

**Private Security Program**  
**301 South Park Avenue, 4<sup>th</sup> Floor**  
**PO Box 200513**  
**Helena, Montana 59620-0513**  
**Phone: (406) 444-6880**

Email: **DLIBSDHELP@MT.GOV**

Website: **PRIVATESECURITY.MT.GOV**

**Application for Armed Endorsement**

**Armed Private Security Guard**

**Armed Private Investigator**

**Allow 30 days from the date the Department has a complete routine application file for licensure.**

1. FULL NAME: \_\_\_\_\_  
Last First Middle
2. OTHER NAMES KNOWN BY: \_\_\_\_\_
3. LICENSE NAME: \_\_\_\_\_  
State your name as it should appear on your license if granted.
4. BUSINESS NAME (Present employer for Security Guards): \_\_\_\_\_  
BUSINESS LICENSE # (Security Company only): \_\_\_\_\_  
SUPERVISOR NAME (For Security Guards): \_\_\_\_\_
5. BUSINESS ADDRESS: \_\_\_\_\_  
Street or PO Box #  
\_\_\_\_\_  
City State Zip Code
6. HOME ADDRESS: \_\_\_\_\_  
Street or PO Box #  
\_\_\_\_\_  
City State Zip Code  
PREFERRED MAILING ADDRESS (Check one):  Home or  Business  
EMAIL ADDRESS: \_\_\_\_\_
7. TELEPHONE: BUSINESS \_\_\_\_\_ HOME \_\_\_\_\_ FAX \_\_\_\_\_
8. SOCIAL SECURITY NUMBER: \_\_\_\_\_
9. DATE OF BIRTH: \_\_\_\_\_  MALE  FEMALE
10. US CITIZEN  LEGAL PERMANENT RESIDENT
11. ARMED ENDORSEMENT: Please list the type and caliber of weapon you intend to carry while performing your duties as a Private Security Guard or Private Investigator.

<b>Firearm Make/Model</b>	<b>Firearm Caliber</b>

12. QUALIFIED SHOOTING COURSE:

Type of Weapon	Completion Date

**PERSONAL HISTORY QUESTIONS  
IMPORTANT INSTRUCTIONS AND NOTICE**

- Please read the following questions carefully. Giving an incomplete or false answer is unprofessional conduct and may result in denial of your application or revocation of your license. See, 37-1-105, MCA.
- You have a continuing duty to update the information you provide in your application and supplemental responses, including while your application is pending and after you are granted a license.
- Upon submittal of your application form, for every "yes" answer provided, you will receive a request for specific information or documents associated with the question. Your application is not complete until staff receive all information requested.

**PERSONAL HISTORY QUESTIONS**

- |  |            |           |
|--|------------|-----------|
| 13. Have you ever had any license, certificate, registration, or other privilege to serve as a volunteer or practice a profession denied, revoked, suspended, or restricted by a public or private local, state, federal, tribal, religious, or foreign authority? | <b>Yes</b> | <b>No</b> |
| 14. Have you ever surrendered a credential like those listed in number 13, in connection with or to avoid action by a public or private local, state, federal, tribal, religious, or foreign authority?  | <b>Yes</b> | <b>No</b> |
| 15. Have you ever resigned to avoid discipline, been suspended, or been terminated from a volunteer or employment position?  | <b>Yes</b> | <b>No</b> |
| 16. Have you ever been required to participate in a behavioral modification or assistance program in lieu of suspension or termination from a volunteer or employment position?  | <b>Yes</b> | <b>No</b> |
| 17. Have you ever withdrawn an application for any professional license?   | <b>Yes</b> | <b>No</b> |
| 18. As of the date of this application, are you aware of any pending complaint, investigation, or disciplinary action related to any professional license you hold?  | <b>Yes</b> | <b>No</b> |
| 19. Are you under a current order that remains unsatisfied (e.g., fines unpaid, probation not concluded, conditions unmet?)  | <b>Yes</b> | <b>No</b> |

"Chemical substances" include alcohol, drugs, or medications, whether taken legally or illegally.

- |   |            |           |
|---|------------|-----------|
| 20. Do you have any medical, physiological, mental, or psychological condition which in any way currently (within the last 6 months) impairs or limits your ability to practice your profession or occupation with reasonable skill and safety? | <b>Yes</b> | <b>No</b> |
| 21. Do you currently (within the last 6 months) use one or more chemical substances in any way which impairs or limits your ability to practice your profession or occupation with reasonable skill and safety?                                 | <b>Yes</b> | <b>No</b> |

The following information is provided for Question 22 below:

A criminal conviction may not automatically bar you from receiving a license. For more information about how a criminal conviction may impact your application, consult the board or program website.

