

ADMINISTRATIVE DIRECTIVES TO APPLICANTS SEEKING LICENSURE OR CERTIFICATION

Pursuant to Connecticut General State Statutes, Chapter 534, Section 29-152u through Section 29-161aa, the Commissioner of Public Safety may grant a license upon being satisfied after the investigation of the competency, integrity and good character of an applicant.

To expedite this character investigation and aid the investigating trooper, the following is required from the prospective applicant.

1. The enclosed application must be accurately completed and notarized;
2. Two (2) recent photographs, (2" x 2") full face, passport style;
3. Pre-enroll online for fingerprints. Payment of \$75.00 and \$13.25 paid through CCHRS (online portal). Tracking bar code should be submitted with fingerprint card if fingerprints not electronically submitted (see attached instruction sheet for pre-enrollment).
4. FBI Privacy Rights form;
5. A copy of the applicants current driving operators license;
6. If the applicant has been in the military, a copy of his/her DD-214, NGB-22 or other documentation to indicate type of discharge and reenlistment codes;
7. Motor vehicle abstract (driving record) for the past three (3) years from the motor vehicle agency in the state in which the applicant resides;
8. Four (4) letters of character reference signed by the persons providing the reference. These letters are to be sent directly from the authors to the Special Licensing & Firearms Unit. The letters must include the addresses and telephone numbers of the authors; **Letters sent by the applicant's immediate family and form letters are not acceptable and will be returned.** We will not accept those letters mailed to or hand carried by the applicant. The letters must be submitted directly to this office within 60 days of submission of the application;
9. If the applicant is retired or separated from a Federal, State or Local Police Department, a letter of discharge must be sent from the former employer to this department. The letter from said department must include length of service, title(s) held, duties performed and date of retirement or separation;
10. A recent credit bureau report (applicant only);
11. Minimum High School Education, provide a copy of high school diploma, GED certification, college transcript or proof of training;
12. If the applicant is currently under any psychiatric care, a letter from the attending psychologist is to be sent to this office to verify the applicants ability to hold the sought after license;
13. The applicant must be a U.S. Citizen, a naturalized U.S. Citizen or a Legal Resident Alien. Proof of said documentation is required. (i.e. birth certificate);
14. If the applicant is seeking a license as a **private detective**, they must meet the five (5) year full-time investigative experience under a licensed agency, or five (5) years experience as an investigator within a federal, state or organized municipal police department or ten (10) years experience as a police officer. If the applicant is seeking a license for **security service**, they must meet the five (5) years experience in a supervisory management capacity in industrial security, or a supervisor within a federal or state security agency, or within a state or organized municipal police department or shall have had at least ten (10) years experience as a police officer with a state or organized municipal police department. (Please reference Connecticut General State Statutes, Chapter 534, Sections 29-153 through 29-161k);
15. Documentation from previous investigative or security employment verifying license eligibility must indicate, in chronological order, the following: date of hire and termination,

- duties performed (what, where and how long) in each position and reason for leaving employment. **All information from previous employer(s) must be sent directly from past employers(s) to the Special Licensing & Firearms Unit. All letters must include telephone numbers and addresses of past employer(s);**
16. Out of state applicants must submit written verification from the state agency regulating private detective/security companies stating the applicants name, type of license held, length of time the applicant has been the license holder and if the license is current and in good standing;
 17. If a **Corporate license** or an **LLC** is being sought, a copy of the **Certificate of Incorporation** or **LLC documentation** from the Connecticut Secretary of State must be submitted. If the corporate entity is an out-of-state corporation, a copy of the **Certificate of Authority to do Business as a Foreign Corporation** from the Connecticut Secretary of State must be included. No corporate license will be issued until said documentation has been supplied to the Special Licensing & Firearms Unit;
 18. **Corporate Officials.** All persons engaged as Corporate Officials must be registered with the Special Licensing & Firearms Unit. (Corporate Official refers to President, Vice President, Secretary or Treasurer only). Failure to register a Corporate Official may result in your license not being issued. Refer to Connecticut General State Statutes, Chapter 534, Section 29-154a and Section 29-161h. (Corporate Officials may not work in the capacity of investigator, security guard, or body guard, unless he/she is properly registered as such);
 19. **Corporate Officials.** Each Corporate Official must complete the DPS-366-C, (Application for License), indicating that he/she is a Corporate Official. Each Corporate Official must submit two (2) passport style 2" x 2" photographs, full face;
 20. **Corporate Officials.** Pre-enroll online for fingerprints. Payment of \$75.00 and \$13.25 paid through CCHRS (online portal). Tracking bar code should be submitted with fingerprint card if fingerprints not electronically submitted (see attached instruction sheet for pre-enrollment).
 21. **Corporate Officials.** FBI Privacy Rights form;

ALL INFORMATION REQUESTED MUST BE SUBMITTED TO THIS OFFICE WITHIN SIXTY (60) DAYS OF SUBMISSION OF THE APPLICATION. FAILURE TO SUBMIT REQUIRED INFORMATION WITHIN THE SIXTY (60) DAYS WILL REQUIRE ANOTHER COMPLETED APPLICATION AND THE PROCESS WILL BE TREATED AS A NEW APPLICATION. CHARACTER REFERENCES MUST COME DIRECTLY FROM THE AUTHORS TO THE SPECIAL LICENSING & FIREARMS UNIT. WE WILL NOT ACCEPT THOSE LETTERS MAILED OR HAND CARRIED BY THE APPLICANT.

Return "Completed" applications to:
State of Connecticut
Special Licensing & Firearms Unit
Attn: Security
1111 Country Club Rd.
Middletown, CT 06457

Visit our web site at: www.ct.gov/despp

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