



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
Special Licensing & Firearms Unit



(Rev 1/14/19)

**ADMINISTRATIVE DIRECTIVES FOR SECURITY OFFICER'S TRAINING
CERTIFICATION IDENTIFICATION CARD**

To obtain a **Security Officer's Training Certification Identification Card** you must complete the following requirements:

- 1) A security officer's identification application (DPS-135-C)
PLEASE ADD Email Address to application.
Course waived for active military or honorable separation within the last two years.
Police officers waived for Letter of Separation.
- 2) One (1) color photographs, 2" x 2" (passport style, SOLID background);
- 3) The following **fee of \$100.00 must be submitted** with the application (DPS-135C) form;
(Application fee of \$100.00 waived for military with proof of DD-214 (within last 2 years) or Military ID with MOS
- 4) Fingerprint fees **MUST BE PAID ON LINE** prior to submission of paperwork (SEE ATTACHED INSTRUCTIONS)
 - a. Fingerprint Card may be submitted with application **ONLY** if accompanied with a copy of the **APPLICANT TRACKING NUMBER.**
 - b. Fingerprint card (if printed at CSP Headquarters/or branch offices will be retained at time of fingerprinting; Therefore, a **COPY** of the applicant tracking number and/or receipt of fingerprinting must be submitted.
- 5) Copy of current Connecticut Driver's License;
- 6) Papers of Naturalization, if applicable; AND
- 7) Signed Noncriminal Justice Applicant's Privacy Rights/FBI Privacy Act Statement

One (1) separate check or money order IS needed for the above APPLICATION LICENSE.
The fee for the application must be made payable to the Treasurer, State of Connecticut.

You will be sent a receipt once all information is received and entered into the system, which will take anywhere up to 6 to 7 weeks and your guard card will be mailed to you once your backgrounds are completed.

All incomplete or incorrect application packets will be returned.

Should you have any questions, or require anything further, please do not hesitate to contact our office at (860) 685-8046.

Please submit application packets to the following address:
Department of Emergency Services and Public Protection
Special Licensing & Firearms Unit
1111 Country Club Road
Middletown, CT 06457 ATTN: Crissy Bardini

General: (860) 685-8290 Special Licensing: (860) 685-8160 Fax: (860) 685-8496
1111 Country Club Road
Middletown, CT 06457

www.ct.gov/despp

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