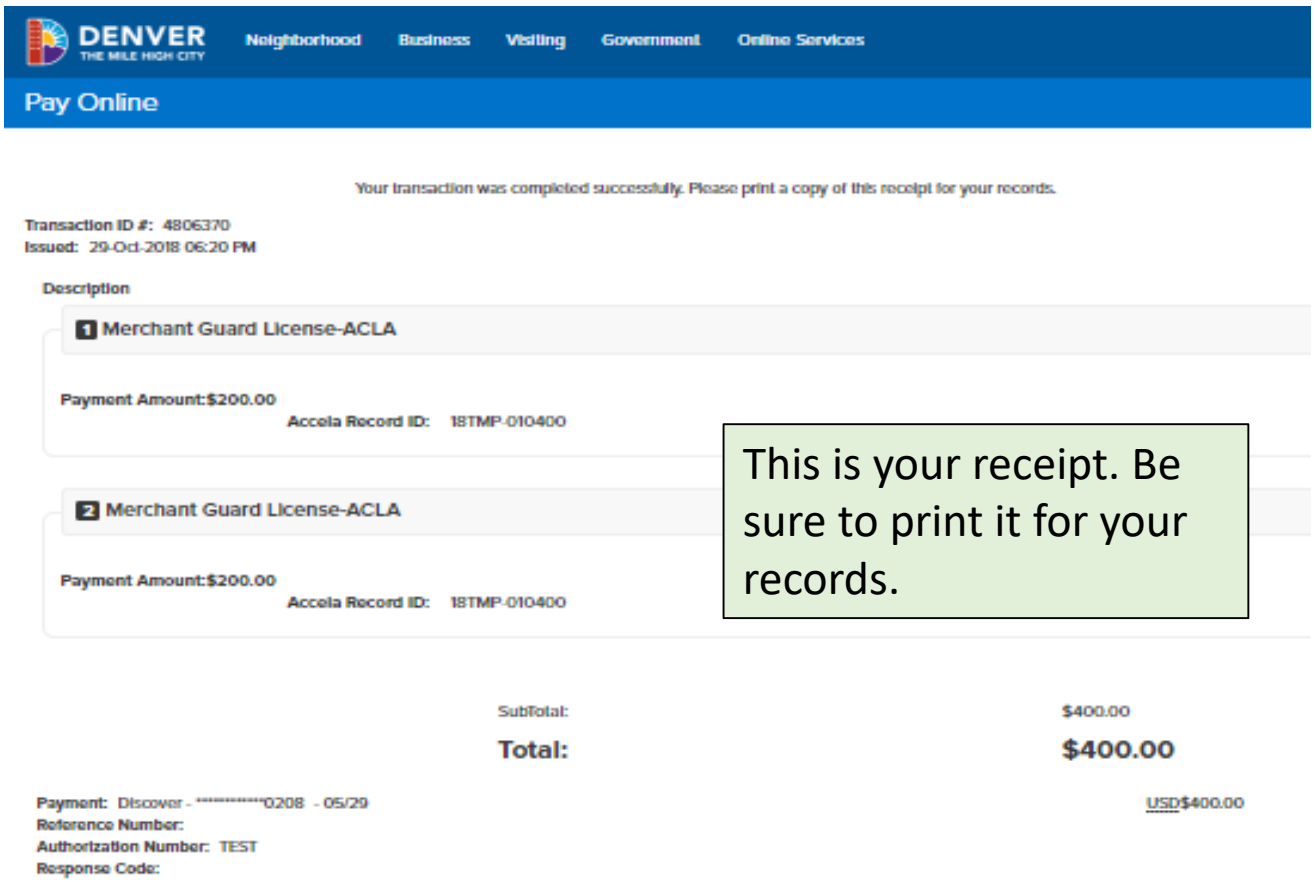

Review fees for accuracy and select "Continue Application."




Click "Checkout Now."




Input Payment Information and select "Complete Transaction."




This is your receipt. Be sure to print it for your records.