Security Guard Application Guide

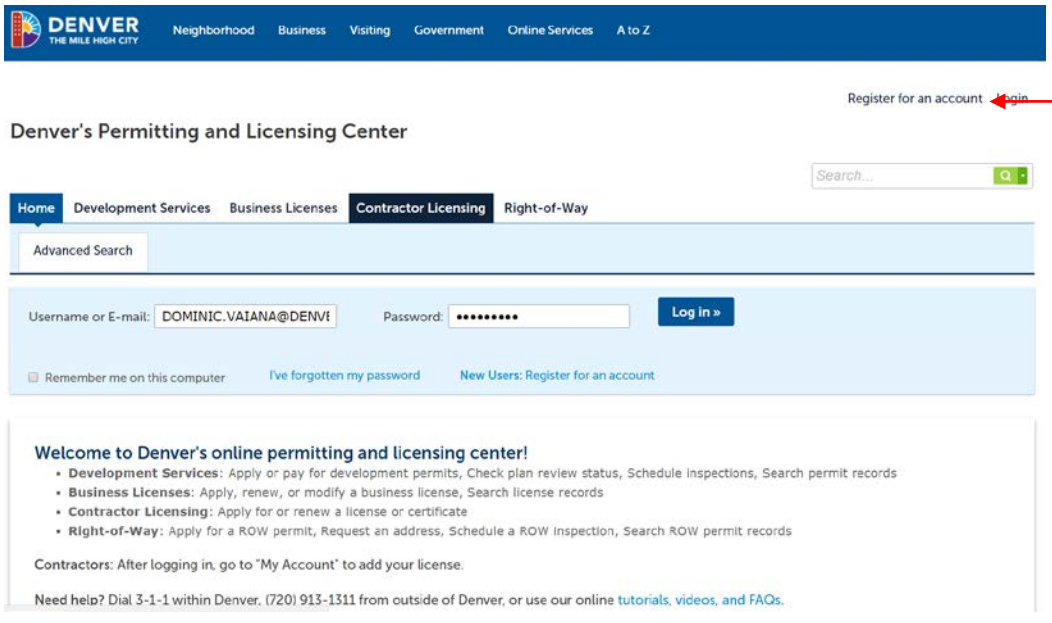
Please visit the Department of Licensing & Consumer Protection's Security Guard webpage application information. Please make sure that you look at the Required Documents and Fees section.
Make sure all required documents are uploaded to your computer.

Step 1: Register for an Account

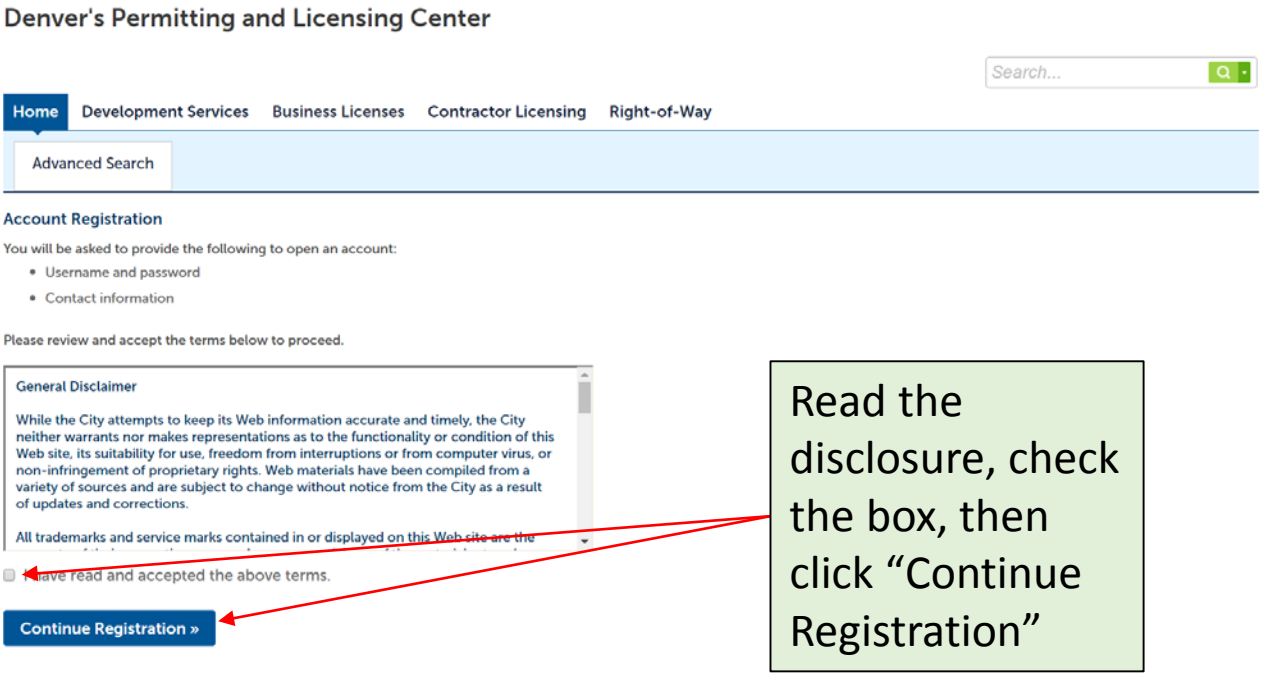
Register for your Permitting and Licensing account online at: www.denvergov.org/AccelaCitizenAccess/Default.aspx

Permitting and Licensing Center Home Page

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

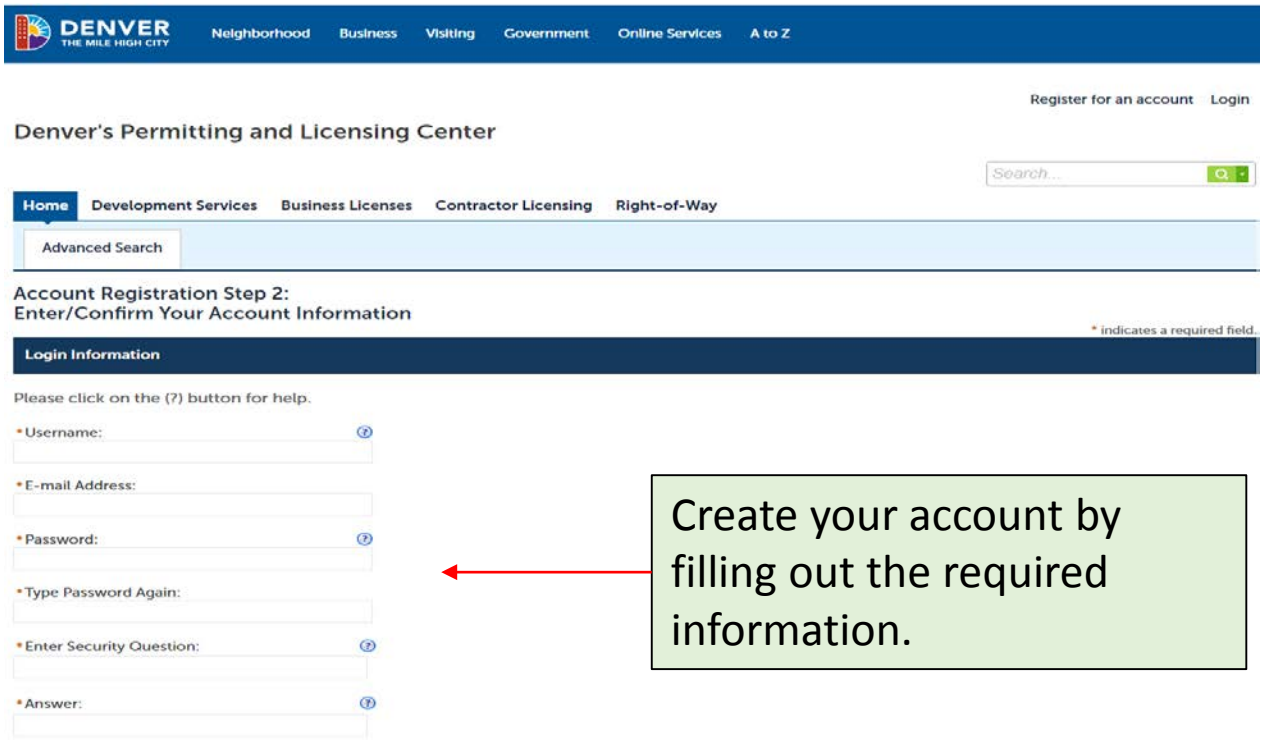


Click "Register for an account"

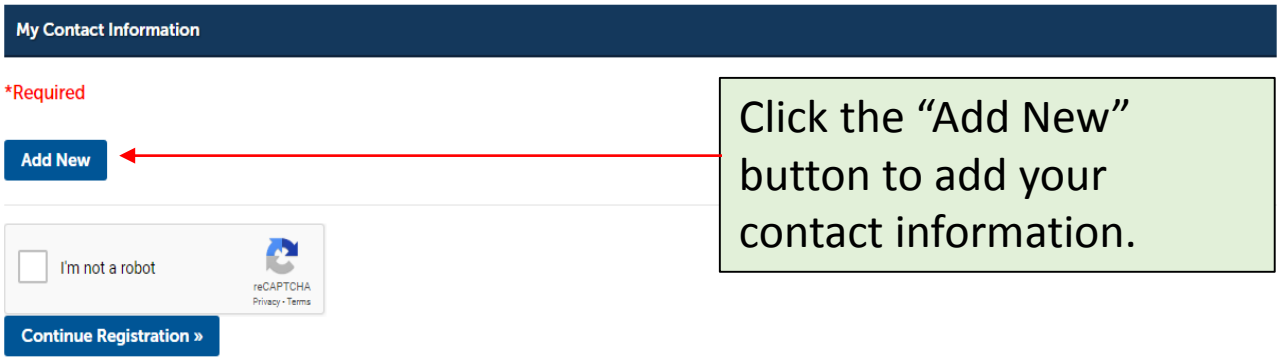


Read the disclosure, check the box, then click “Continue Registration”

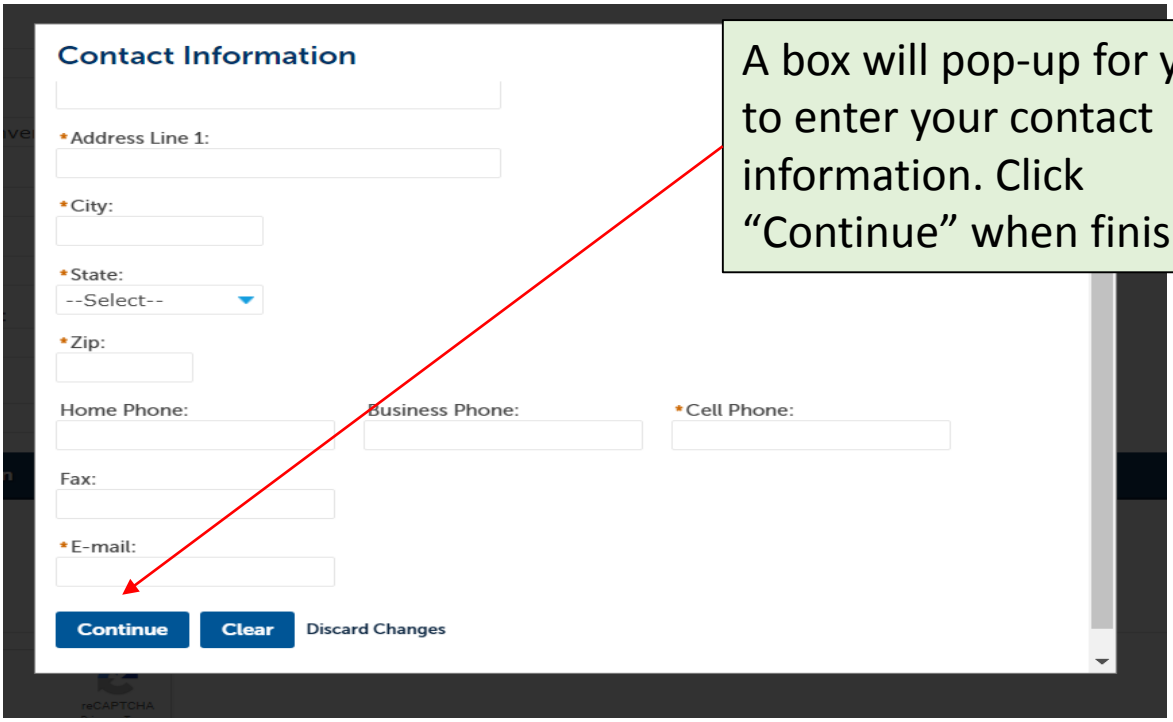
Create Your Account



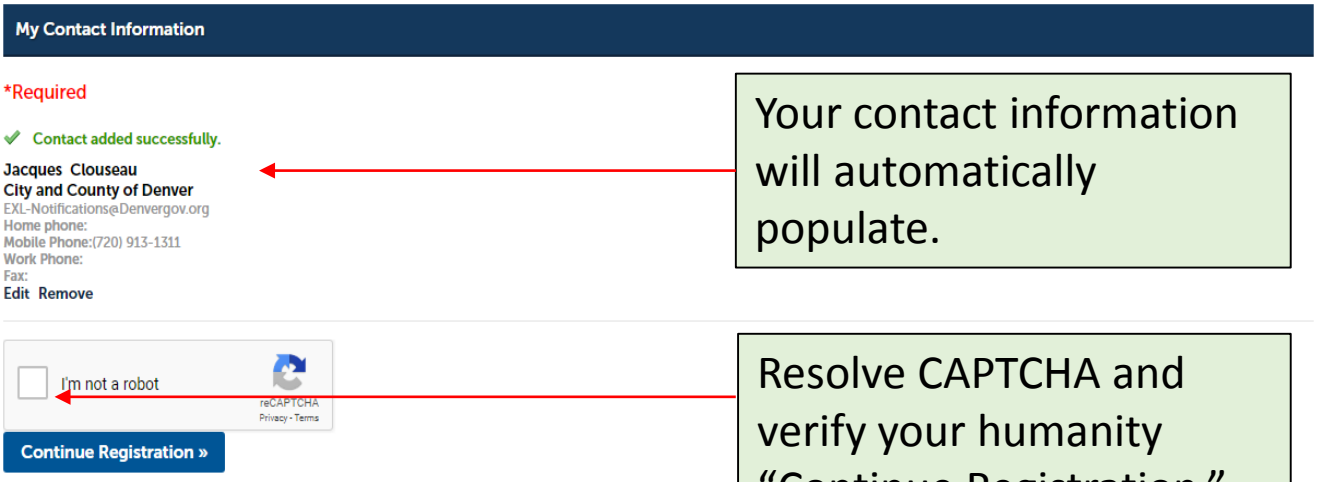
Create your account by filling out the required information.



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



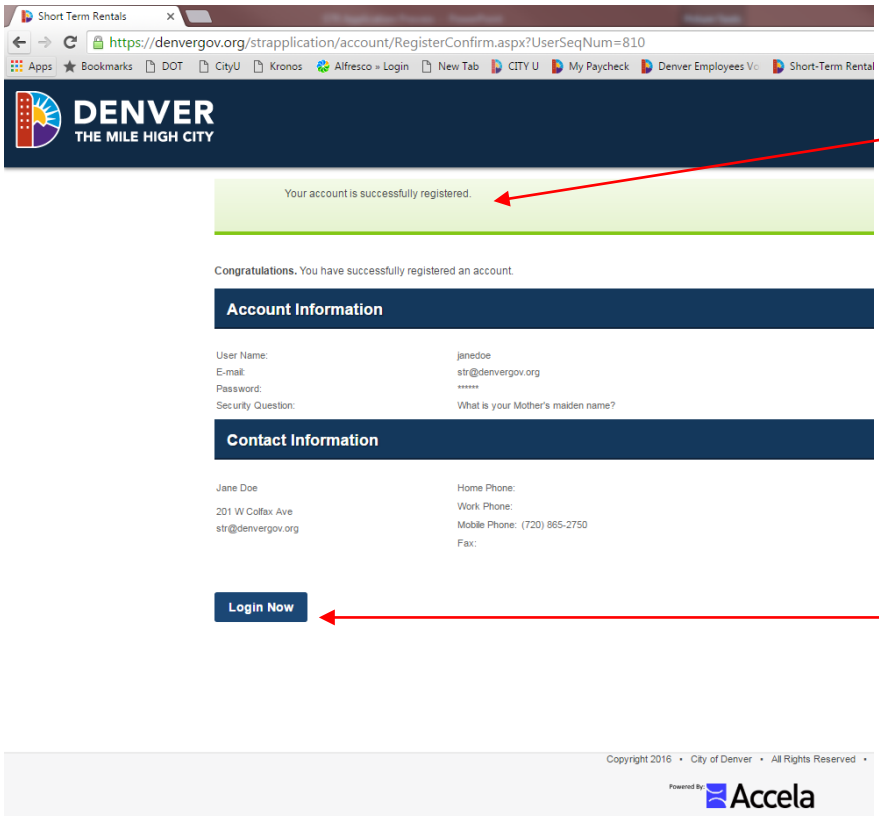
A box will pop-up for you to enter your contact information. Click “Continue” when finished.



Your contact information will automatically populate.

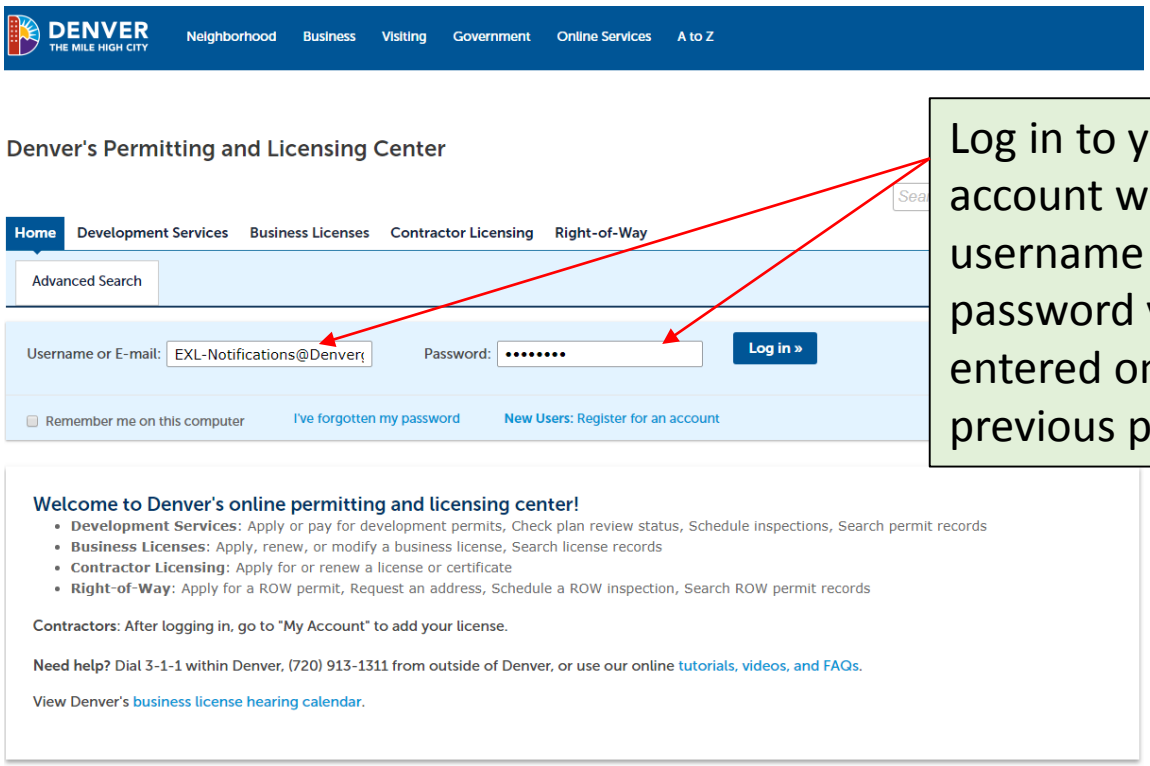
Resolve CAPTCHA and verify your humanity “Continue Registration.”

