

MONTANA BOARD OF PRIVATE SECURITY
301 South Park Avenue, 4th Floor
PO Box 200513
Helena, Montana 59620-0513
406 444-5711

Email: DLIBSDLicensingUnitB@mt.gov

Website: www.privatesecurity.mt.gov

APPLICATION FOR PRIVATE SECURITY GUARD

Applications must be legible and complete. Answers will be compared to information obtained from a national fingerprint-based criminal history record check.
(Please allow 30 days processing from the date that the Board has a complete **routine** application)

LICENSE REQUIREMENTS

- 18 years of age or older.
- United States citizen or legal permanent U.S. resident.
- Employed by a licensed Contract Security Company or Proprietary Security Organization.
- Recent FBI and Montana Dept. of Justice criminal fingerprint background check.
- Full-face passport-type photograph of head and shoulders.
- Proof of training by employer.
- Completed application form, supporting documentation, and appropriate fees.

FEES (NON-REFUNDABLE)

\$100.00 Application Fee

\$ 50.00 Armed Endorsement (optional)

Make check or money order payable to the **Montana Board of Private Security**

PHOTOS

Affix a photo to page of application as indicated. The photo must be full-face passport type of head and shoulders with applicant's signature in below.

DOCUMENTS

Submit the following documents to the Board office in order to complete your license application. All documents must be copied to a standard page size of 8 ½" x 11". All documents not in English must be accompanied by certified translations.

- Completed application and attached photograph.
- Copy of driver's license or birth certificate for proof of age.
- Copy of birth certificate, United States Passport or Immigration green card for proof of citizenship or permanent legal residency.
- Proof of training from a currently licensed security company.
- Completed Character Reference form.
- Completed Verification of Licensure form, if you hold or ever held a professional/occupational license in another state or jurisdiction.
- Copy of a current firearms certification, if you are requesting Armed Endorsement.

APPLICATION PROCEDURES

- Staff will notify applicants in writing if the applicant is required to submit additional information. Once the application is complete, staff will process and issue licenses. Please allow 30 days processing from the date that the Board has a **complete, routine** application.

- An application will be considered as a **non-routine** application if the Criminal History Record Information returns a criminal history or other irregularity requires the application to be reviewed by the Board during a regularly scheduled Board meeting. Non-routine applications may take up to 120 days to finalize.
- All verifications of licensure must be sent directly from each state board in which the applicant is currently or has ever been licensed. Please make copies of the attached "Verification of Licensure" request form as needed. Some states may charge a fee for verifications. Contact each state board or jurisdiction prior to sending the request.
- Ensure the individual reference you listed on your application completes the questionnaire form and return the form directly to the Board office as soon as possible.
- Notify the Board office immediately of any address change or termination of employment from the sponsoring security company.

FINGERPRINT/BACKGROUND CHECK PROCESS

Fingerprint cards are available at most local law enforcement agencies, the Montana Department of Justice (DOJ), or authorized entities. Upon request, the Board office will mail you a fingerprint card and self-addressed envelope. Complete the information requested at the top of the fingerprint card prior to having your prints taken and include the following information:

EMPLOYER AND ADDRESS: Board of Private Security, PO Box 200513, Helena, MT 59620-0513
REASON FINGERPRINTED: Licensure & 37-60-304, MCA
ORI: MT920073Z

