



Montana Private Security Program

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Licensing Requirements and Application Checklist Private Security Firearms Instructor

License Requirements for Private Security Firearms Instructor

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

1. The applicant must be at least 18 years of age and has completed high school or equivalent education [[MCA 37-60-303](#)]
2. 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](#)]
3. Private Security Firearms Instructors shall maintain a minimum of \$500,000 occurrence form of commercial general liability which includes personal injury, errors and omissions, and firearms liability insurance coverage [[ARM 24.182.405](#)]
4. Applicants must prove they have successfully completed a firearms instructor training course conducted by a Department approved organization [[ARM 24.182.520](#)]
5. Detailed outlines of all courses to be instructed [[ARM 24.182.520](#), [ARM 24.182.801](#)]

Checklist of Required Documents to Submit for Application for Private Security Firearms Instructor

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/judgement 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.
- ☐ Detailed outlines of all courses to be instructed.
- ☐ Proof of completing an approved firearms instructor training course.

Application Fee(s) for Private Security Firearms Instructor

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.

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