Step 2: Log In To Your Account

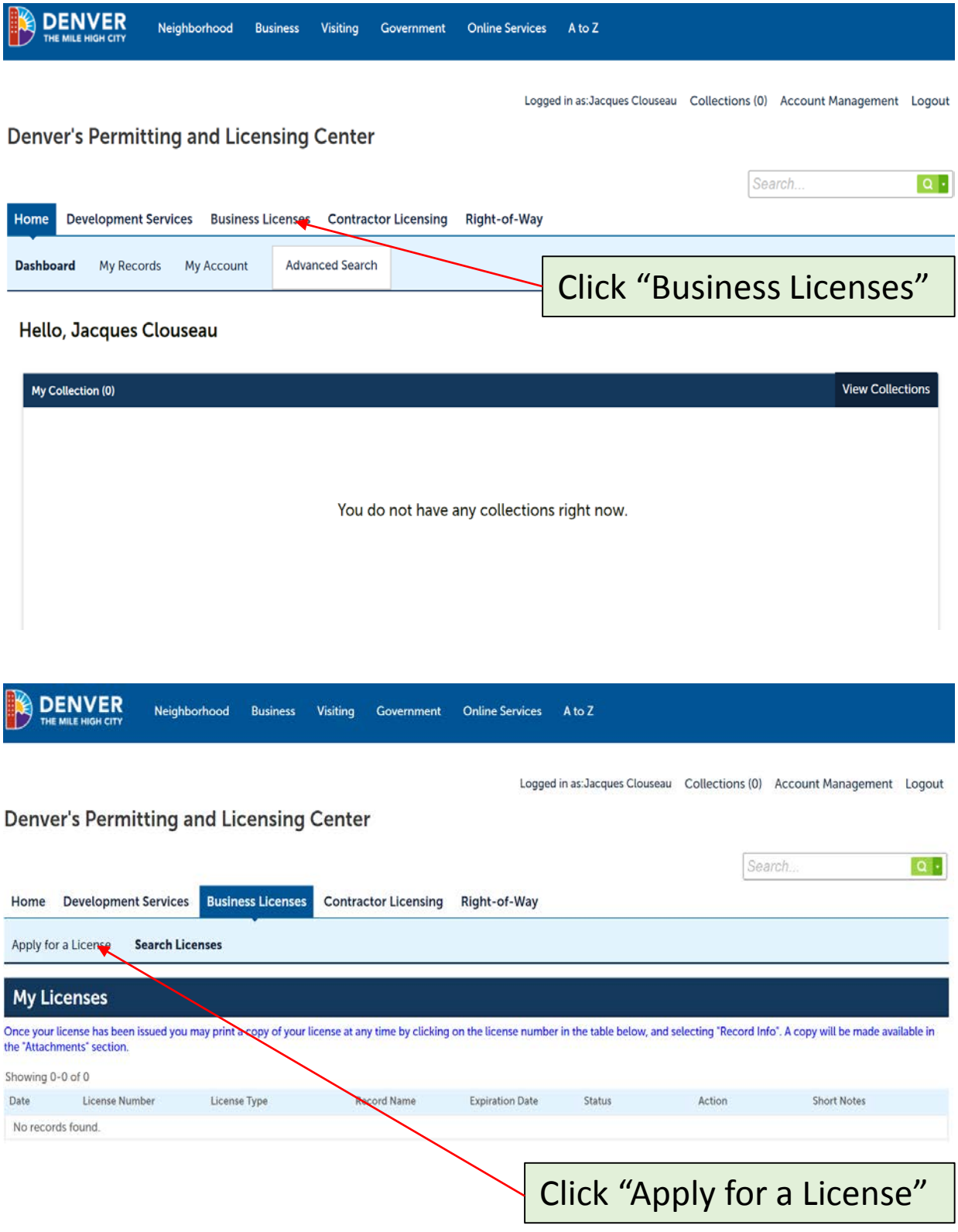


A green box will confirm your account has been created.

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.


DENVER
THE MILE HIGH CITY
Neighborhood
Business
Visiting
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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Logged in as:Jacques Clouseau
Collections (0)
Account Management
Logout
Denver's Permitting and Licensing Center
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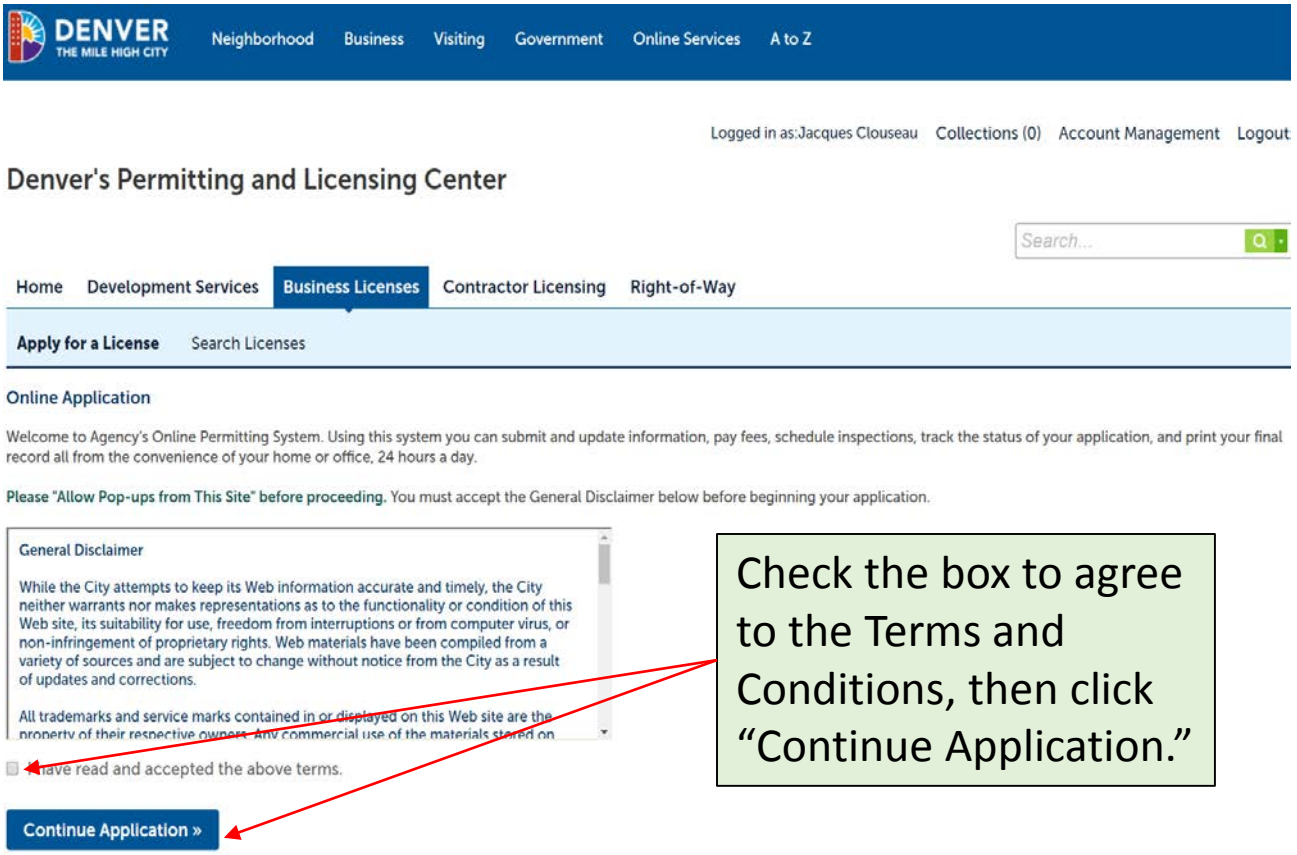
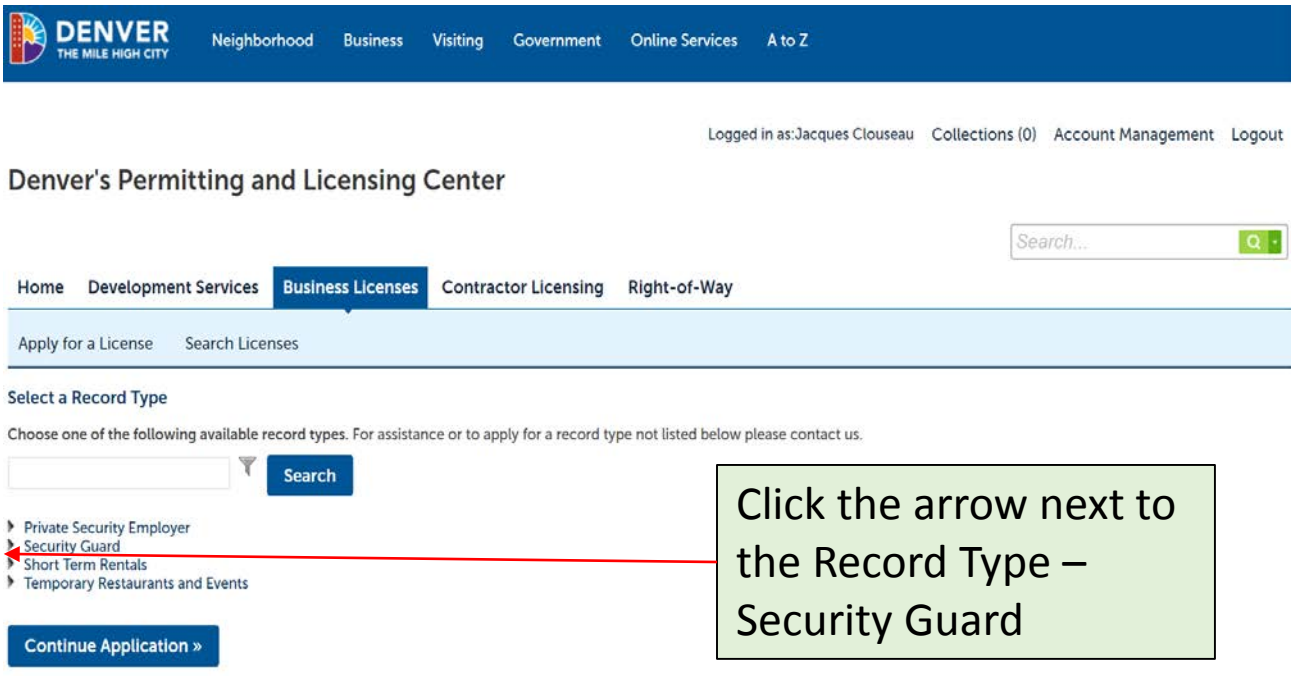
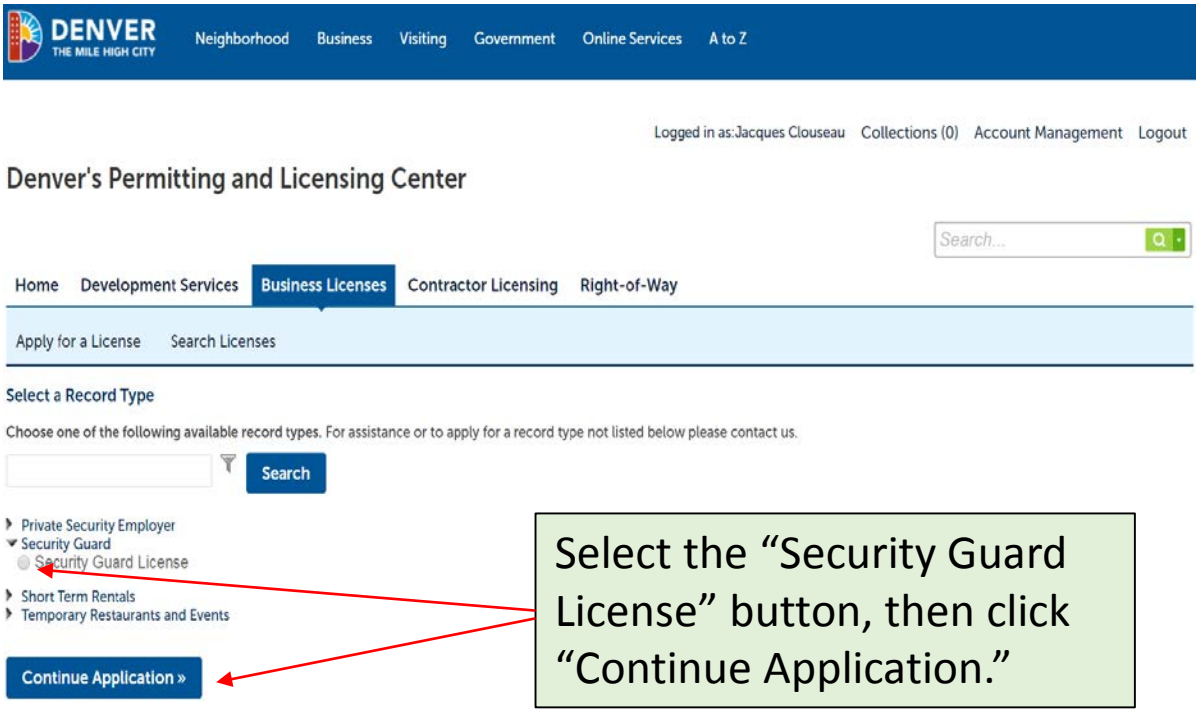
Business Licenses
Contractor Licensing
Right-of-Way
Apply for a License
Search Licenses
My Licenses
Once your license has been issued you may print a copy of your license at any time by clicking on the license number in the table below, and selecting "Record Info". A copy will be made available in the "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”



Check the box to agree to the Terms and Conditions, then click "Continue Application."