| | | | | | | | | | | | |
|--|--|--------------------------|--|--|--|-----------------------|--|---|--|-------------|--|
| APPLICANT <small>Form FD-258 (REV. 3-1-10) 11100046</small> | | LEAVE BLANK | | TYPE OR PRINT ALL INFORMATION IN BLACK | | | | FBI | | LEAVE BLANK | |
| SIGNATURE OF PERSON FINGERPRINTED | | ALIANSES AKA | | LAST NAME NAM | | FIRST NAME | | MIDDLE NAME | | | |
| RESIDENCE OF PERSON FINGERPRINTED | | OR I MT920073Z | | BD PRIVATE SECURITY | | HELENA, MT | | DATE OF BIRTH | | DOB | |
| DATE | | CITIZENSHIP CTZ | | SEX | | RACE | | HGT | | WGT | |
| SIGNATURE OF OFFICIAL TAKING FINGERPRINTS | | YOUR NO. OCA | | EYES | | HAIR | | PLACE OF BIRTH | | POB | |
| EMPLOYER AND ADDRESS BOARD OF PRIVATE SECURITY PO BOX 200513 HELENA MT 59620 | | FBI NO. FBI | | CLASS | | REF: | | LEAVE BLANK | | | |
| REASON FINGERPRINTED Licensure & 37-60-304 MCA | | ARMED FORCES NO. MNJ | | SOCIAL SECURITY NO. SOC | | MISCELLANEOUS NO. MNJ | | | | | |
| 1. R. THUMB | | 2. R. INDEX | | 3. R. MIDDLE | | 4. R. RING | | 5. R. LITTLE | | | |
| 6. L. THUMB | | 7. L. INDEX | | 8. L. MIDDLE | | 9. L. RING | | 10. L. LITTLE | | | |
| LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY | | | | L. THUMB | | R. THUMB | | RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY | | | |

SAMPLE

Most local law enforcement agencies will take your fingerprints for a nominal fee. After paying this fee and having your fingerprints taken, send the completed fingerprint card along with a check or money order for **\$27.25** made payable to the "Montana Department of Justice" and mail it to Montana Criminal Records, 2225 11th Avenue, PO Box 201403, Helena MT 59620-1403. Please check with your local post office and add accurate postage prior to mailing.

If DOJ rejects your first fingerprint card as "unreadable," the Board office will notify you and send a new fingerprint card for you to re submit your fingerprints. You are not required to repay the processing fee to the Montana Department of Justice under these circumstances.

Criminal History Record Information (CHRI) from the fingerprints is only released to the Board of Private Security. Your application will not be considered complete until the CHRI is received from the DOJ.

For information with regard to the processing of this application or other concerns please contact the Board of Private Security staff at 406 444-5711 or email us at DLIBSDLicensingUnitB@mt.gov.

REVIEW THE MONTANA LAWS AND RULES FOR THE PRACTICE ON OUR WEBSITE:
www.privatesecurity.mt.gov

THE APPLICATION FOLLOWS

Applicant Rights and Consent to Fingerprint

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification⁸ by the Montana Board of Private Security that your fingerprints will be used to check the criminal history records of the FBI.
- You must be provided, and acknowledge receipt of, an adequate Privacy Act Statement when you submit your fingerprints and associated personal information. This Privacy Act Statement should explain the authority for collecting your information and how your information will be used, retained, and shared.
- If you have a criminal history record, the officials making a determination of your suitability for employment, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The officials must advise you that the procedures for obtaining a change, correction, or updating of your criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the criminal history record.⁹

You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.¹⁰

If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <http://www.fbi.gov/about-us/cjis/background-checks>.

If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI at the same address as provided above. The FBI will then forward your challenge to the agency that contributed the questioned information and request 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/corrections to your record in accordance with the information supplied by that agency.

If a change, correction, or update needs to be made to a Montana criminal history record, or if you need additional information or assistance, please contact Montana Criminal Records and Identification Services at dojitsdpublicrecords@mt.gov or 406-444-3625.

Your signature below acknowledges this agency has informed you of your privacy rights for fingerprint-based background check requests used by the agency.

Signed:

Signature

Date

Printed Name

⁸ Written notification includes electronic notification, but excludes oral notification.

⁹ See 28 CFR 50.12(b).

¹⁰ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 42 U.S.C. 14616, Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).



