



Montana Board of Private Security

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Licensing Requirements and Application Checklist Resident Manager

License Requirements for Resident Manager

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Applicants shall provide the names and telephone numbers of three references not related to the applicant by blood or marriage – [\[ARM 24.182.523\]](#)
2. Applicants must have completed vocational training of at least two 12-credit semesters in security company operations and two 12-credit semesters in business operations; or demonstrate two years of full-time experience (3600 cumulative hours) – [\[ARM 24.182.523\]](#)
3. Applicants must be a citizen of the United States or a legal, permanent resident of the United States – [\[MCA 37-60-303\]](#)
4. Applicant is required to provide a background investigation that includes a fingerprint check by the Montana department of justice and the federal bureau of investigation - [\[MCA 37-60-303\]](#)
5. Each Resident Manager applicant shall provide evidence that the applicant is currently employed, or a contractual promise of future employment of the applicant upon issuance of a license, with a contract security company, a proprietary security organization, or an electronic security company – [\[ARM 24.182.501\]](#)
6. The applicant must be at least 18 years of age – [\[MCA 37-60-303\]](#)
7. Applicant shall pass a written examination as set forth in – [\[ARM 24.182.505\]](#), [\[ARM 24.182.523\]](#) The examination is based on Title 37, Chapters 1 and 60, MCA and ARM 24 Chapter 182.

Checklist of Required Documents to Submit for Application for Resident Manager

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, such as transcripts, may need to be sent to the board directly from the source.

- ☐ Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type
- ☐ If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).
- ☐ Non-Criminal Justice Rights Application
- ☐ Montana Department of Justice and the Federal Bureau of Investigation fingerprint criminal background information.
- ☐ Passport style photo and copy of applicant signature for identification pocket card.
- ☐ Proof the applicant is employed or contracted to be employed by a Montana licensed security company
- ☐ The names and telephone numbers of three references not related to the applicant by blood or marriage



Application Fee(s) for Resident Manager

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or bank account. If you submit a paper application you must submit a check or money order. Do not mail cash.

- ☐ \$ 175 application fee

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.