Click the arrow next to the Record Type – Security Guard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Contractor Licensing
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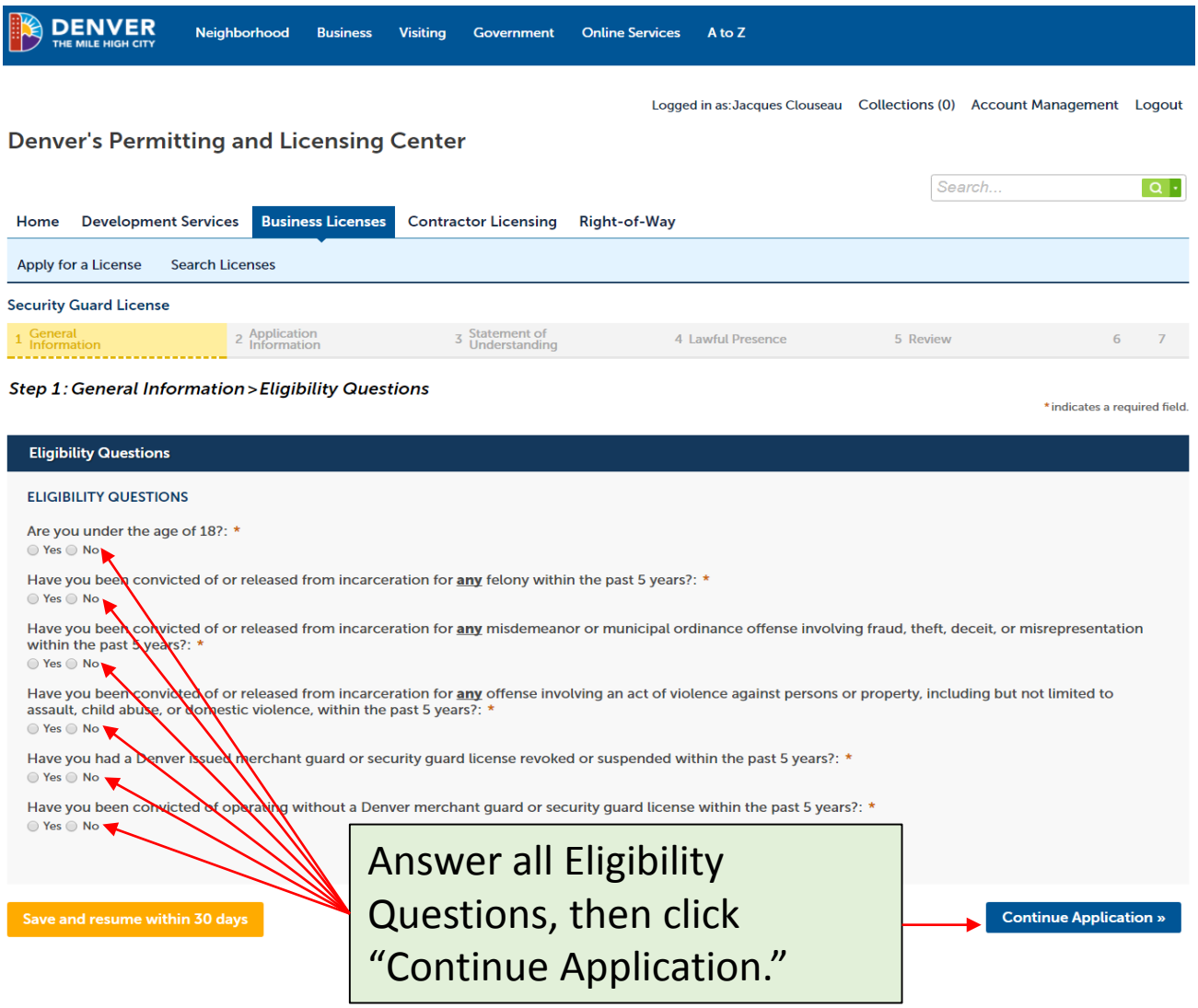
Apply for a License
Search Licenses
Select a Record Type
Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.
Search
Private Security Employer
Security Guard
Security Guard License
Short Term Rentals
Temporary Restaurants and Events
Continue Application »
Select the "Security Guard License" button, then click "Continue Application."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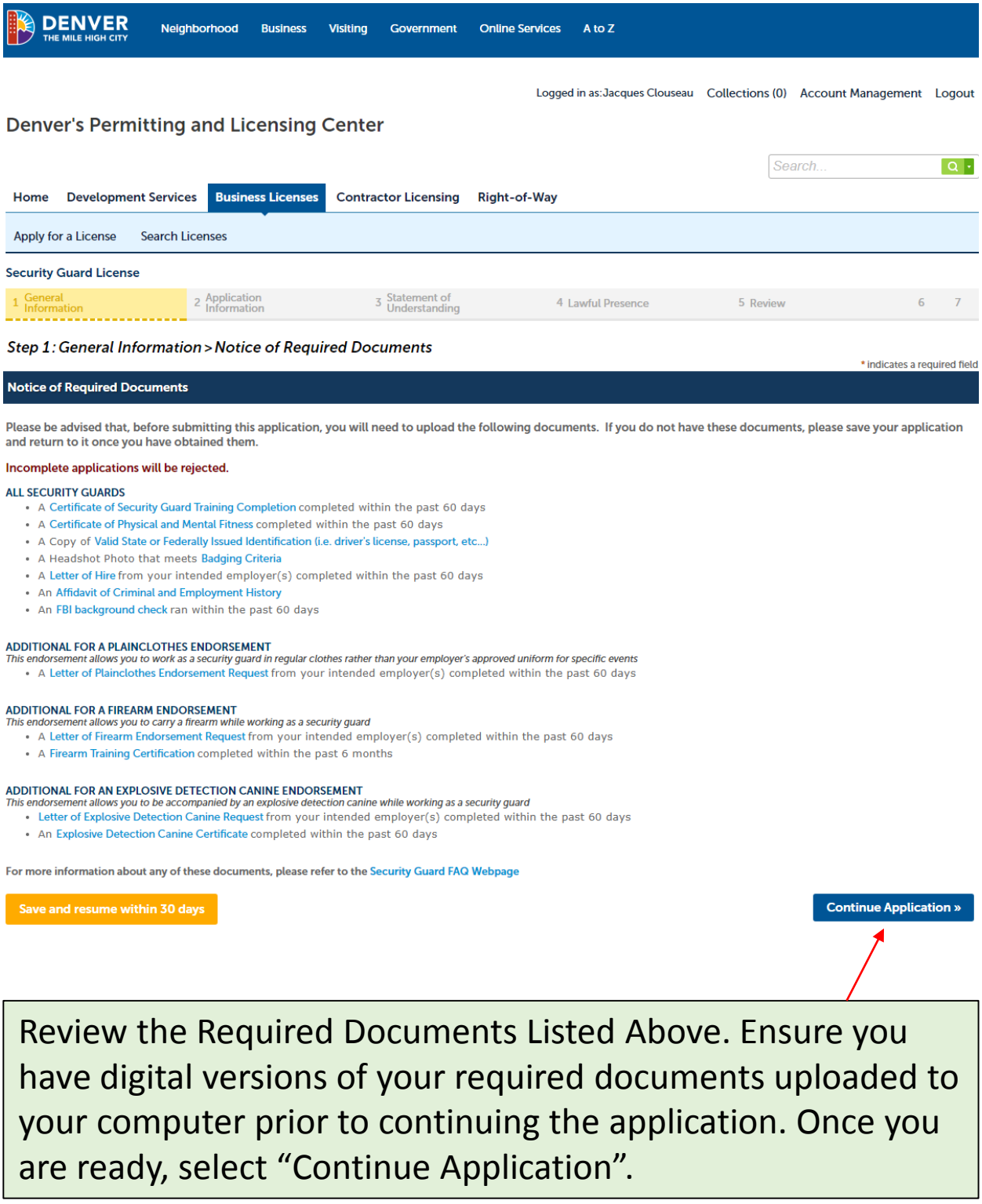
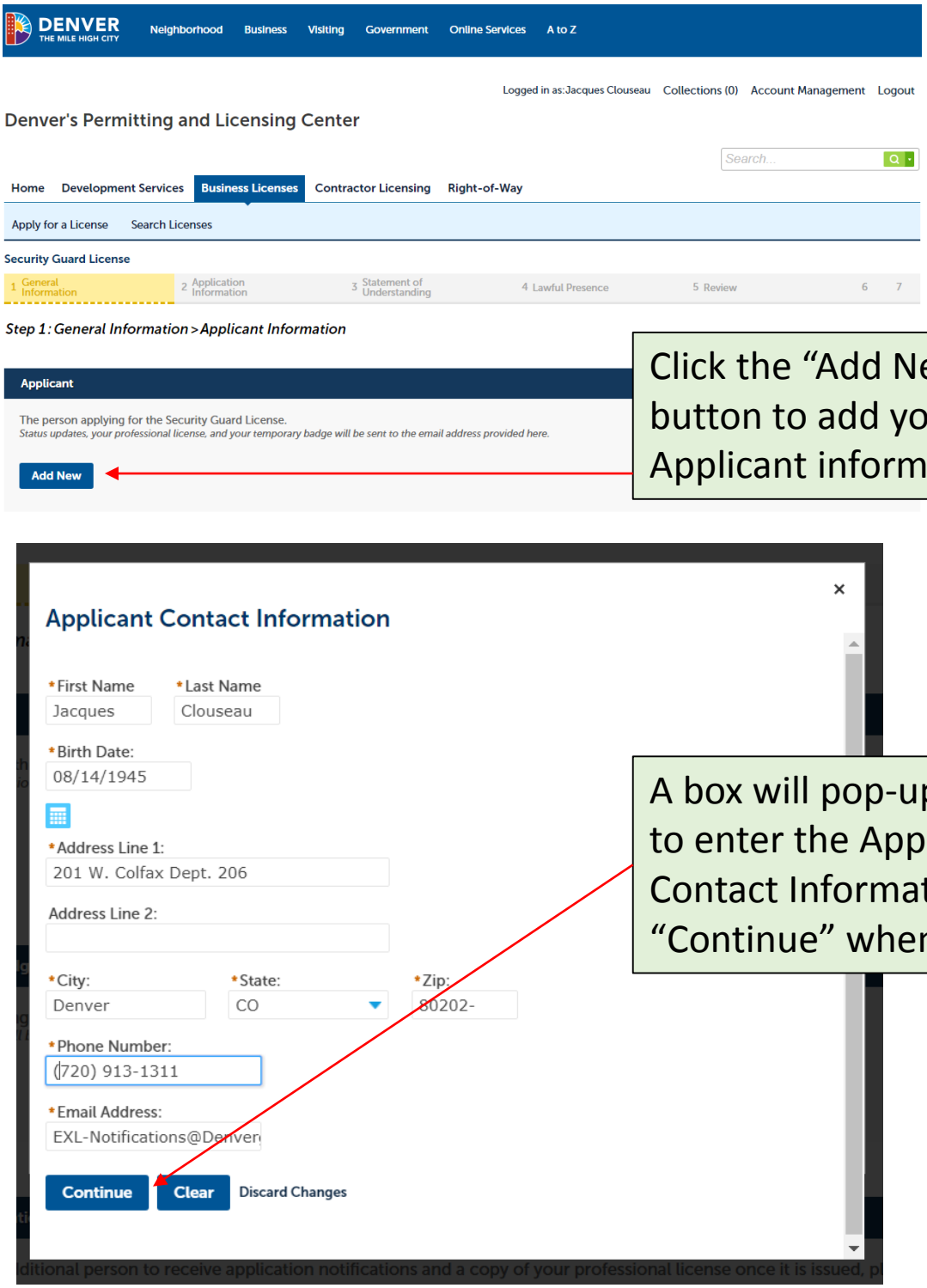
Step 1: General Information > Eligibility Questions
*indicates a required field.
Eligibility Questions
ELIGIBILITY QUESTIONS
Are you under the age of 18?: *
Yes No
Have you been convicted of or released from incarceration for any felony within the past 5 years?: *
Yes No
Have you been convicted of or released from incarceration for any misdemeanor or municipal ordinance offense involving fraud, theft, deceit, or misrepresentation within the past 5 years?: *
Yes No
Have you been convicted of or released from incarceration for any offense involving an act of violence against persons or property, including but not limited to assault, child abuse, or domestic violence, within the past 5 years?: *
Yes No
Have you had a Denver issued merchant guard or security guard license revoked or suspended within the past 5 years?: *
Yes No
Have you been convicted of operating without a Denver merchant guard or security guard license within the past 5 years?: *
Yes No
Save and resume within 30 days
Continue Application »
Answer all Eligibility Questions, 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”.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Logged in as:Jacques Clouseau
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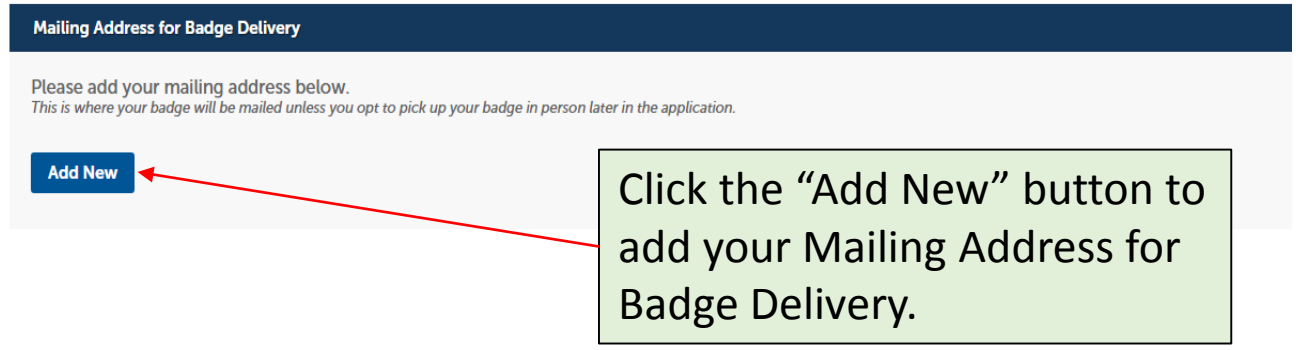
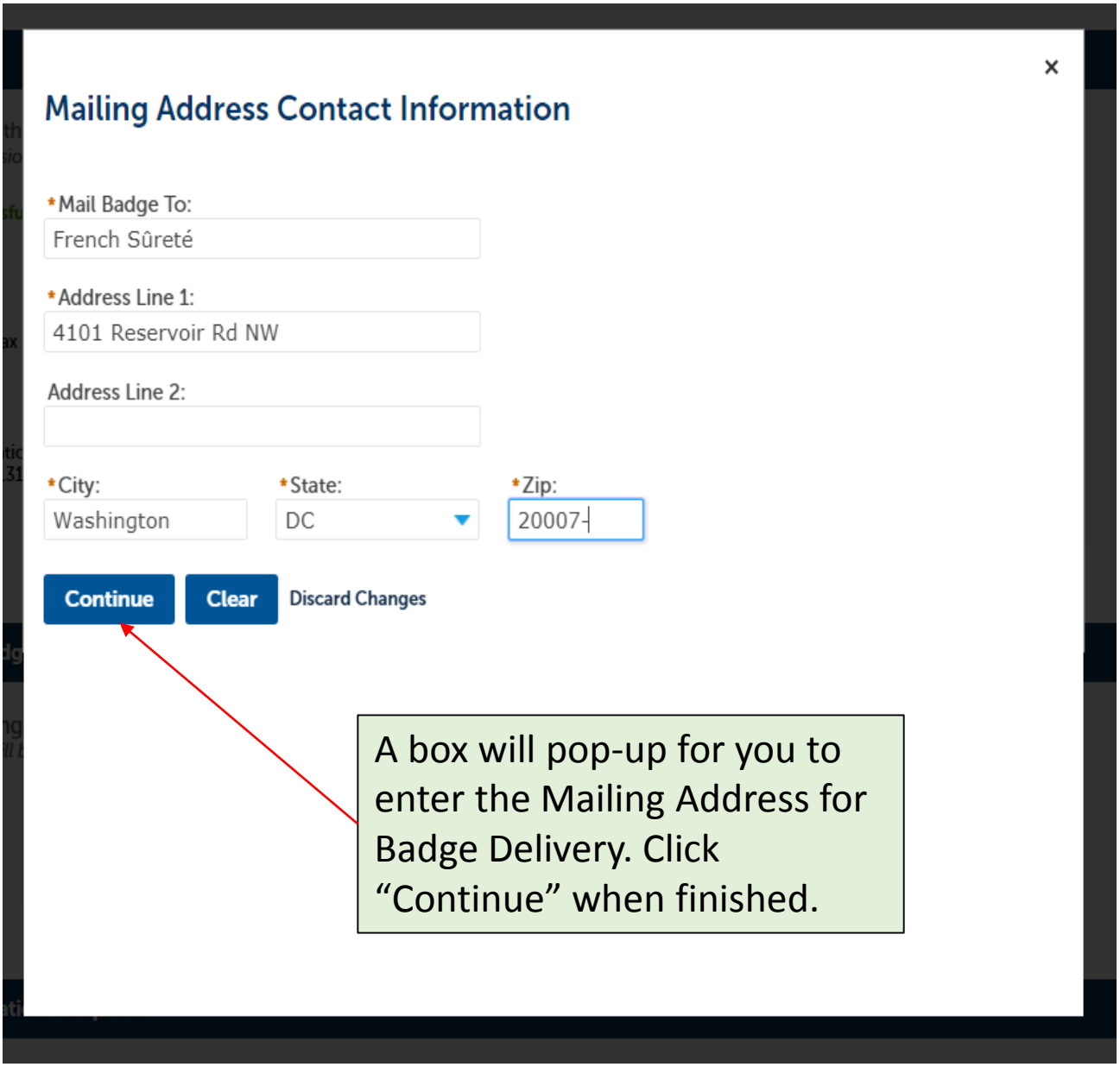
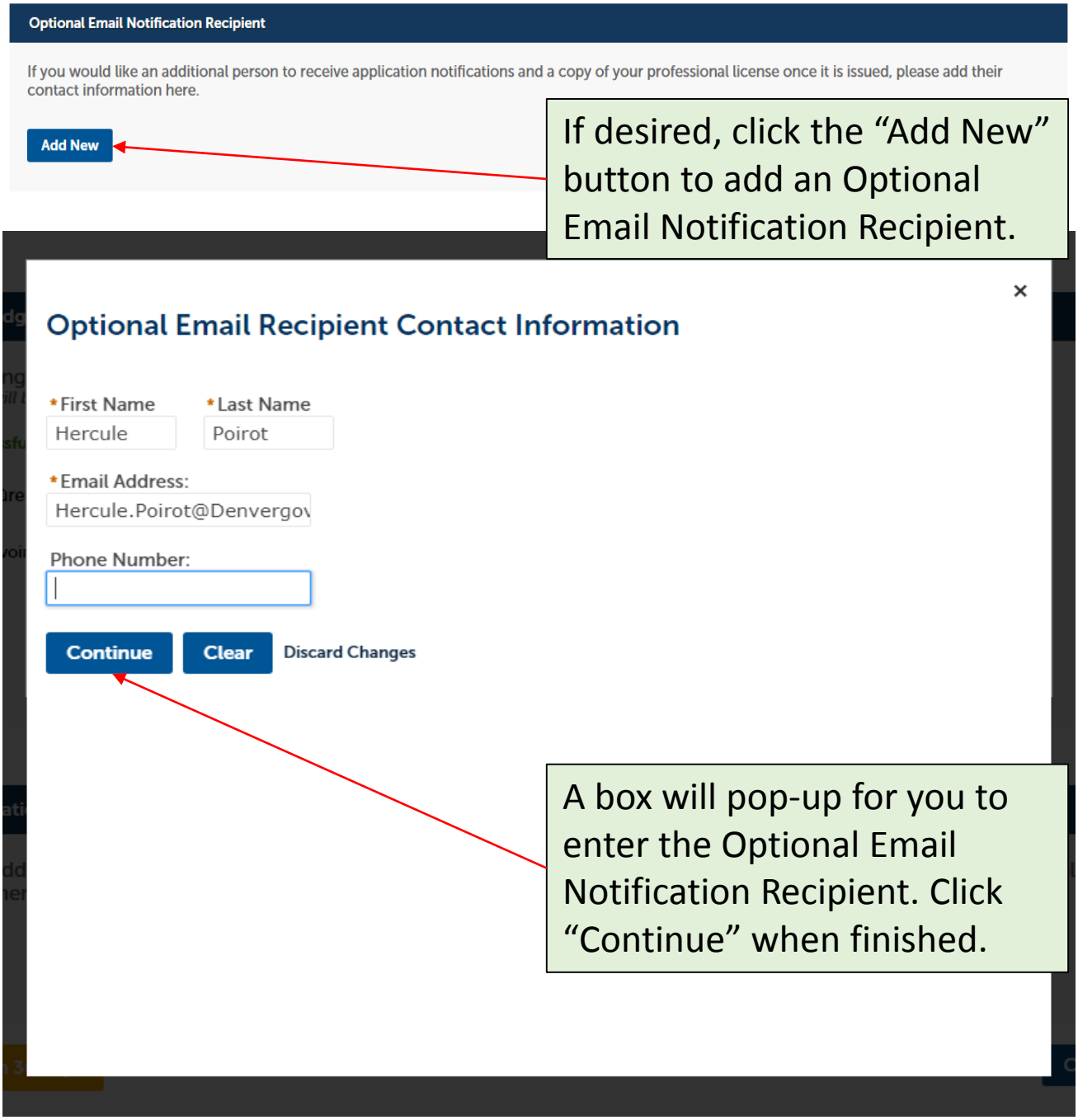
Step 1: General Information > Applicant Information
Applicant
The person applying for the Security Guard License.
Status updates, your professional license, and your temporary badge will be sent to the email address provided here.
Add New
Click the "Add New" button to add your Applicant information.
Applicant Contact Information
*First Name
Jacques
*Last Name
Clouseau
*Birth Date:
08/14/1945
*Address Line 1:
201 W. Colfax Dept. 206
Address Line 2:
*City:
Denver
*State:
CO
*Zip:
80202-
*Phone Number:
(720) 913-1311
*Email Address:
EXL-Notifications@Denver
Continue
Clear
Discard Changes
A box will pop-up for you to enter the Applicant Contact Information. Click "Continue" when finished.

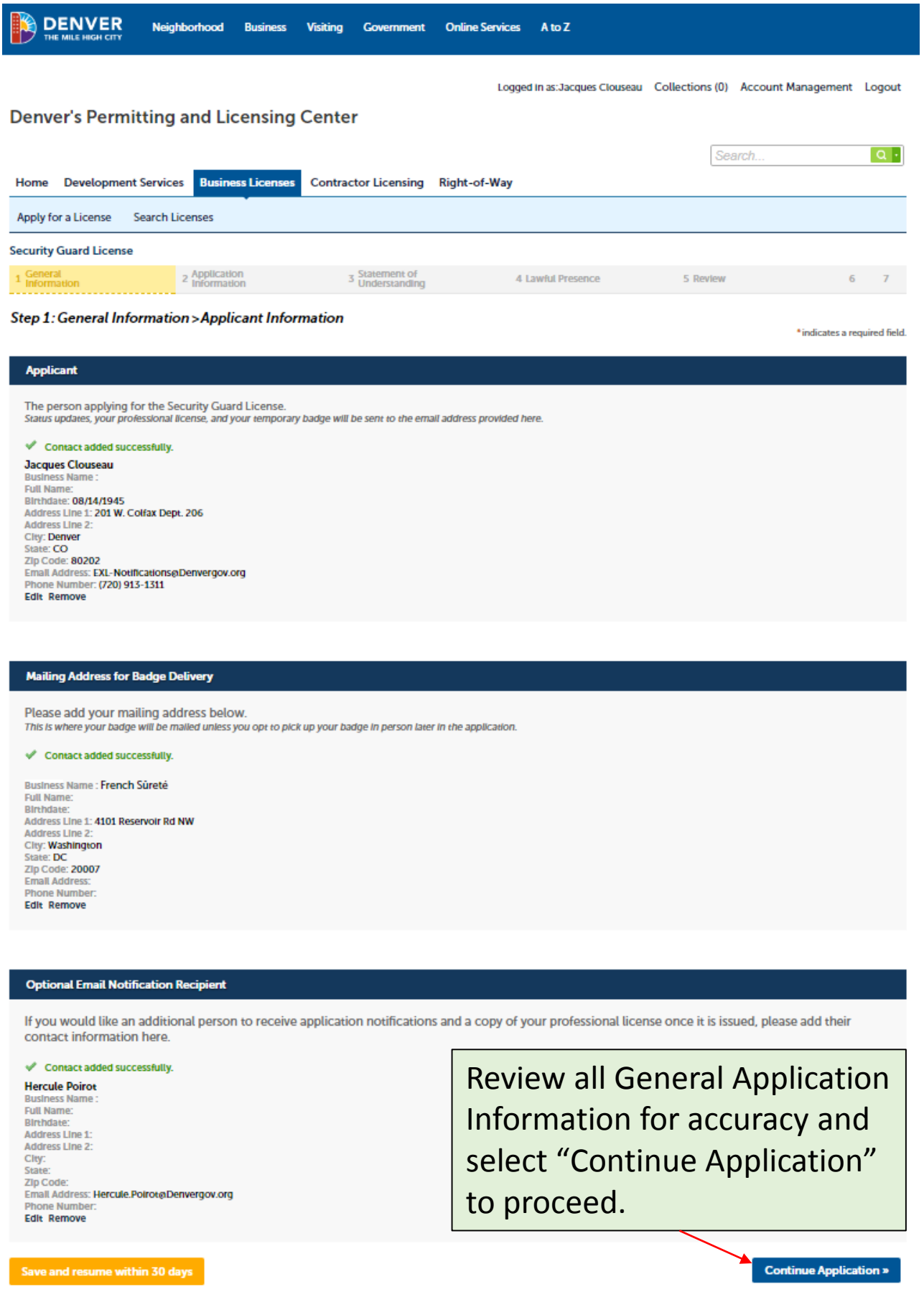


Click the "Add New" button to add your Mailing Address for Badge Delivery.