In accordance with federal law regarding notices and disclosures, MT Dept of Justice requires the entity to which you are applying to work or volunteer to use this form

Please Read Carefully

Your license may be denied if you provide inaccurate or incomplete information. Answer questions completely and truthfully, please attach additional sheets for additional explanation if necessary.

11. Have you ever had an application for a professional or occupational license refused or denied? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
12. Have you ever withdrawn an application for licensure prior to the licensing agency's decision regarding your application? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
13. Has a licensing agency initiated or completed disciplinary action against any professional or occupational license you have held? If yes, please provide agency documents including the complaint, initiating documents, orders, final orders, stipulations and consent and/or settlement agreements directly from the source. Yes No
14. Have you ever voluntarily surrendered, cancelled, forfeited, failed to renew a professional or occupational license in anticipation of or during an investigation or disciplinary proceedings or action? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
15. Has a complaint ever been made against you with a professional or occupational licensing agency? If yes, please attach a detailed explanation and provide supporting documentation from the source. Yes No
16. Have any civil legal proceedings been filed against you by a client, former client, or employer/employee? If yes, attach a detailed explanation and documentation from the source including initiating document(s) and documentation of final disposition. Yes No
17. Have you ever been convicted of a misdemeanor or felony crime or do you have a pending criminal charge? "Convicted" for the purposes of this question includes conviction under appeal, guilty plea, no contest plea, and/or forfeiture of bond. "A pending criminal charge" for the purposes of this question includes a deferred imposition of sentence and/or deferred prosecution. Yes No
- If you answer yes, you must submit a detailed explanation of the events AND the charging documents and final judgments or orders of dismissal. You must report but may omit documentation for: (1) misdemeanor traffic violations older than 10 years ago and that resulted in fine of less than \$200; and (2) convictions prior to your 18th birthday unless you were tried as an adult. **Note: your answer will be cross-referenced with your fingerprint background check results.**
18. Have you ever been diagnosed with chemical dependency or another addiction, or have you participated in a chemical dependency or other addiction treatment program? If yes, please attach a detailed explanation and provide documentation regarding evaluations, diagnosis, treatment recommendations and monitoring from the source. Yes No
19. Have you ever been diagnosed with a physical condition or mental health disorder involving potential health risk to the public? If yes, please provide a detailed explanation. Yes No
20. Have you ever been court-martialed or discharged other than honorably from any branch of the armed service? If yes, attach a detailed explanation and documentation from the source. Yes No

21. Do you have any initiated or completed action against you by any state, federal, tribal, or foreign licensing jurisdiction? (For example: Drug Enforcement Agency; Alcohol, Tobacco and Firearms; Homeland Security, etc.) If yes, please attach a detailed explanation and provide documentation from the source. Yes No

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

TYPE: _____ LICENSE #: _____ EXPIRATION DATE: _____

23. CHARACTER REFERENCE

Please type or print names and address of one reference not related by blood or marriage, which have known you or associated with you for a minimum of one year. Verification of moral/professional character form is included in this application packet.

| |
|-------------------|
| Name: |
| Address: |
| Telephone Number: |

24. ARMED ENDORSEMENT (ONLY)

Please list the type and caliber of weapon you intend to carry while performing your duties as a security guard.

| Firearm Make/Model | Firearm Caliber | Qualified Combat Shooting CRS Completion date/Type of Weapon |
|--------------------|-----------------|--|
| | | |
| | | |
| | | |

25. TRAINING

I attest I have completed the 16 hours of training required by ARM 24.182.807.

 Applicant's Signature

 Printed Name

On behalf of the Security Company employing or intending to employ the applicant, I certify that the applicant has successfully completed a minimum of 16 hours of training as required by ARM 24.182.807.