- |   |            |           |
|---|------------|-----------|
| 22. Have you ever been convicted, entered a plea of guilty, no contest, or a similar plea, or had prosecution or sentence deferred or suspended as an adult or "juvenile convicted as an adult" in any state, federal, tribal, or foreign jurisdiction? | <b>Yes</b> | <b>No</b> |
| 23. Are you now subject to criminal prosecution or pending criminal charges?  | <b>Yes</b> | <b>No</b> |
| 24. Have you ever been disciplined, censured, expelled, denied membership or asked to resign from a professional society or organization?   | <b>Yes</b> | <b>No</b> |
| 25. Have you ever had a civil judgment entered against you in a lawsuit for incompetence, negligence, or malpractice in practicing any profession?  | <b>Yes</b> | <b>No</b> |
| 26. Have you ever been disqualified from working with children, elderly persons, mentally ill persons, or other vulnerable persons?   | <b>Yes</b> | <b>No</b> |

27. Have you ever been licensed in the State of Montana? If yes, please provide the license information:

TYPE: \_\_\_\_\_ LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and will abide by the current licensure statutes and rules of the State of Montana governing the profession. I will abide by the current laws and rules that govern my practice.

\_\_\_\_\_  
Printed Named of Applicant

\_\_\_\_\_  
Legal Signature of Applicant

\_\_\_\_\_  
Date



## INSTRUCTIONS TO OBTAIN FINGERPRINT BACKGROUND CHECK

Carefully read and follow the steps in the order specified below:

1. **Submit a license application to the BSD online or by paper and an application fee. The application includes an *Applicant Rights & Consent to Fingerprint Notice*.** This form authorizes our agency to receive and review your fingerprint background check results. **Any fingerprint background check results received without your acknowledgement of receipt of an *Applicant Rights & Consent Notice (acknowledged received if online or signed and returned to us if on paper) may be discarded.***
2. You may continue to work on completing your application while the results are processed (e.g., forwarding transcripts or verifications) but if you have not completed your application within six months after our receipt of the results, you will be required to resubmit your fingerprints to obtain a current background check results.
3. You have two options to have your fingerprints captured:  
Option 1 – Local Law Enforcement Agency (estimated time to send results to the Board or Program **4 to 8 weeks**) - OR -  
Option 2 – Montana Department of Justice (MDOJ), Division of Criminal Investigations-Criminal Records in Helena, Montana, (406) 444-3625. (Estimated time to send results to the Board or Program **3 to 5 business days**).  
2225 Eleventh Avenue  
PO Box 201403  
Helena, MT 59620  
Email: [dojcriss@mt.gov](mailto:dojcriss@mt.gov)
4. Contact the law enforcement agency in advance to ask if it performs non-criminal fingerprinting and if so, the need for an appointment, forms of acceptable identification, hours of operation, cost, and methods of payment. Find out if the agency will supply the appropriate Fingerprint Card (Form FD258 rev. 5-15-17) or if you need to obtain the card from MDOJ prior to arriving.
5. You *may* be charged a fee to capture each set of your fingerprints. This fee is in addition to the processing fee paid to MDOJ to run the background check.
6. Provide the technician with a government-issued, photograph identification to prove your identity.
7. **IMPORTANT:** Provide the technician a copy of a Fingerprint Card Example for the license type you are applying for that contains information ***unique to your license type***. The fingerprint card must have all fields correctly filled out to be accepted by the MDOJ.

8. Request the technician to capture your fingerprints TWICE and create TWO fingerprint cards to help avoid unnecessary delay due to rejection of poor quality prints. This is especially important if your fingerprints are ink-rolled.
9. If using a Local Law Enforcement Agency, you must mail the completed Fingerprint Card in a manila envelope with the correct amount of postage and a check or money order made payable to the "Montana Department of Justice" in the amount of **\$30.00** to:

Montana Criminal Records  
2225 Eleventh Avenue  
PO Box 201403  
Helena, MT 59620

Please do NOT fold or staple the fingerprint card. Please do NOT upload the fingerprint card to your online account with the Department of Labor & Industry, Business Standards Division.