A box will pop-up for you to enter the Mailing Address for Badge Delivery. 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.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Logged in as:Jacques Clouseau
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Account Management
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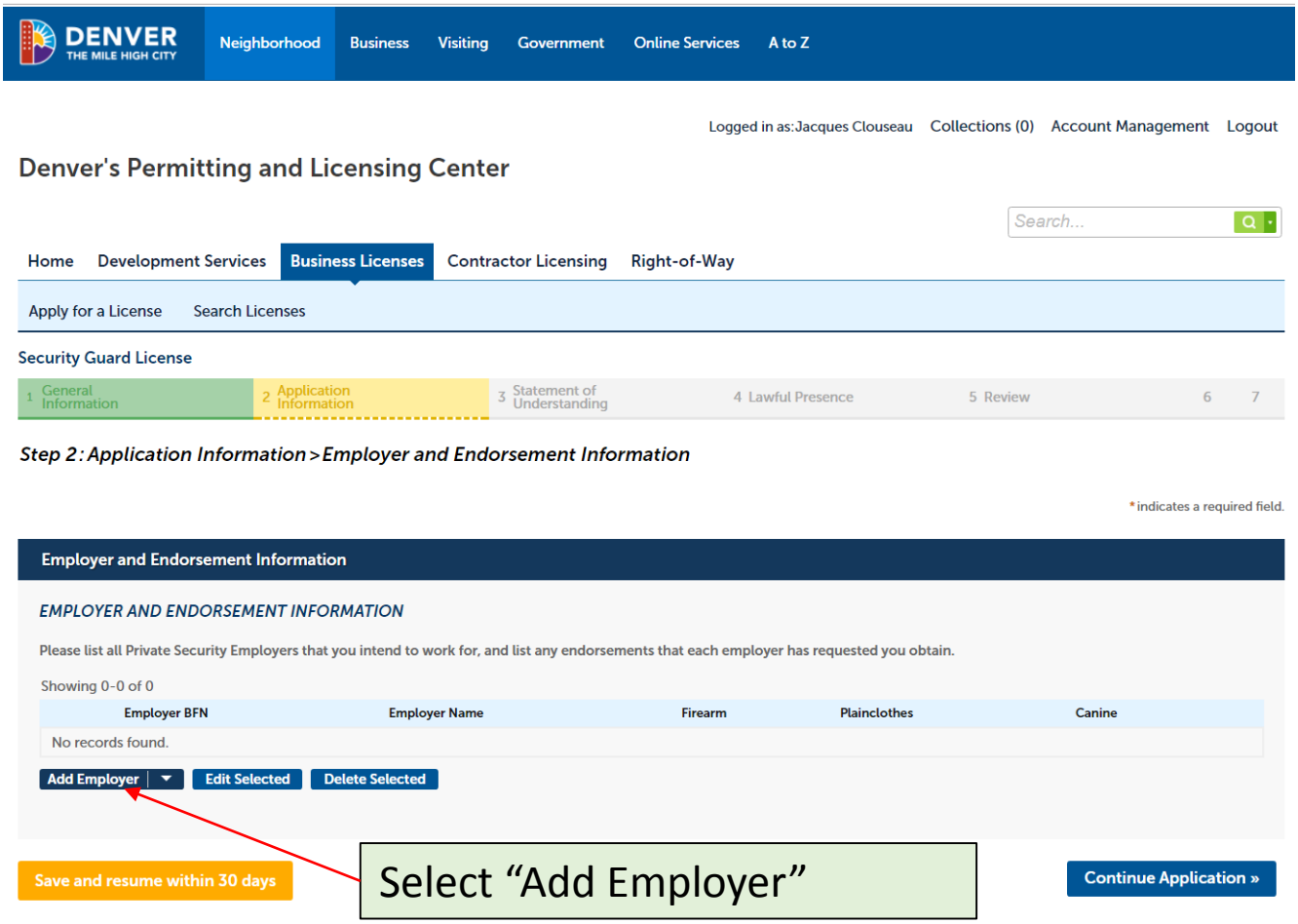
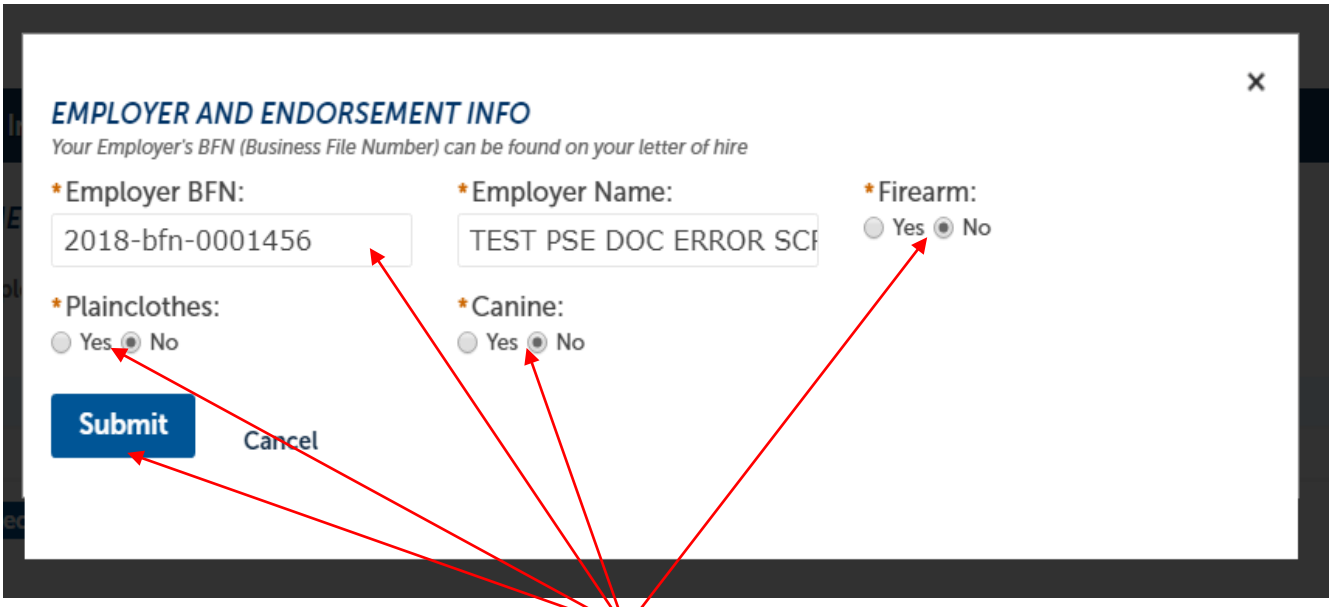
Step 1: General Information > Applicant Information
*indicates a required field.
Applicant
The person applying for the Security Guard License.
Status updates, your professional license, and your temporary badge will be sent to the email address provided here.
Contact added successfully.
Jacques Clouseau
Business Name :
Full Name:
Birthdate: 08/14/1945
Address Line 1: 201 W. Colfax Dept. 206
Address Line 2:
City: Denver
State: CO
Zip Code: 80202
Email Address: EXL-Notifications@Denvergov.org
Phone Number: (720) 913-1311
Edit Remove
Mailing Address for Badge Delivery
Please add your mailing address below.
This is where your badge will be mailed unless you opt to pick up your badge in person later in the application.
Contact added successfully.
Business Name : French Sûreté
Full Name:
Birthdate:
Address Line 1: 4101 Reservoir Rd NW
Address Line 2:
City: Washington
State: DC
Zip Code: 20007
Email Address:
Phone Number:
Edit Remove
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.
Contact added successfully.
Hercule Poirot
Business Name :
Full Name:
Birthdate:
Address Line 1:
Address Line 2:
City:
State:
Zip Code:
Email Address: Hercule.Poirot@Denvergov.org
Phone Number:
Edit Remove
Review all General Application Information for accuracy and select “Continue Application” to proceed.
Save and resume within 30 days
Continue Application »



Select “Add Employer”



A box will pop-up for you to enter the Input your Employer’s BFN and select appropriate endorsements. The Employer Name will auto populate if valid. Then select “Submit”

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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

Security Guard License

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Step 2: Application Information > Employer and Endorsement Information

* indicates a required field.

Employer and Endorsement Information

EMPLOYER AND ENDORSEMENT INFORMATION

Please list all Private Security Employers that you intend to work for, and list any endorsements that each employer has requested you obtain.

Showing 1-1 of 1

	Employer BFN	Employer Name	Firearm	Plainclothes	Canine	
☐	2018-bfn-0001456	TEST PSE DOC ERROR SCRIPT	Yes	Yes	Yes	Actions

Add Employer | Edit Selected | Delete Selected

Save and resume within 30 days

Select “Continue Application”

Continue Application »

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Step 2: Application Information > Headshot Upload

* indicates a required field.

Headshot Upload

Please upload a headshot photo that can be used to print your badge. In order to be acceptable, the photo must:

- Be recent, clear and in color, and demonstrate a true likeness of you.
- Be taken with a solid background that you will not blend into.
- Your head must face the camera directly and your entire head must be in the photo (No hats).
- Nothing may cover your eyes, including glasses or hair.

The maximum file size allowed is 40 MB.

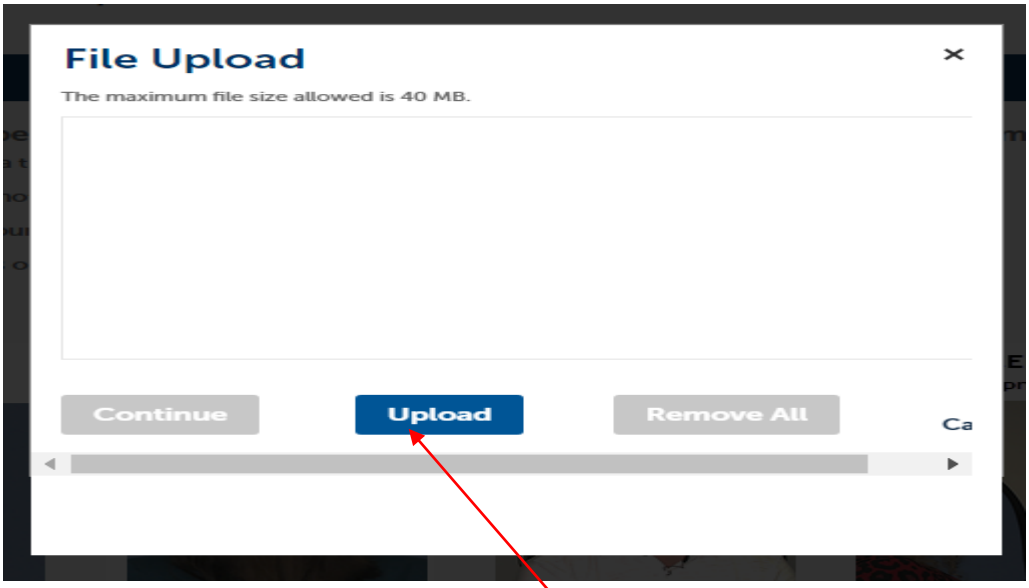
Name	Type	Size	Latest Update	Action
No records found.				

Upload

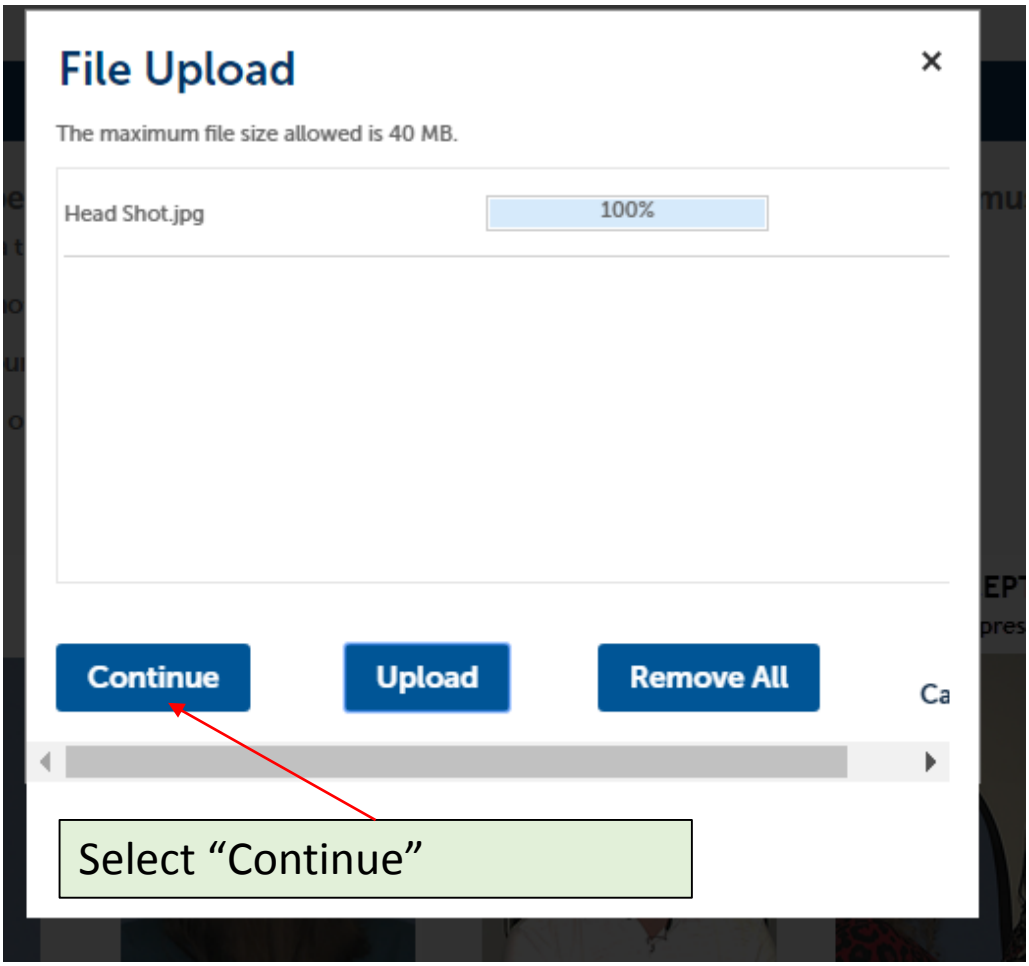
Select “Upload”

Save and resume within 30 days

Continue Application »



A box will pop-up for you to upload your head shot. Click on “Upload” then select the appropriate file from your computer to upload the file.



Select “Continue”

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Denver's Permitting and Licensing Center

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- Your head must face the camera directly and your entire head must be in the photo (No hats).
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The maximum file size allowed is 40 MB.

Name	Type	Size	Latest Update	Action
No records found.				

Remove

File:
Head Shot.jpg
100%

Description:

spell check

Save | Upload | Remove All

Select "Save"

Save and resume within 30 days

Continue Application »

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Denver's Permitting and Licensing Center

Search...

Home | Development Services | **Business Licenses** | Contractor Licensing | Right-of-Way

Apply for a License | Search Licenses

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Security Guard License

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Step 2: Application Information > Headshot Upload

*indicates a required field.

Headshot Upload

Please upload a headshot photo that can be used to print your badge. In order to be acceptable, the photo must:

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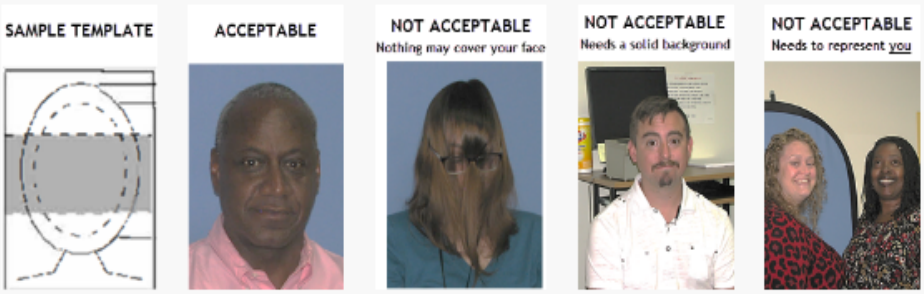
- Be taken with a solid background that you will not blend into.
- Your head must face the camera directly and your entire head must be in the photo (No hats).
- Nothing may cover your eyes, including glasses or hair.



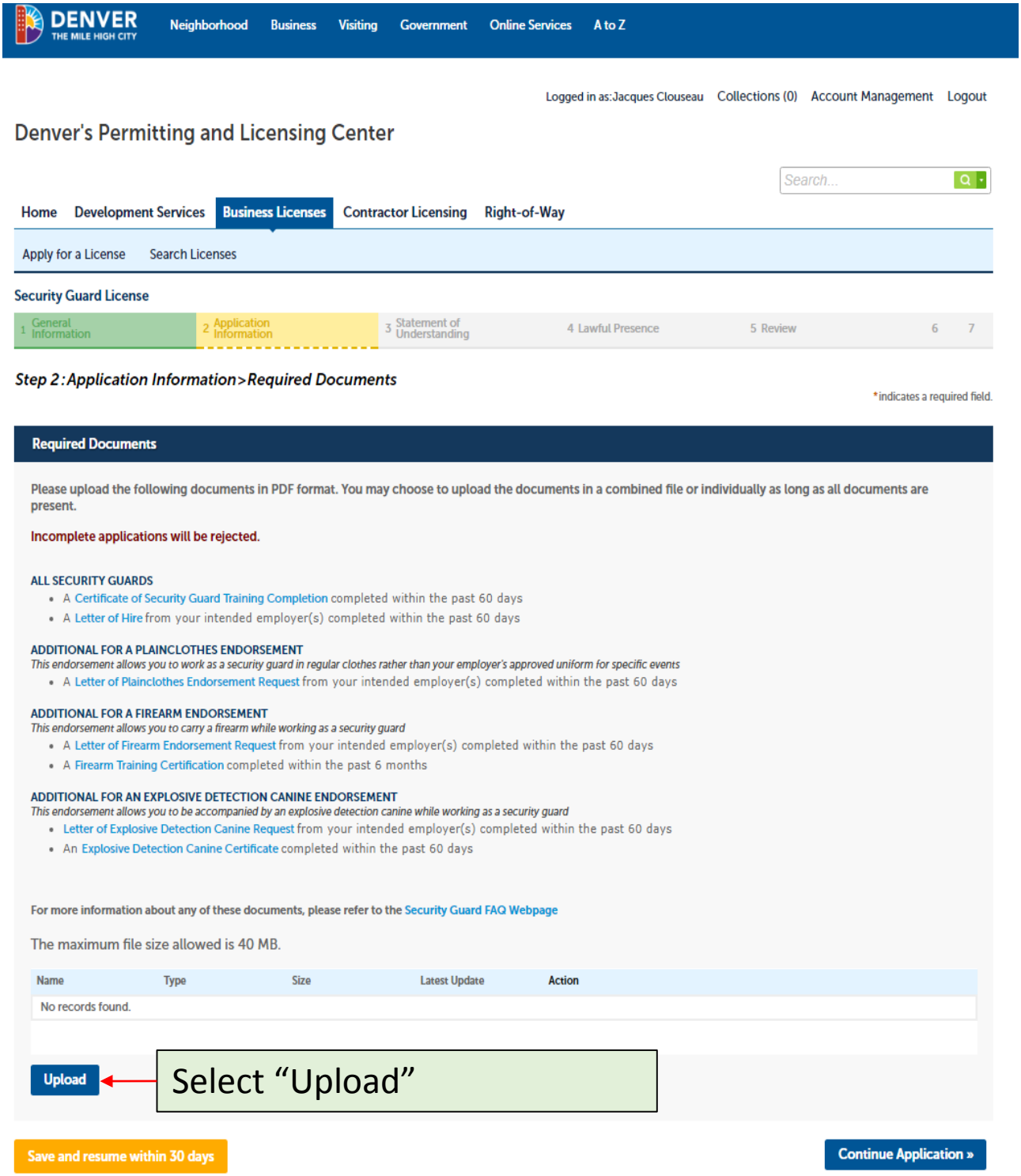
The maximum file size allowed is 40 MB.

Name	Type	Size	Latest Update	Action
Head Shot.jpg	Headshot Photo	19.24 KB	10/29/2018	Actions

