



## Montana Private Security Program

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## Licensing Requirements and Application Checklist Security Alarm Installer

### **License Requirements for Security Alarm Installer**

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

1. Applicant must be at least 18 years of age and has completed high school or equivalent education [[MCA 37-60-303](#)]
2. Each Security Alarm Installer applicant shall complete the required 16 hour training program [[MCA 37-60-303](#), [ARM 24.182.810](#), [ARM 24.182.518](#)]
3. 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](#) and [ARM 24.182.501](#)]
4. Each Security Alarm Installer applicant shall provide verification of employment by an electronic security firm as a final condition for the Department to issue the license. [[ARM 24.182.518](#)]

### **Checklist of Required Documents to Submit for Application for Security Alarm Installer**

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 Department 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 any personal history question on the application, 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/judgment documents, etc.).
- Applicant Rights and Consent to Fingerprint Notice (Privacy Act Statement).
- Send fingerprints to the Montana Department of Justice for a State and Federal criminal background check.
- Proof the applicant is employed or contracted to be employed by an Electronic Security Firm.
- Proof the applicant has completed the 16-hour training program.

### **Application Fee(s) for Security Alarm Installer**

The following fee(s) must be submitted with your application. You can apply and pay online using a debit/credit card or bank account.

- \$80 application fee

You can apply for a license online at: [aca-prod.accela.com/POL](http://aca-prod.accela.com/POL)

Please include a valid email address with your application. Email is the Department's primary form of communication.