 Resident Manager's Signature

 Printed Name

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 Name of Applicant

Legal Signature of Applicant

Date



Signature (for ID card): _____

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AUTHORIZATION FOR RELEASE OF CONFIDENTIAL INFORMATION & LIABILITY

I, _____, am an applicant for licensure as a

- Security Guard Private Investigator/Trainee Alarm Response Runner
 Resident Manager Alarm Installer Process Server

and, if issued a license, will be employed with the following private security employer:

(Name of Business)

(Name of Authorized Business Representative)

Address

Telephone Contact

I understand that the consideration of my application and issuance of my license is contingent on my employment with a private security company regulated by Title 37 chapter 60, MCA and hereby authorize the Board to release, upon written request to the employer identified above, any and all information regarding my application and license status which may not be considered to be public information, except that the Board shall not release Criminal History Record Information obtained from the Montana Department of Justice and Federal Bureau of Investigation.

The information I authorize the Board to disclose written or verbal to my employer includes, but is not limited to, application status, the particulars of missing application information or fees, and disciplinary action.

I further understand and expressly release the Board, Department of Labor and Industry, and the State of Montana from liability for further unauthorized dissemination by the above employer of information protected by law as confidential.

A photocopy or electronic version of this signed release shall be considered as valid as the original. This authorization will remain in force as long as my application is pending and if the license is issued to me, for the duration of my employment with the above employer or until revoked by me, in writing and received by the Board of Private Security.

Signature (Applicant/Licensee)

(Date)

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DLIBSDLicensingUnitB@mt.gov

CHARACTER REFERENCE

APPLICANT: Complete the upper portion of this form and mail to the character reference you have listed in your application. This person must know you or be associated with you for a minimum of one year. **They cannot be related to you by blood or marriage.**

Legal signature of Applicant

Date

(Please Type or Print):

Name of Applicant: _____

Address: _____

This verification sent to: _____

CHARACTER REFERENCE: Please answer the following questions concerning the applicant's moral and professional character. This document is your authorization to release any and all information and opinions you have, favorable or otherwise, directly to the Montana Board of Private Security. Your response will be kept confidential.

Name of reference: _____

Daytime phone: _____

Address: _____

Relationship to Applicant/Profession/Position: _____

How long have you known the applicant? _____

In what capacity? _____

To your knowledge, does this applicant have any habits or practices that would adversely affect his/her professional activities? If your answer is "yes," please explain: Yes No

Do you consider this applicant worthy of approval to practice as a licensee in Montana?

Yes No

Please comment on the applicant's professional character, morals and ethics (attach additional sheet as needed): _____

The Applicant and the Board thank you for your assistance. Please mail this character reference directly to the address above.

Signature of Reference

Date

VERIFICATION OF LICENSURE

Please complete this section of the form and mail to EACH state board in which you are now or ever have been licensed to practice as a _____.
You may copy this form as many times as needed. Some boards require a fee for this service. Please contact them directly for more information.

STATE BOARD:

I am applying for a license as a _____ in the State of Montana. The Board of Private Security requires this form to be completed by each state wherein I hold or ever have held a professional/occupational license. This is your authority to release any information in your files, favorable or otherwise, **DIRECTLY** to the **Board of Private Security, 301 South Park Avenue, PO Box 200513, Helena, MT 59620-0513**. Your early response is appreciated.

(Signature of Applicant)

Name (Please print)

Address: _____

My license number in your state is: _____

DO NOT DETACH -- THIS SECTION TO BE COMPLETED BY AN OFFICIAL OF THE STATE BOARD AND RETURNED DIRECTLY TO THE **MONTANA STATE BOARD OF PRIVATE SECURITY**

State of: _____

Full Name of Licensee: _____

License No. _____ Original License/Issue Date: _____

Expiration Date: _____ License current? If NO, please explain: _____

Has license been suspended, revoked, placed on probation or otherwise disciplined?

Yes No If YES, explain and attach documentation: _____

Has licensee ever been requested to appear before your Board? Yes No

If YES, explain: _____

Derogatory information, if any: _____

Comments, if any: _____

Signed: _____

BOARD SEAL

Title: _____

State Board: _____ Date: _____