Upload

Save and resume within 30 days

Select “Continue Application” → Continue Application »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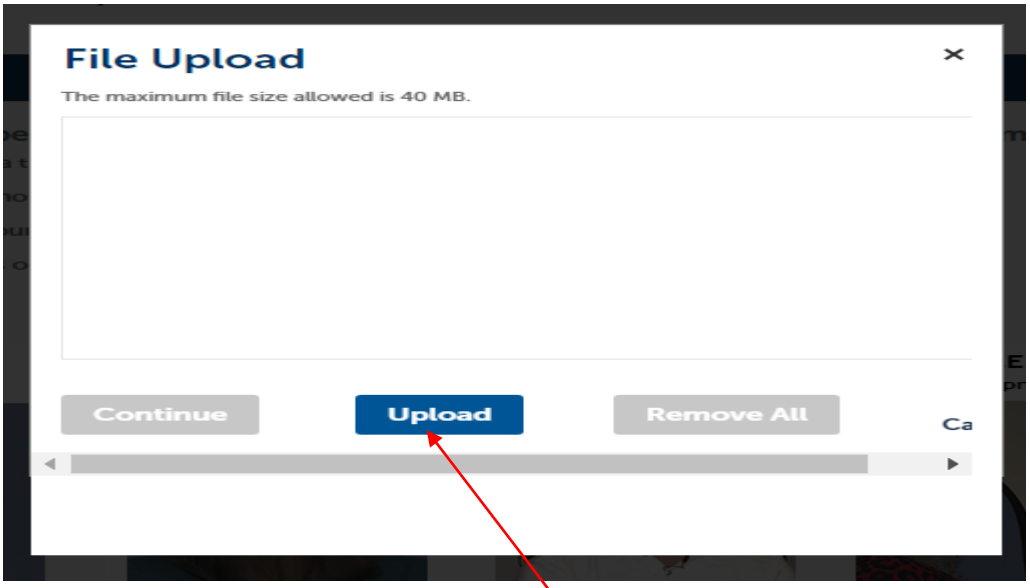
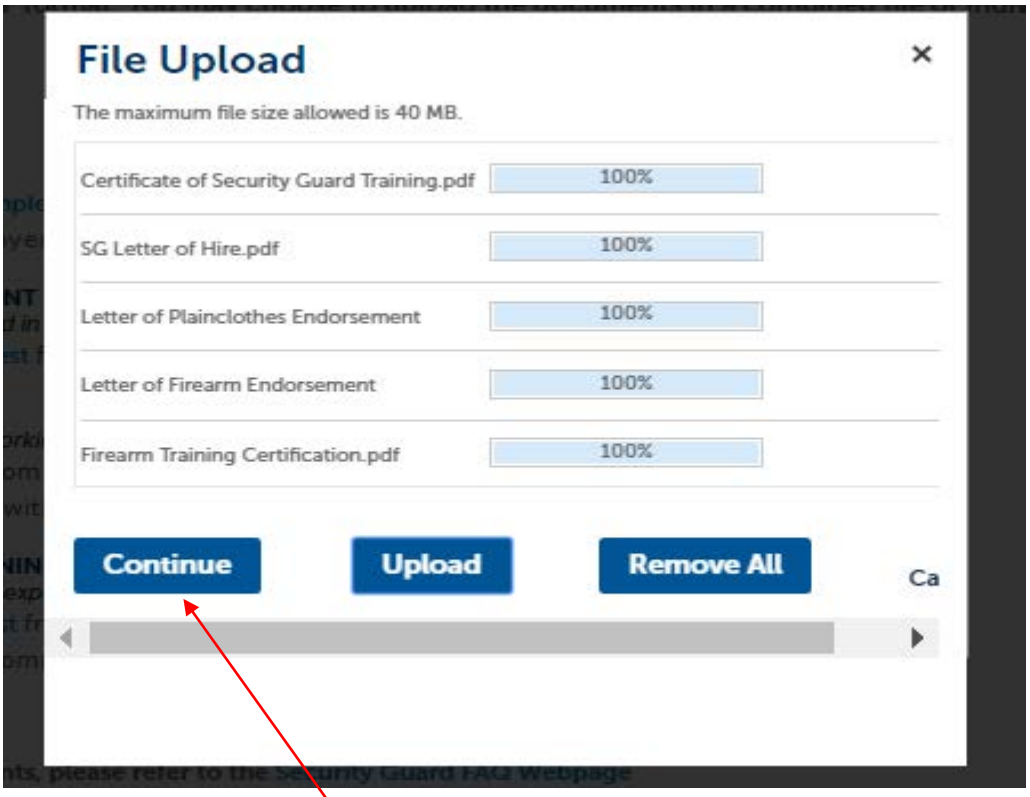
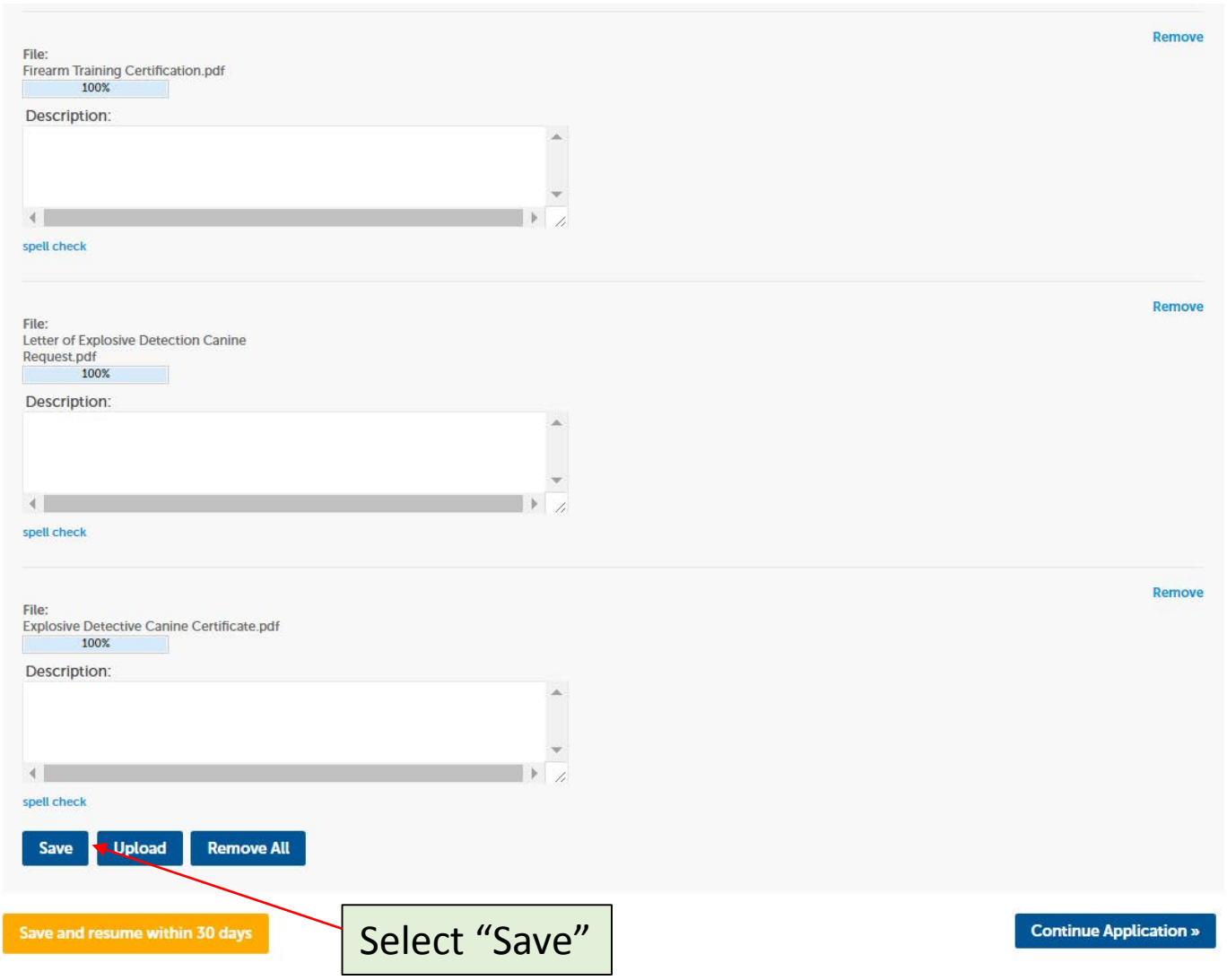
Step 2 : Application Information > Required Documents
*indicates a required field.
Required Documents
Please upload the following documents in PDF format. You may choose to upload the documents in a combined file or individually as long as all documents are present.
Incomplete applications will be rejected.
ALL SECURITY GUARDS
A Certificate of Security Guard Training Completion completed within the past 60 days
A Letter of Hire from your intended employer(s) completed within the past 60 days
ADDITIONAL FOR A PLAINCLOTHES ENDORSEMENT
This endorsement allows you to work as a security guard in regular clothes rather than your employer's approved uniform for specific events
A Letter of Plainclothes Endorsement Request from your intended employer(s) completed within the past 60 days
ADDITIONAL FOR A FIREARM ENDORSEMENT
This endorsement allows you to carry a firearm while working as a security guard
A Letter of Firearm Endorsement Request from your intended employer(s) completed within the past 60 days
A Firearm Training Certification completed within the past 6 months
ADDITIONAL FOR AN EXPLOSIVE DETECTION CANINE ENDORSEMENT
This endorsement allows you to be accompanied by an explosive detection canine while working as a security guard
Letter of Explosive Detection Canine Request from your intended employer(s) completed within the past 60 days
An Explosive Detection Canine Certificate completed within the past 60 days
For more information about any of these documents, please refer to the Security Guard FAQ Webpage
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
No records found.
Upload
Select “Upload”
Save and resume within 30 days
Continue Application »

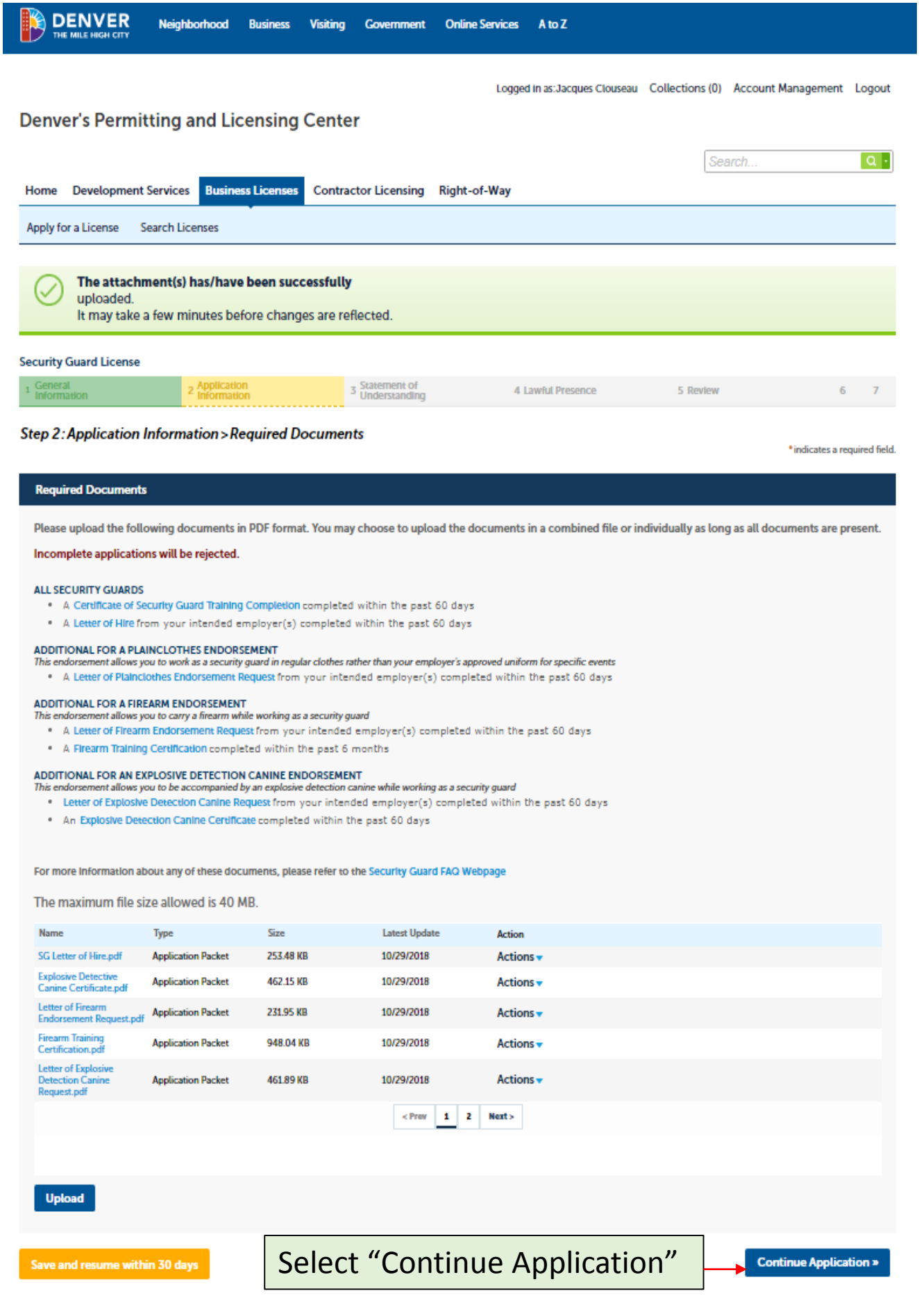


A box will pop-up for you to upload your documents. Click on “Upload” then select the appropriate files from your computer to upload the files.



Select “Continue”


Remove
File:
Firearm Training Certification.pdf
100%
Description:
spell check
Remove
File:
Letter of Explosive Detection Canine
Request.pdf
100%
Description:
spell check
Remove
File:
Explosive Detective Canine Certificate.pdf
100%
Description:
spell check
Save
Upload
Remove All
Save and resume within 30 days
Select “Save”
Continue Application »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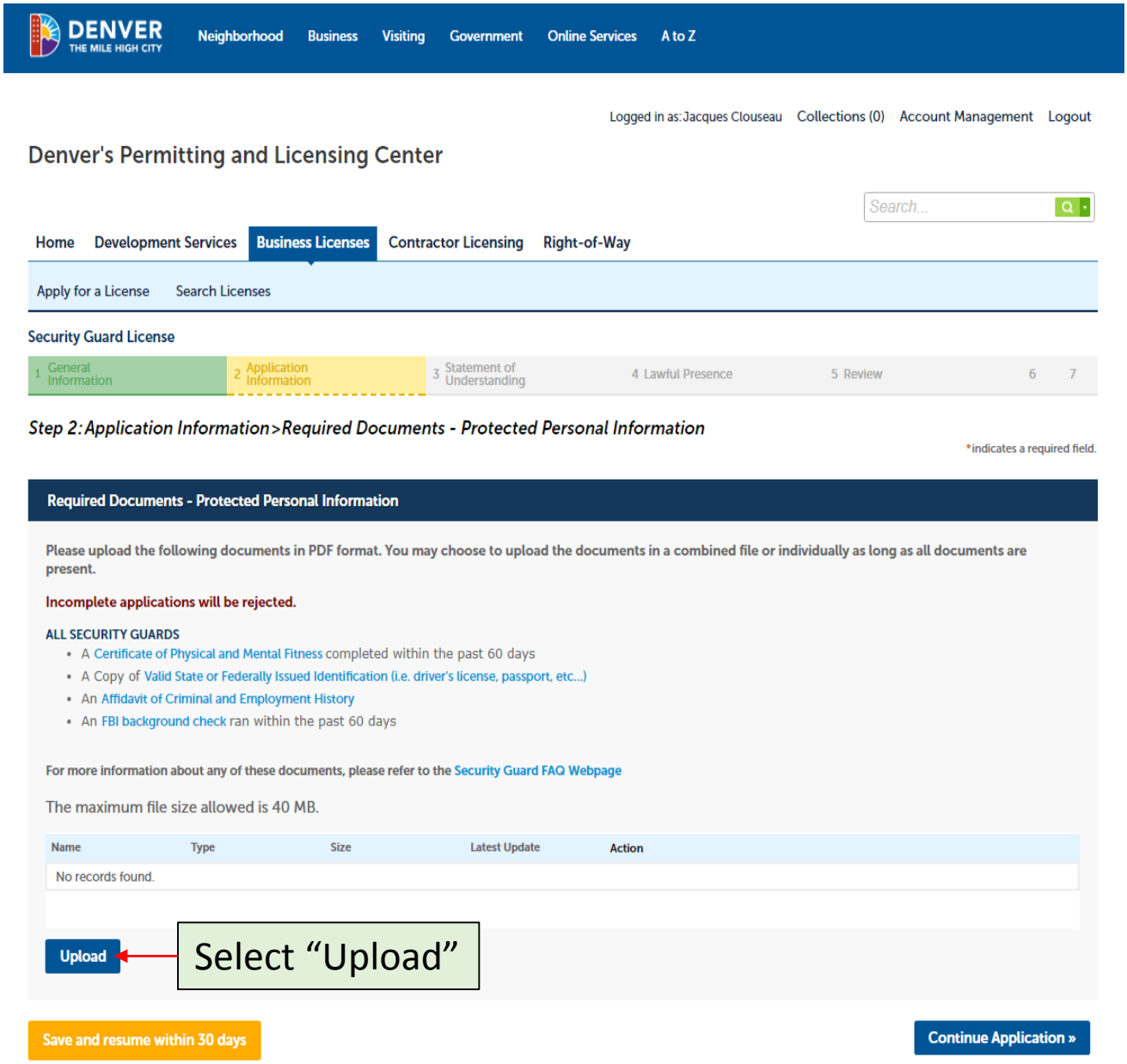
A to Z
Logged in as:Jacques Clouseau
Collections (0)
Account Management
Logout
Denver's Permitting and Licensing Center
Search...
Home
Development Services
Business Licenses
Contractor Licensing
Right-of-Way
Apply for a License
Search Licenses
The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.
Security Guard License
1 General Information
2 Application Information
3 Statement of Understanding
4 Lawful Presence
5 Review
6
7
Step 2: Application Information > Required Documents
* indicates a required field.
Required Documents
Please upload the following documents in PDF format. You may choose to upload the documents in a combined file or individually as long as all documents are present.
Incomplete applications will be rejected.
ALL SECURITY GUARDS
A Certificate of Security Guard Training Completion completed within the past 60 days
A Letter of Hire from your intended employer(s) completed within the past 60 days
ADDITIONAL FOR A PLAINCLOTHES ENDORSEMENT
This endorsement allows you to work as a security guard in regular clothes rather than your employer's approved uniform for specific events
A Letter of Plainclothes Endorsement Request from your intended employer(s) completed within the past 60 days
ADDITIONAL FOR A FIREARM ENDORSEMENT
This endorsement allows you to carry a firearm while working as a security guard
A Letter of Firearm Endorsement Request from your intended employer(s) completed within the past 60 days
A Firearm Training Certification completed within the past 6 months
ADDITIONAL FOR AN EXPLOSIVE DETECTION CANINE ENDORSEMENT
This endorsement allows you to be accompanied by an explosive detection canine while working as a security guard
Letter of Explosive Detection Canine Request from your intended employer(s) completed within the past 60 days
An Explosive Detection Canine Certificate completed within the past 60 days
For more information about any of these documents, please refer to the Security Guard FAQ Webpage
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
SG Letter of Hire.pdf
Application Packet
253.48 KB
10/29/2018
Actions
Explosive Detective Canine Certificate.pdf
Application Packet
462.15 KB
10/29/2018
Actions
Letter of Firearm Endorsement Request.pdf
Application Packet
231.95 KB
10/29/2018
Actions
Firearm Training Certification.pdf
Application Packet
948.04 KB
10/29/2018
Actions
Letter of Explosive Detection Canine Request.pdf
Application Packet
461.89 KB
10/29/2018
Actions
< Prev
1
2
Next >
Upload
Save and resume within 30 days
Select “Continue Application”
Continue Application »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Search Licenses
Security Guard License
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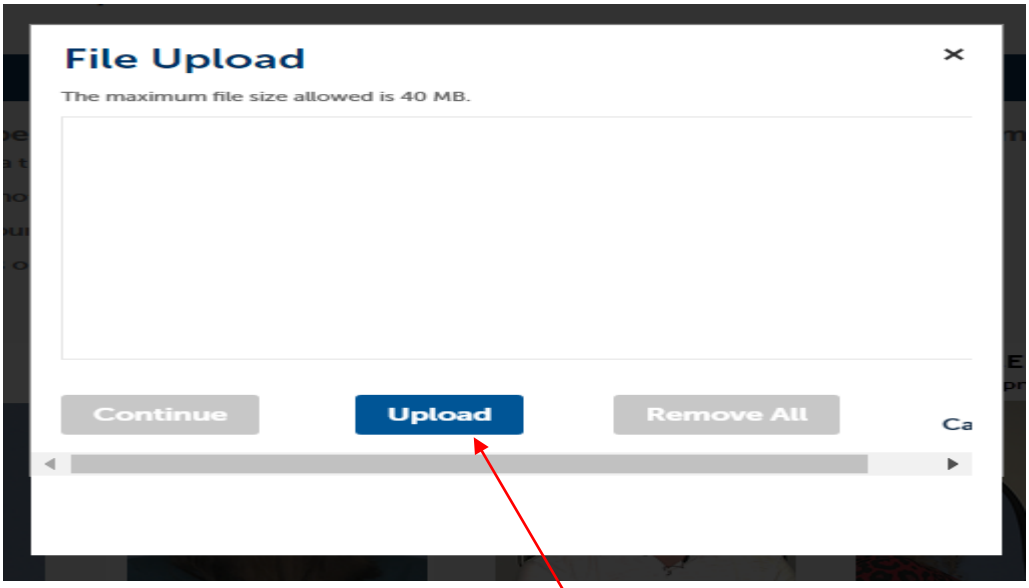
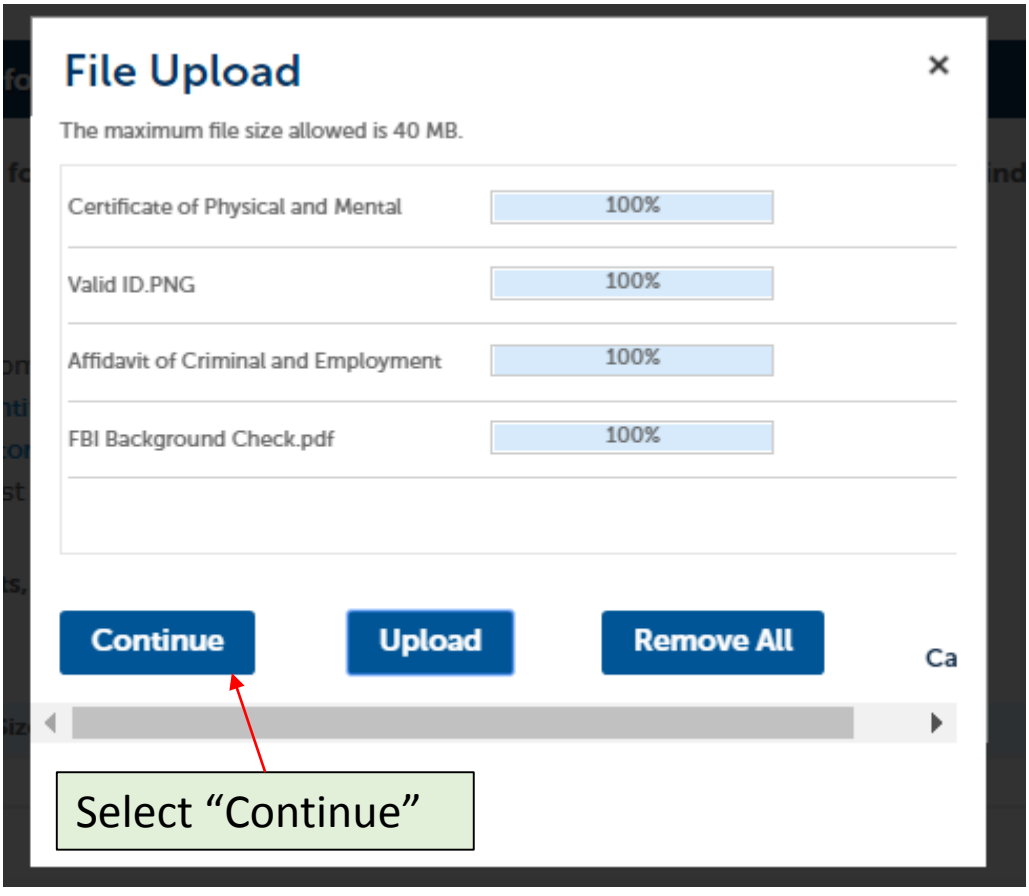
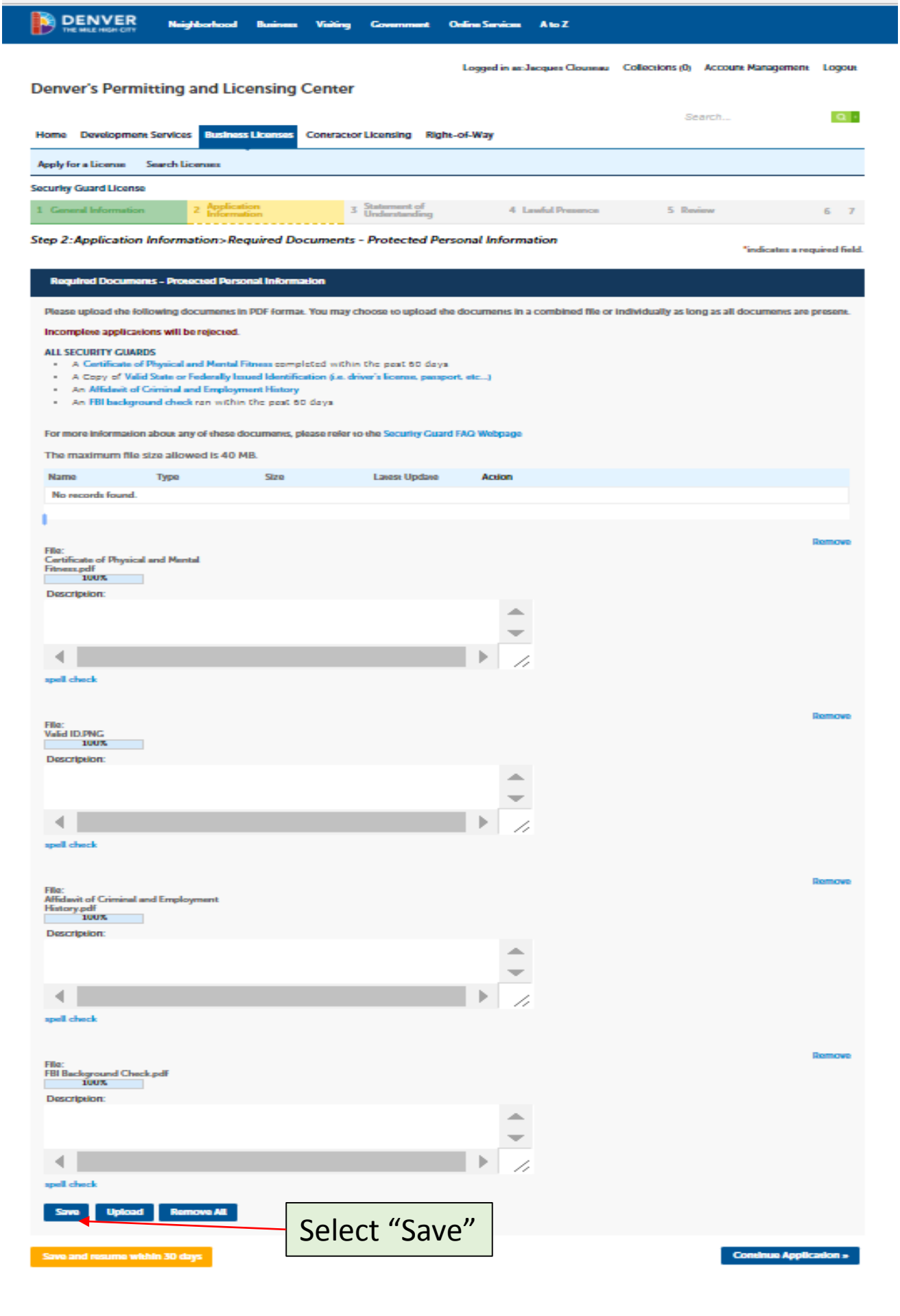
Step 2:Application Information>Required Documents - Protected Personal Information
*indicates a required field.
Required Documents - Protected Personal Information
Please upload the following documents in PDF format. You may choose to upload the documents in a combined file or individually as long as all documents are present.
Incomplete applications will be rejected.
ALL SECURITY GUARDS
A Certificate of Physical and Mental Fitness completed within the past 60 days
A Copy of Valid State or Federally Issued Identification (i.e. driver's license, passport, etc...)
An Affidavit of Criminal and Employment History
An FBI background check ran within the past 60 days
For more information about any of these documents, please refer to the Security Guard FAQ Webpage
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
No records found.
Upload
Select "Upload"
Save and resume within 30 days
Continue Application »