10. You will be notified to take corrective action if your fingerprint card is rejected as "unreadable," is not accompanied by proper payment, or is incomplete. A second rejection of a fingerprint card as "unreadable" will require BSD to conduct a name-based search, resulting in additional processing time.
11. Once a fingerprint card or name-based search is processed, the resulting criminal history (aka "Identity History Summary") result will be sent directly to the Board in care of the Business Standards Division. If there is a conviction or convictions that require Board review, we will notify you.
12. Notice of your privacy rights and procedures for obtaining a change, correction, or updating of an Identity History Summary are provided to you separately in the *Applicant Rights & Consent to Fingerprint Notice*.

End of Instructions

### Fingerprint Card Example

Provide this example to the technician capturing your fingerprints. All requested fields must be completed legibly, including the highlighted information specific to your license application type. Incomplete cards will not be processed and will be mailed back to the applicant's listed address. All fingers need to be in the correct position and rolled. For assistance, call Montana Criminal Records at (406) 444-3625.

<b>APPLICANT</b>		LEAVE BLANK		TYPE OR PRINT ALL INFORMATION IN BLACK		LEAVE BLANK	
SIGNATURE OF PERSON FINGERPRINTING <i>Applicant Signature</i>		LAST NAME <b>MAW</b>		FIRST NAME		MIDDLE NAME	
RESIDENCE OR PRESENT ADDRESS		Applicant Full Name		Applicant Aliases		C B I	
Applicant Address		Applicant Citizenship		Applicant Identifying Information		DATE OF BIRTH <b>DOB</b> Month Day Year	
Date	Technician Signature	MTST00011		Applicant DOB		PLACE OF BIRTH <b>POB</b>	
EMPLOYER AND ADDRESS		n/a		LEAVE BLANK			
DLI-BSD Board of Private Security PO Box 200513, Helena, MT 59620-0513		n/a					
MCA 37-60-304 - Licensure		Applicant SSN					
		n/a					

Example



## Montana Department of **LABOR & INDUSTRY**

### **APPLICANT RIGHTS & CONSENT TO FINGERPRINT NOTICE**

As required by 28 CFR § 50.12, you are advised that your fingerprints will be used to check the criminal history records of the Federal Bureau of Investigation and the Montana Department of Justice for the sole purpose of applying for professional licensure. Any resulting criminal history record will be retained for this purpose only and will not be disseminated outside of the Montana Department of Labor & Industry and related licensing board or program.

A Privacy Act Statement further explaining authority, principal purpose and routine use by the FBI of your information is included on the following page.

### **CHANGE, CORRECT, OR UPDATE RECORD**

Procedures for you to obtain a change, correction, or update to your criminal history record are set forth in Title 28, C.F.R. § 16.30 - 16.34.

Our office will notify you if a disqualifying criminal offense is found in your criminal history record and give you a reasonable opportunity to challenge or correct the information, or decline to do so, before making a licensure decision.

If we notify you of a disqualifying conviction in your criminal history record, you may contact board or program licensing staff at the Business Standards Division of the Department of Labor & Industry to obtain a copy of your criminal history record. You can view your criminal history record in person, have it mailed to you, or sent to you by the State of Montana File Transfer Service. For security reasons, the criminal history record cannot be emailed to you.

If, after review, you believe your criminal history record is incorrect or incomplete and wish to change, correct, or update the alleged deficiency, you should apply directly to the law enforcement agency that contributed the questioned information. Alternatively, you may send your challenge directly to the FBI. The FBI will then forward your challenge to the law enforcement agency that contributed the question information requesting the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes in accordance with the information supplied by that agency. Information regarding this process may be obtained at [www.fbi.gov/services/cjis/identity-history-summary-checks](http://www.fbi.gov/services/cjis/identity-history-summary-checks).

Within 10 calendar days of the date of receiving the results of the criminal history record, you must notify the board or program licensing staff if you have challenged your record by providing a copy of the correspondence you have submitted as referenced above. If the licensing board or program has not received a copy of such correspondence within 10 calendar days, licensing staff will schedule a disposition on the issuance of your license based on the record in its possession.

## Privacy Act Statement

*The Montana Department of Labor & Industry, Business Standards Division is required by federal law to provide you this privacy act statement. This statement is also located on the back of the FD-258 fingerprint card.*

“Authority: The FBI’s acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI’s Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI’s Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.” *Eff. 03/30/2018*

**By signing below, I acknowledge that I have received a copy of the above Applicant Rights & Consent to Fingerprint Notice and Procedure to Change, Correct, or Update Record, and Privacy Act Statement and that I consent to provide and use my fingerprints for the stated purpose.**

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

Applicant  
Name: \_\_\_\_\_

Please Print Legibly

*Directions to Applicant:* Return a signed copy of this document to the Department of Labor & Industry and maintain a copy for your own records.