



Montana Board of Private Security

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Licensing Requirements and Application Checklist Branch Office

License Requirements for Branch Office

Below are the minimum requirements that must be met in order to be licensed in the state of Montana.

1. Branch office must be connected to a Montana licensed security company with current liability insurance. [[37-60-303 \(7a\) MCA](#)]
2. A completed branch office application form with the appropriate. (A separate application is required for each branch office). [[ARM 24.182.525](#)]
3. Has a separate licensed resident manager for the branch office at the time of application OR makes application for a resident manager at same time as application for the branch office license. [[37-60-302 MCA](#)]

Checklist of Required Documents to Submit for Application for Branch Office

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others may need to be sent to the board directly from the source.

- ☐ Proof of connection to a Montana licensed security company with current liability insurance. [[37-60-303 \(7a\) MCA](#)]
- ☐ Identify licensed resident manager. [[37-60-302 MCA](#)]

Application Fee(s) for Branch Office

The following fee(s) must be submitted with the application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- ☐ \$100.00 application fee (each branch office)

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.

Please include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.