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



Select “Continue”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Search Licenses
Security Guard License
1 General Information
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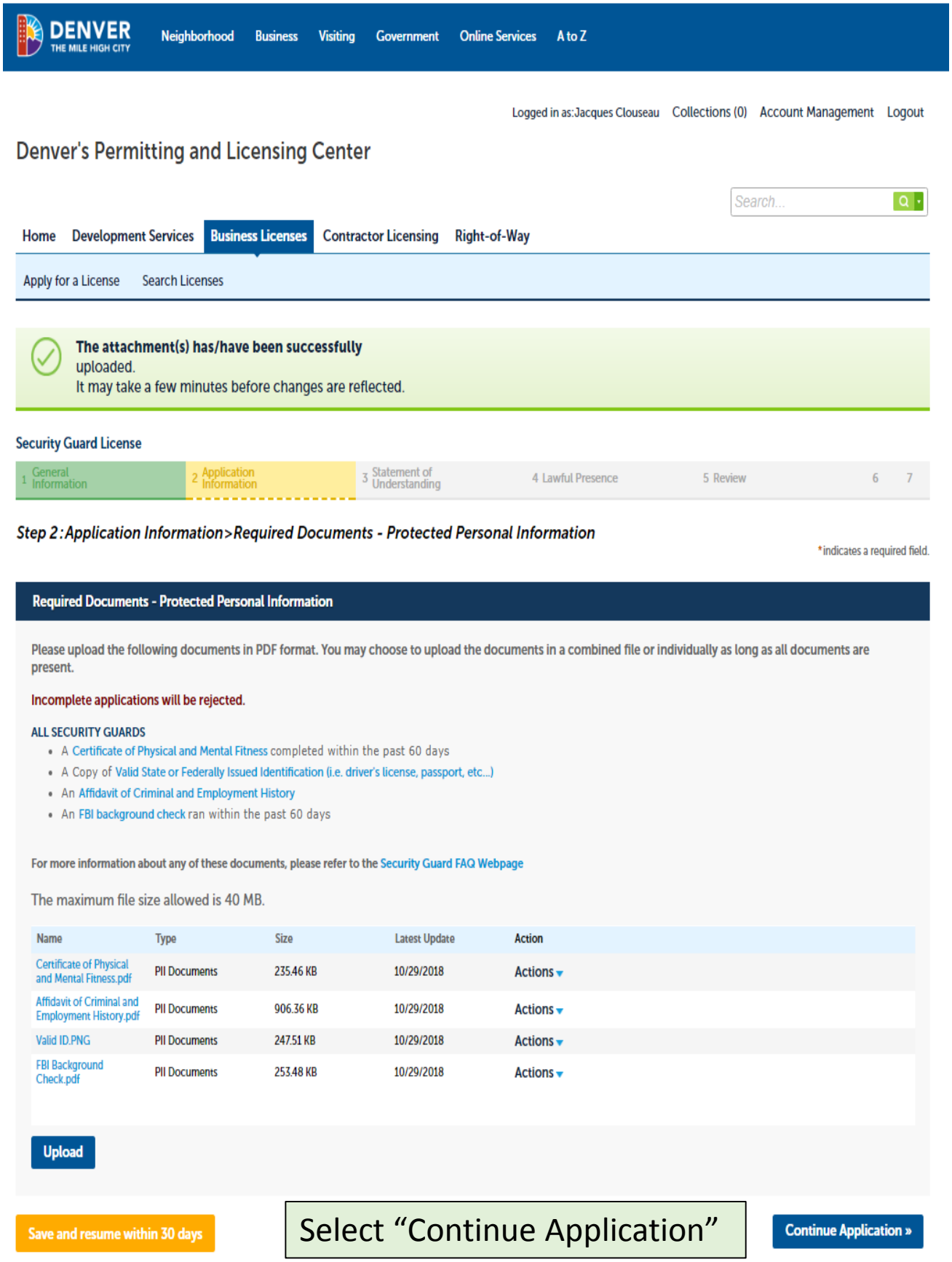
3 Statement of Understanding
4 Lawful Presence
5 Review
6
7
Step 2: Application Information > Required Documents - Protected Personal Information
*indicates a required field.
Required Documents - Protected Personal Information
Please upload the following documents in PDF format. You may choose to upload the documents in a combined file or individually as long as all documents are present.
Incomplete applications will be rejected.
ALL SECURITY GUARDS
A Certificate of Physical and Mental Fitness completed within the past 60 days
A Copy of Valid State or Federally Issued Identification (i.e. driver's license, passport, etc...)
An Affidavit of Criminal and Employment History
An FBI background check ran within the past 60 days
For more information about any of these documents, please refer to the Security Guard FAQ Webpage
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
No records found.
Remove
File:
Certificate of Physical and Mental Fitness.pdf
100%
Description:
spell check
Remove
File:
Valid ID.PNG
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
Select "Save"
Save and resume within 30 days
Continue Application »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Search Licenses
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Security Guard License
1 General Information
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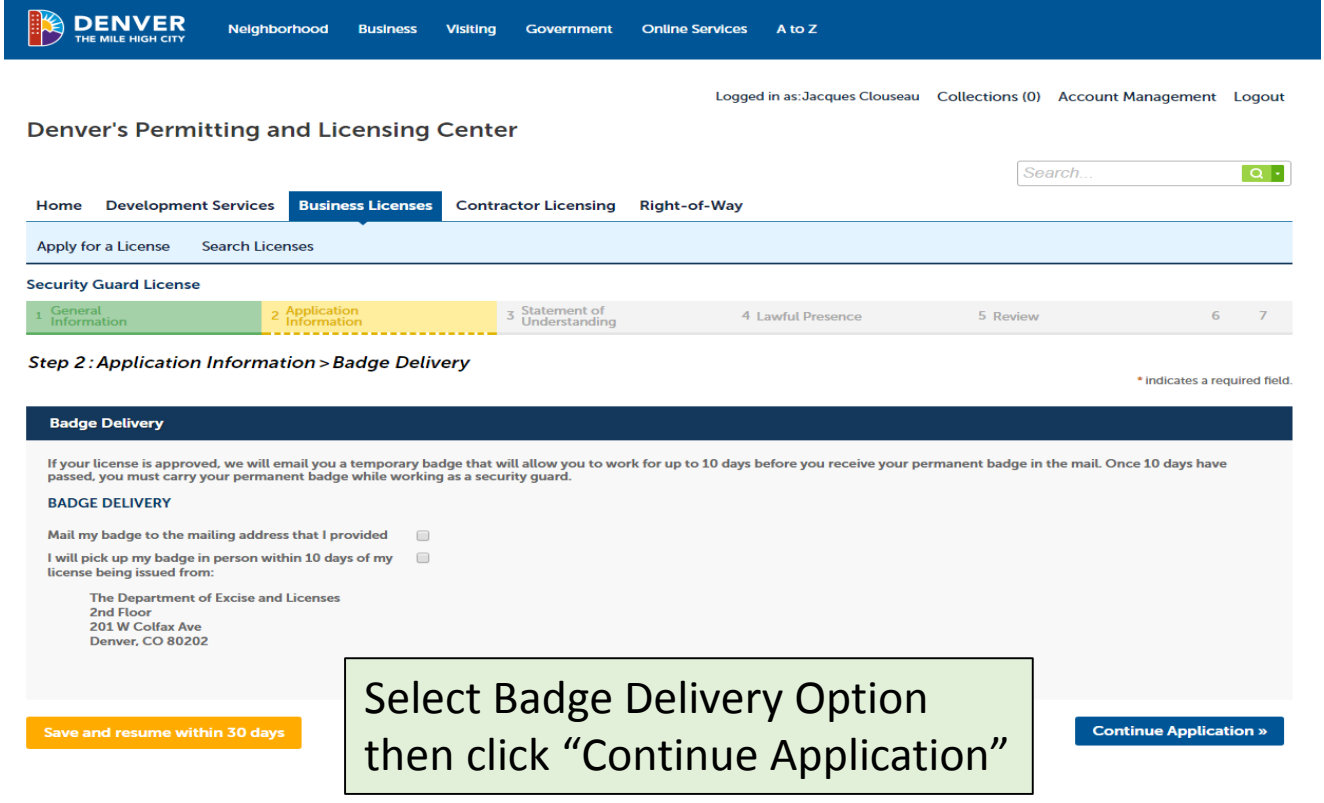
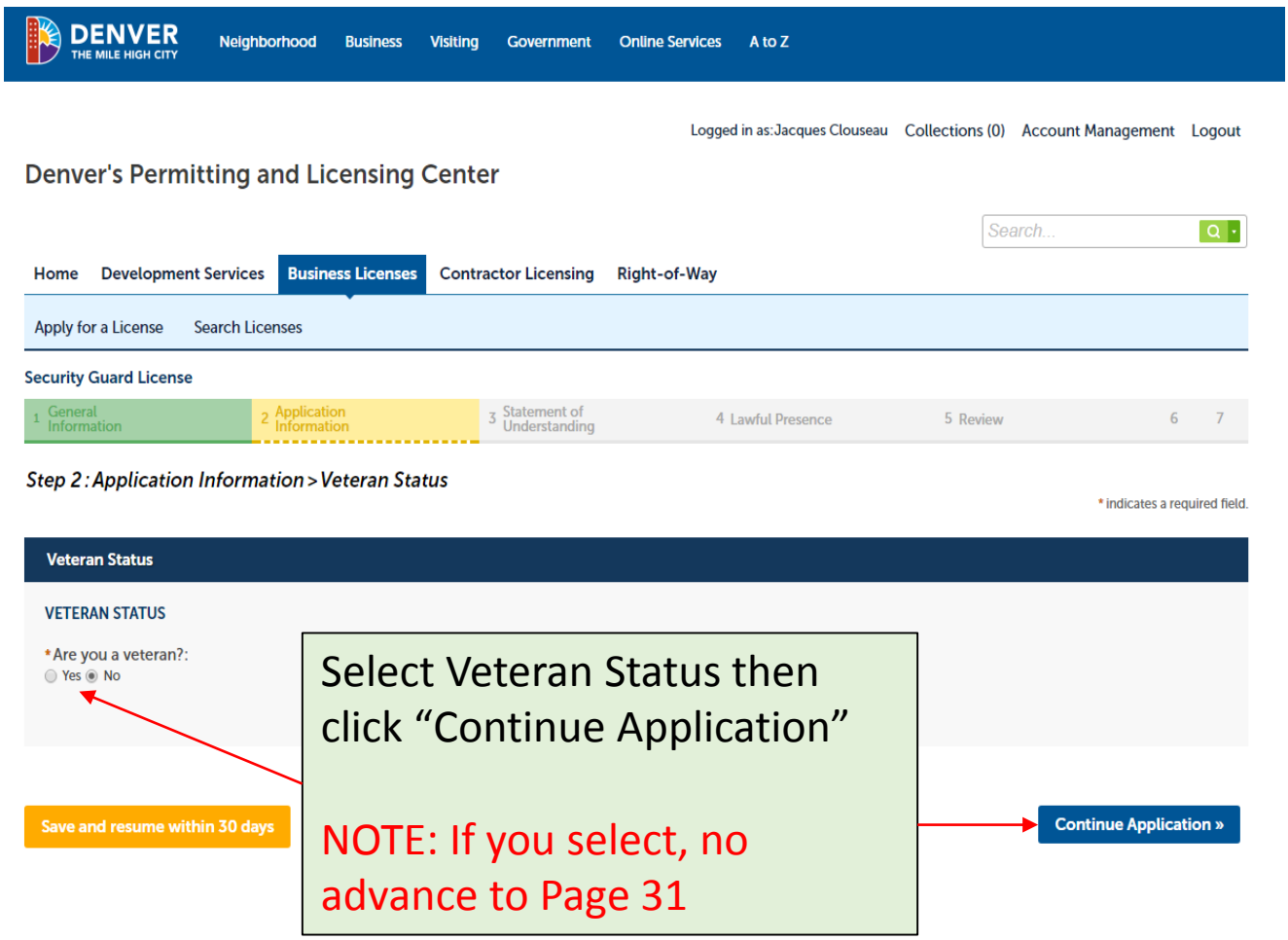
3 Statement of Understanding
4 Lawful Presence
5 Review
6
7
Step 2 :Application Information>Required Documents - Protected Personal Information
*indicates a required field.
Required Documents - Protected Personal Information
Please upload the following documents in PDF format. You may choose to upload the documents in a combined file or individually as long as all documents are present.
Incomplete applications will be rejected.
ALL SECURITY GUARDS
A Certificate of Physical and Mental Fitness completed within the past 60 days
A Copy of Valid State or Federally Issued Identification (i.e. driver's license, passport, etc...)
An Affidavit of Criminal and Employment History
An FBI background check ran within the past 60 days
For more information about any of these documents, please refer to the Security Guard FAQ Webpage
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
Certificate of Physical and Mental Fitness.pdf
PII Documents
235.46 KB
10/29/2018
Actions
Affidavit of Criminal and Employment History.pdf
PII Documents
906.36 KB
10/29/2018
Actions
Valid ID.PNG
PII Documents
247.51 KB
10/29/2018
Actions
FBI Background Check.pdf
PII Documents
253.48 KB
10/29/2018
Actions
Upload
Save and resume within 30 days
Select "Continue Application"
Continue Application »

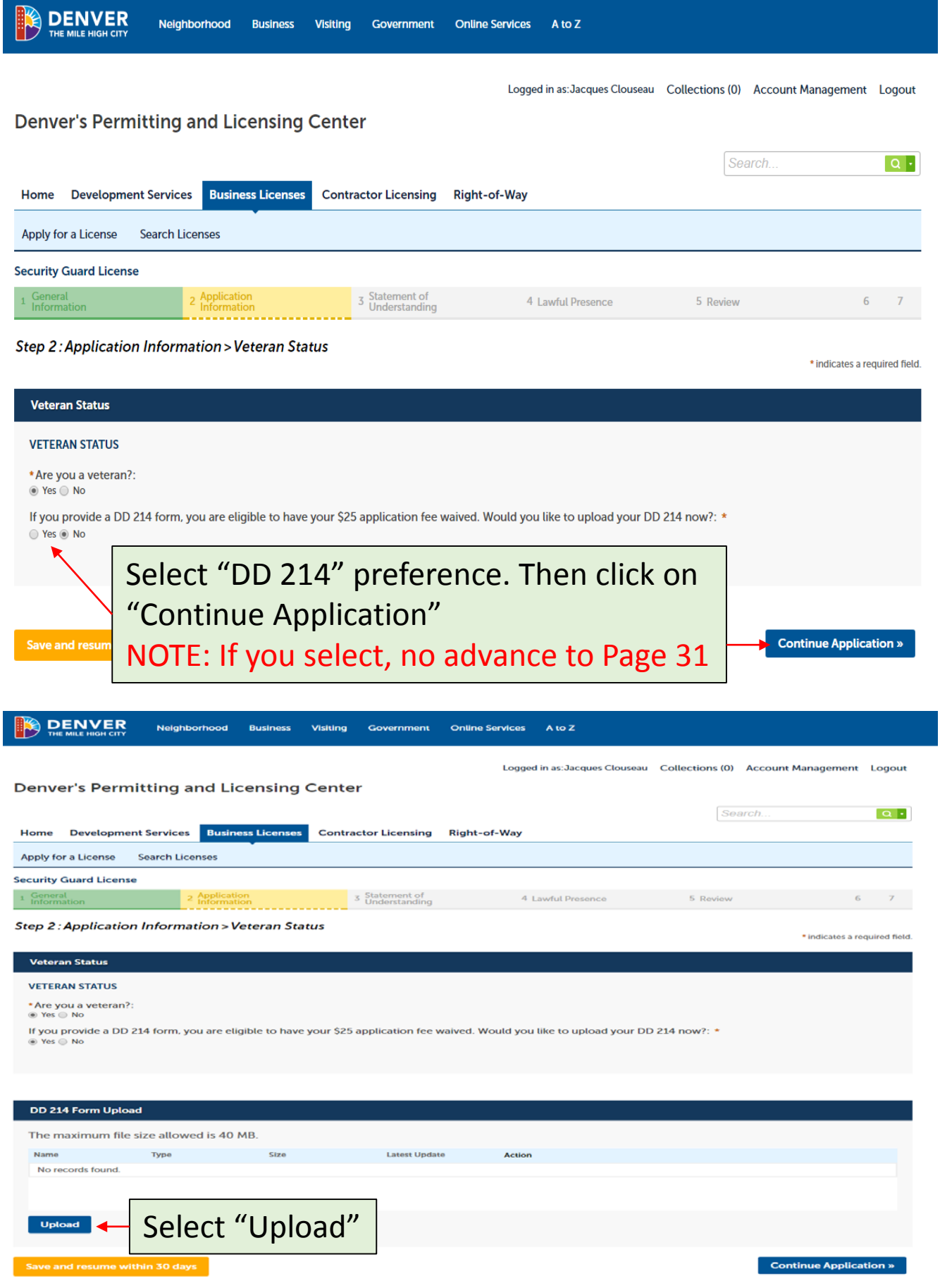


Select Badge Delivery Option then click “Continue Application”



Select Veteran Status then click “Continue Application”

NOTE: If you select, no advance to Page 31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A to Z
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Contractor Licensing
Right-of-Way
Apply for a License
Search Licenses
Security Guard License
1 General Information
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4 Lawful Presence
5 Review
6
7
Step 2 : Application Information > Veteran Status
* indicates a required field.
Veteran Status
VETERAN STATUS
*Are you a veteran?:
Yes
No
If you provide a DD 214 form, you are eligible to have your $25 application fee waived. Would you like to upload your DD 214 now?: *
Yes
No
Select “DD 214” preference. Then click on “Continue Application”
NOTE: If you select, no advance to Page 31
Save and resum
Continue Application »
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A to Z
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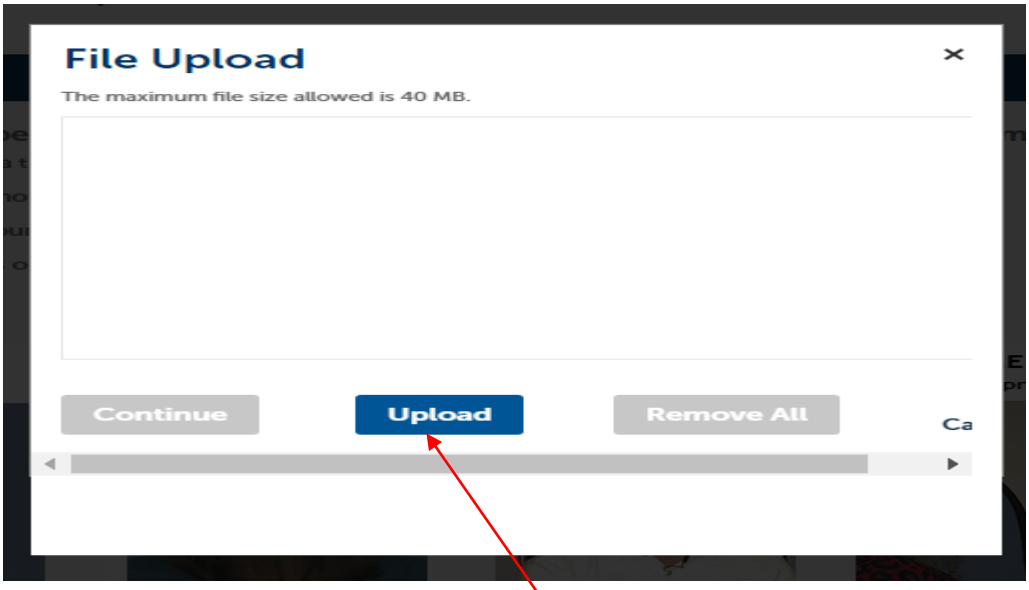
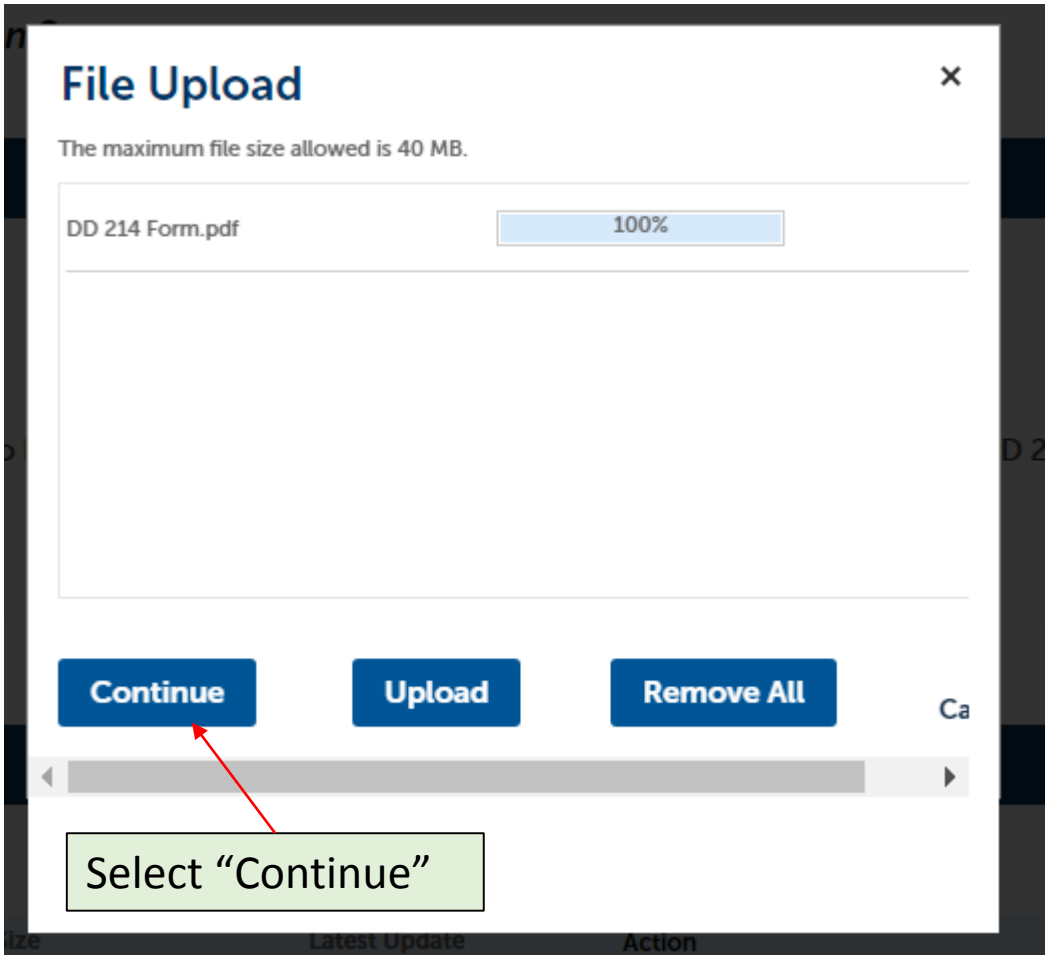
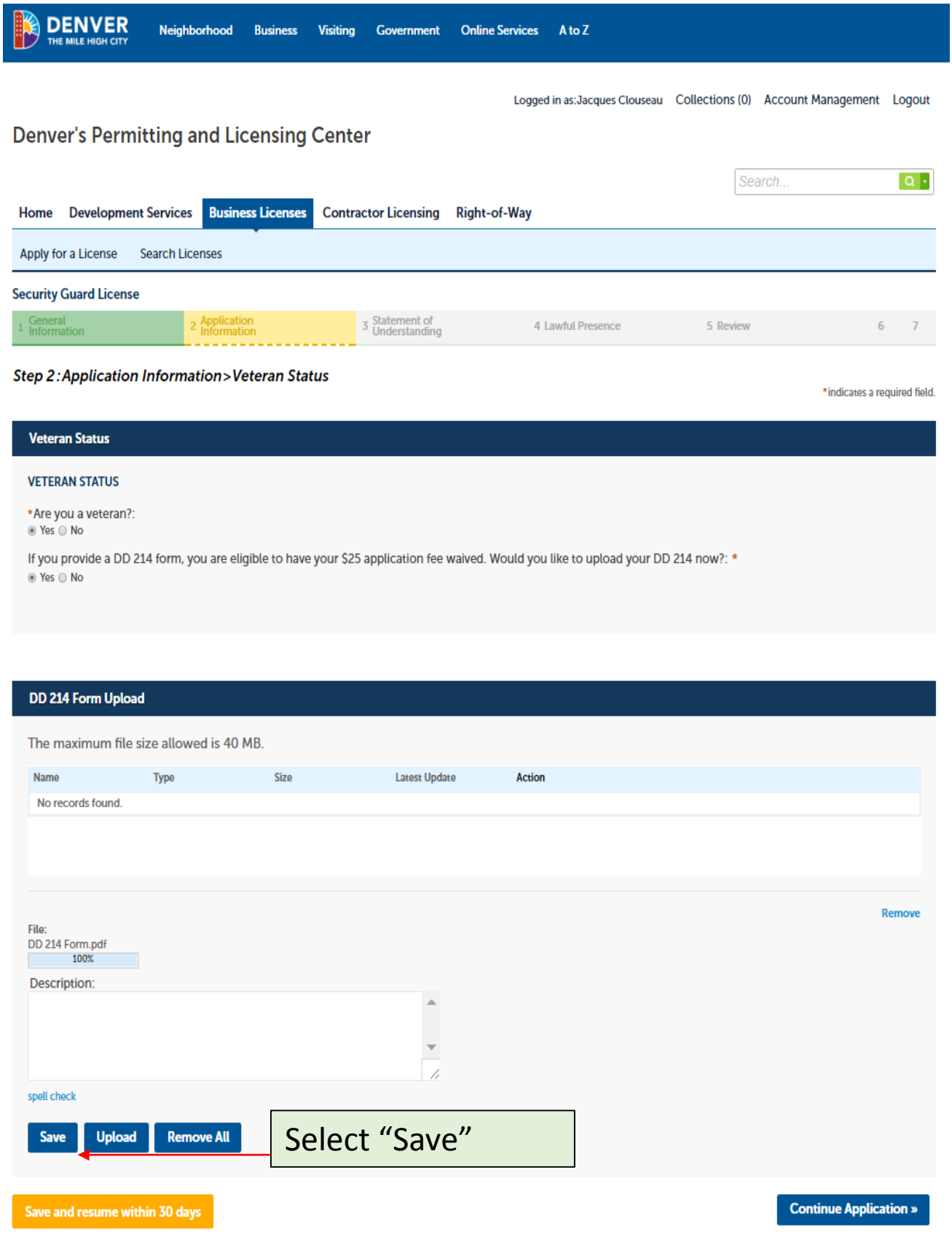
Search Licenses
Security Guard License
1 General Information
2 Application Information
3 Statement of Understanding
4 Lawful Presence
5 Review
6
7
Step 2 : Application Information > Veteran Status
* indicates a required field.
Veteran Status
VETERAN STATUS
*Are you a veteran?:
Yes
No
If you provide a DD 214 form, you are eligible to have your $25 application fee waived. Would you like to upload your DD 214 now?: *
Yes
No
DD 214 Form Upload
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
No records found.
Upload
Select “Upload”
Save and resume within 30 days
Continue Application »



A box will pop-up for you to upload your DD 214. Click on “Upload” then select the appropriate file from your computer to upload the file.

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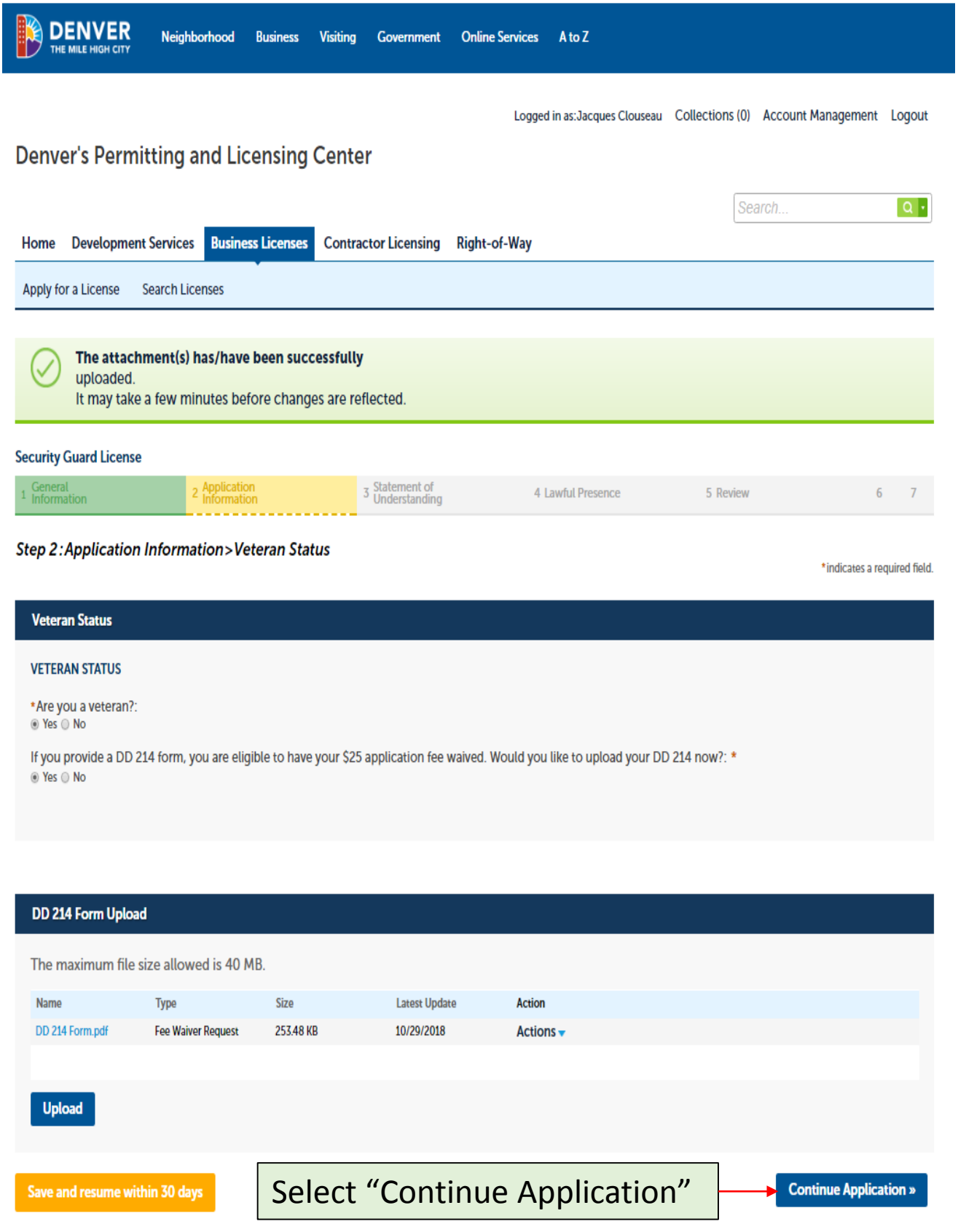
Apply for a License
Search Licenses
Security Guard License
1 General Information
2 Application Information
3 Statement of Understanding
4 Lawful Presence
5 Review
6
7
Step 2: Application Information > Veteran Status
*indicates a required field.
Veteran Status
VETERAN STATUS
*Are you a veteran?:
Yes
No
If you provide a DD 214 form, you are eligible to have your $25 application fee waived. Would you like to upload your DD 214 now?: *
Yes
No
DD 214 Form Upload
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
No records found.
Remove
File:
DD 214 Form.pdf
100%
Description:
spell check
Save
Upload
Remove All
Select "Save"
Save and resume within 30 days
Continue Application »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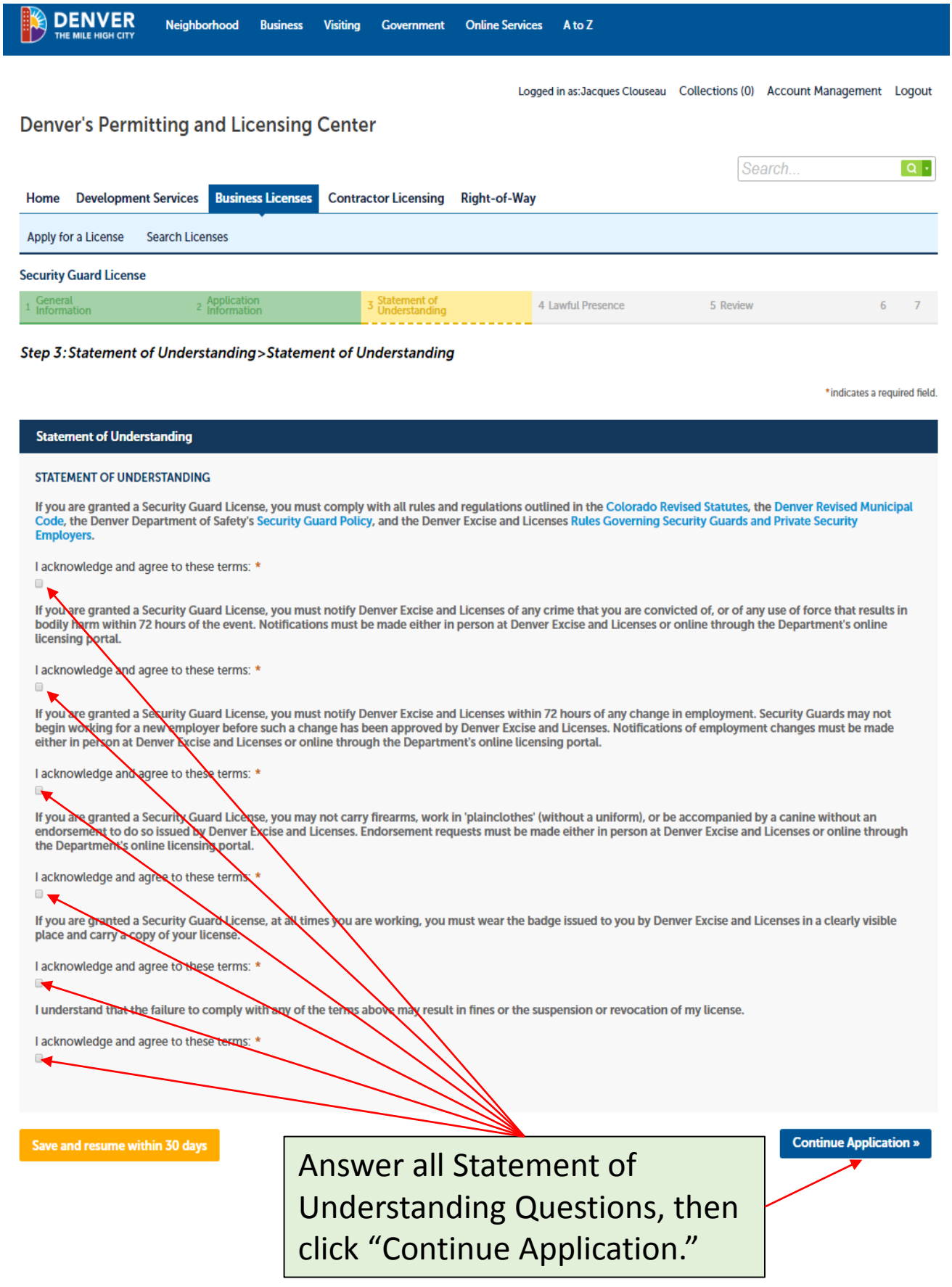
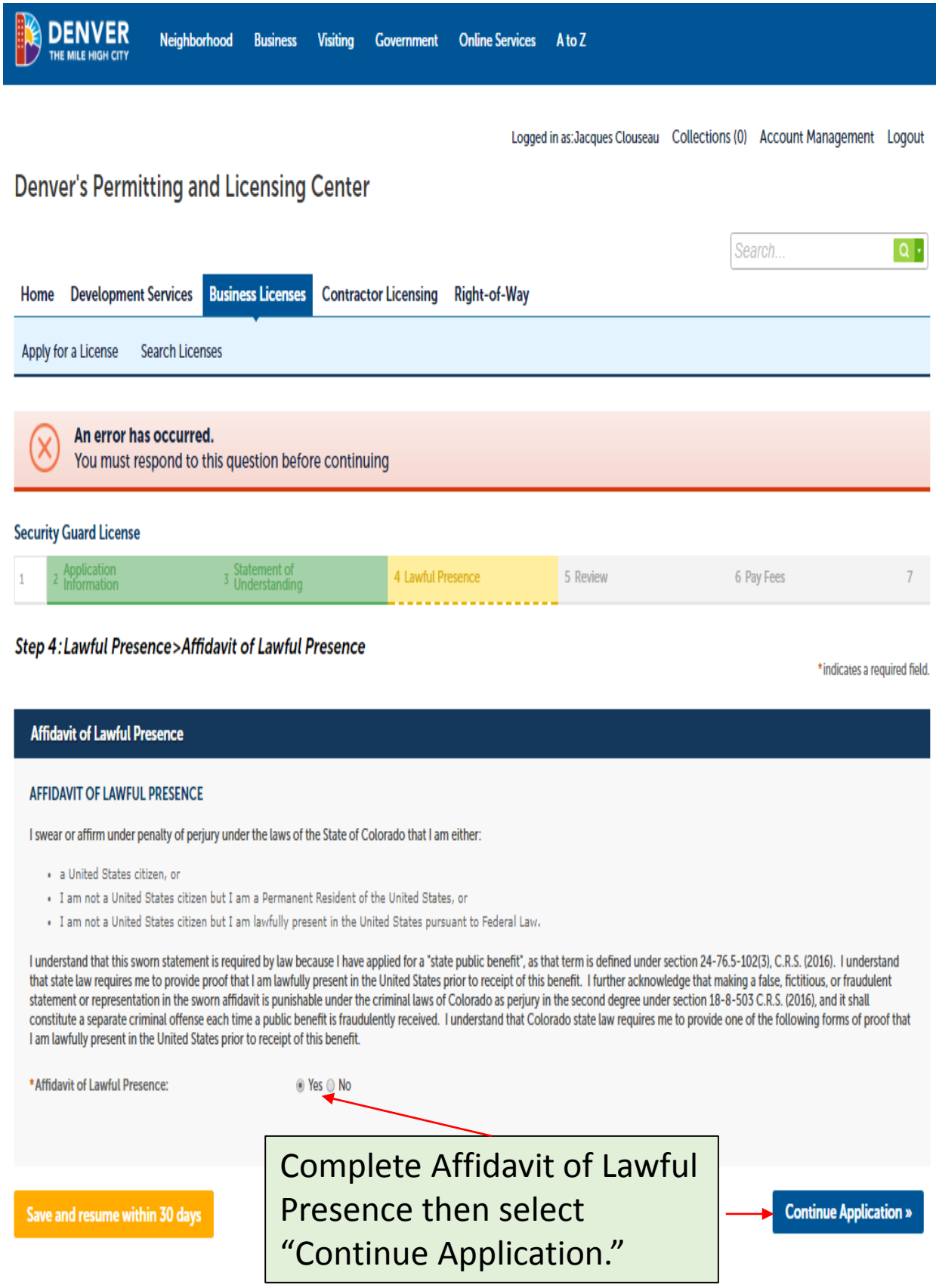
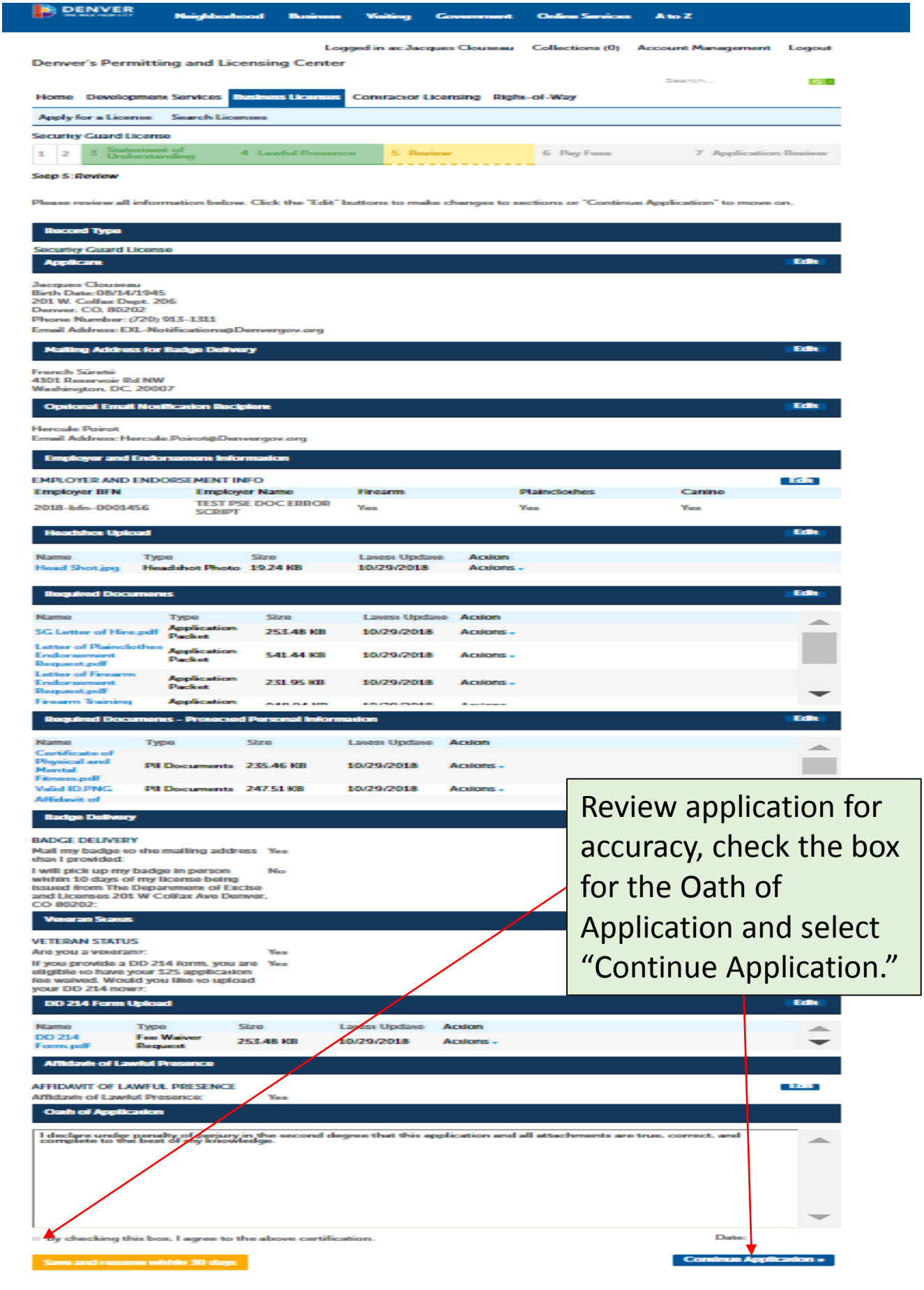
Contractor Licensing
Right-of-Way
Apply for a License
Search Licenses
The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.
Security Guard License
1 General Information
2 Application Information
3 Statement of Understanding
4 Lawful Presence
5 Review
6
7
Step 2:Application Information>Veteran Status
*indicates a required field.
Veteran Status
VETERAN STATUS
*Are you a veteran?:
Yes No
If you provide a DD 214 form, you are eligible to have your $25 application fee waived. Would you like to upload your DD 214 now?: *
Yes No
DD 214 Form Upload
The maximum file size allowed is 40 MB.
Name
Type
Size
Latest Update
Action
DD 214 Form.pdf
Fee Waiver Request
253.48 KB
10/29/2018
Actions
Upload
Save and resume within 30 days
Select “Continue Application”
Continue Application »



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



Complete Affidavit of Lawful Presence then select "Continue Application."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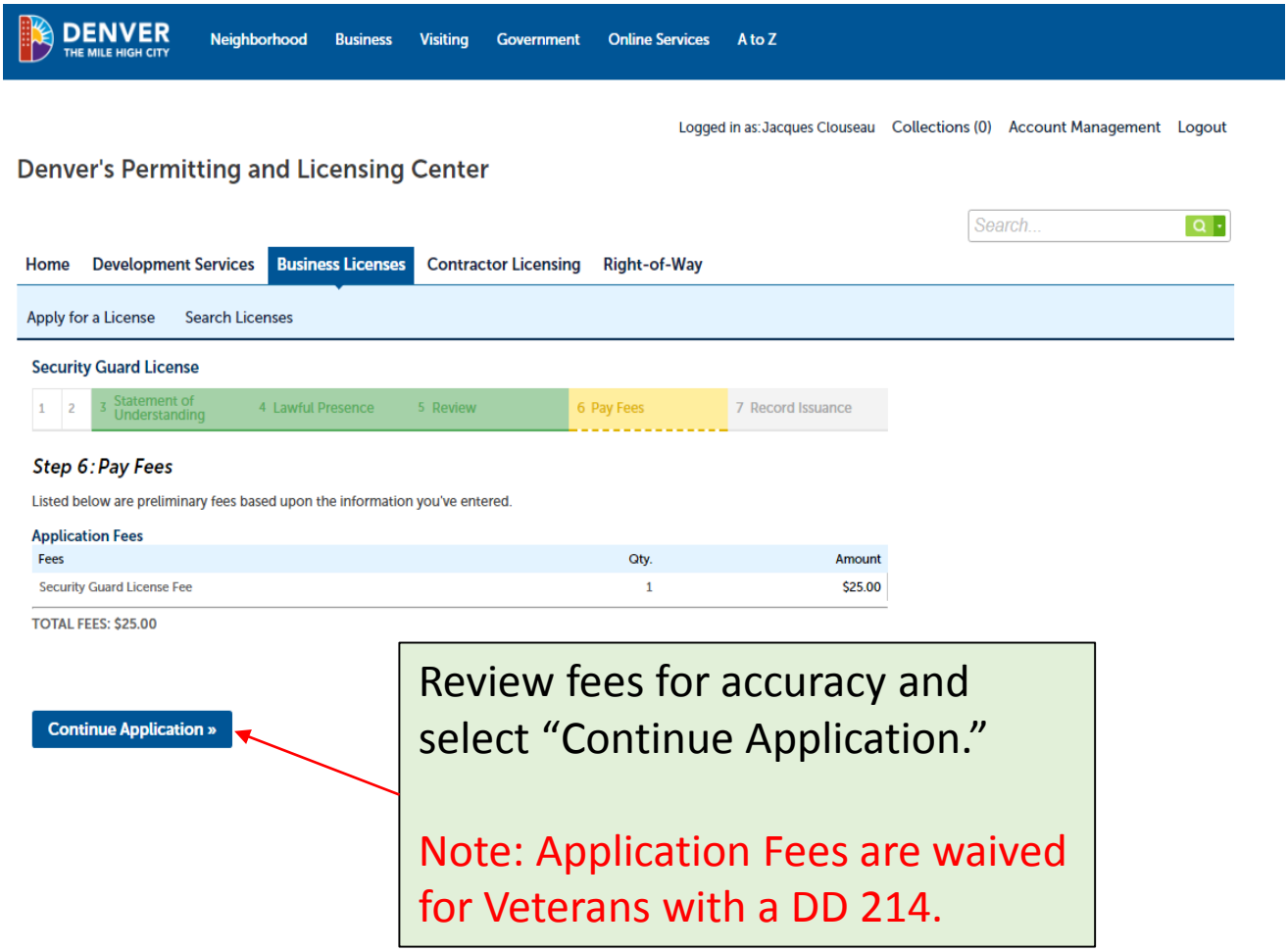
Apply for a License
Search Licenses
Security Guard License
1
2
3 Statement of Understanding
4 Lawful Presence
5 Review
6 Pay Fees
7 Application Review
Step 5: Review
Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.
Record Type
Security Guard License
Applicant
Edit
Jacques Clouseau
Birth Date: 08/14/1945
201 W. Colfax Dept. 206
Denver, CO, 80202
Phone Number: (720) 913-1311
Email Address: EXL-Notifications@Denvergov.org
Mailing Address for Badge Delivery
Edit
French Sûreté
4801 Reservoir Rd NW
Washington, DC, 20007
Optional Email Notification Recipient
Edit
Hercule Poirot
Email Address: Hercule.Poirot@Denvergov.org
Employer and Endorsement Information
EMPLOYER AND ENDORSEMENT INFO
Edit
Employer BFN
Employer Name
Firearm
Plainclothes
Canine
2018-bfn-0001456
TEST PSE DOC ERROR SCRIPT
Yes
Yes
Yes
Headshot Upload
Edit
Name
Type
Size
Latest Update
Action
Head Shot.jpg
Headshot Photo
19.24 KB
10/29/2018
Actions
Required Documents
Edit
Name
Type
Size
Latest Update
Action
SG Letter of Hire.pdf
Application Packet
253.48 KB
10/29/2018
Actions
Letter of Plainclothes Endorsement Request.pdf
Application Packet
541.44 KB
10/29/2018
Actions
Letter of Firearm Endorsement Request.pdf
Application Packet
231.95 KB
10/29/2018
Actions
Firearm Training
Application
Required Documents - Processed Personal Information
Edit
Name
Type
Size
Latest Update
Action
Certificate of Physical and Mental Fitness.pdf
PII Documents
235.46 KB
10/29/2018
Actions
Valid ID.PNG
PII Documents
247.51 KB
10/29/2018
Actions
Affidavit of
Badge Delivery
BADGE DELIVERY
Mail my badge to the mailing address that I provided:
Yes
I will pick up my badge in person within 10 days of my license being issued from The Department of Excise and Licenses 201 W Colfax Ave Denver, CO 80202:
No
Veteran Status
VETERAN STATUS
Are you a veteran?:
Yes
If you provide a DD 214 form, you are eligible to have your $25 application fee waived. Would you like to upload your DD 214 now?:
Yes
DD 214 Form Upload
Edit
Name
Type
Size
Latest Update
Action
DD 214 Form.pdf
Fee Waiver Request
253.48 KB
10/29/2018
Actions
Affidavit of Lawful Presence
AFFIDAVIT OF LAWFUL PRESENCE
Edit
Affidavit of Lawful Presence:
Yes
Oath of Application
I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge.
By checking this box, I agree to the above certification.
Date:
Save and resume within 30 days
Continue Application
Review application for accuracy, check the box for the Oath of Application and select "Continue Application."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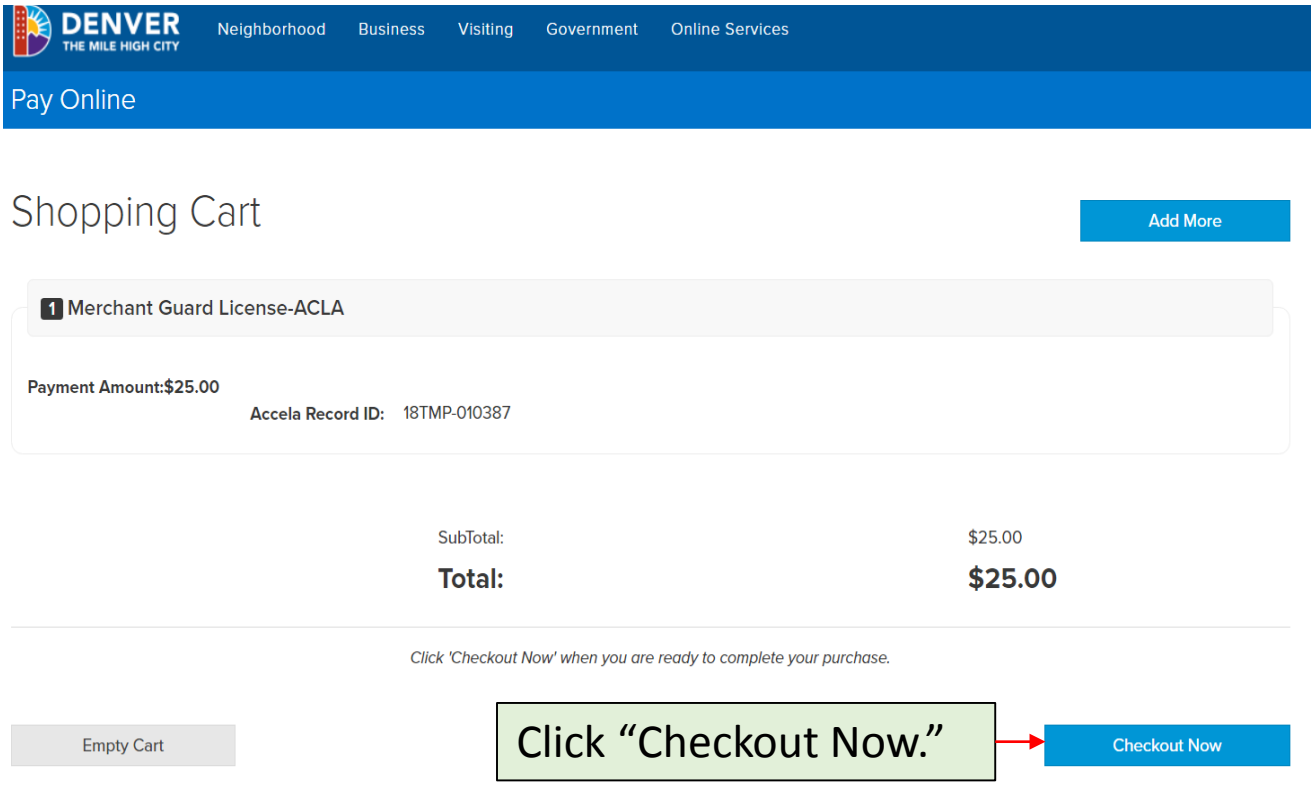
Apply for a License
Search Licenses
Security Guard License
1
2
3 Statement of Understanding
4 Lawful Presence
5 Review
6 Pay Fees
7 Record Issuance
Step 6: Pay Fees
Listed below are preliminary fees based upon the information you've entered.
Application Fees
Fees
Qty.
Amount
Security Guard License Fee
1
$25.00
TOTAL FEES: $25.00
Continue Application »
Review fees for accuracy and select "Continue Application."
Note: Application Fees are waived for Veterans with a DD 214.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Business
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Government
Online Services
Pay Online
Shopping Cart
Add More
1 Merchant Guard License-ACLA
Payment Amount:$25.00
Accela Record ID: 18TMP-010387
SubTotal:
$25.00
Total:
$25.00
Click 'Checkout Now' when you are ready to complete your purchase.
Empty Cart
Click "Checkout Now."
Checkout Now

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Pay Online

Make a Payment

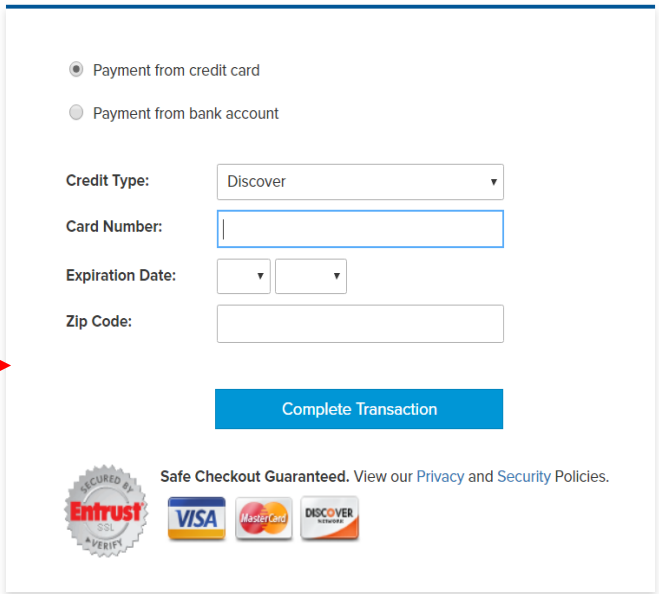
View Cart | Return

Item Charges

SubTotal: $25.00

Total: $25.00

Input Payment Information and select "Complete Transaction."



DENVER THE MILE HIGH CITY | Neighborhood | Business | Visiting | Government | Online Services

Pay Online

Your transaction was completed successfully. Please print a copy of this receipt for your records.

Transaction ID #: 4806363
Issued: 29-Oct-2018 01:32 PM

Description

1 Merchant Guard License-ACLA

Payment Amount:$25.00

Accela Record ID: 18TMP-010387

SubTotal: $25.00

Total: $25.00

Payment: Discover - **********0208 - 05/29 USD$25.00
Reference Number:
Authorization Number: TEST
Response Code: