



## Montana Board of Private Security

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### Licensing Requirements and Application Checklist Security Company (Proprietary, Contract and Electronic)

#### License Requirements for Security Company

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

1. Company must be registered with the Montana Secretary of State - [[37-60-303\(7a\) MCA](#)]
2. A completed security company application form with the appropriate fee to obtain a company license for the applicant's principal place of business. Subsequent company locations within Montana may be licensed as branch offices. (A separate application is required for branch offices) - [[ARM 24.182.525](#)]
3. All applications must comply with the requirements stated in [[ARM 24.182.405](#), [ARM 24.182.407](#), and [ARM 24.182.501](#)]
4. The company's Resident Manager shall certify that each employee has completed the training program as applicable - [[ARM 24.182.807](#), [ARM 24.182.810](#) and [ARM 24.182.813](#)]
5. Shall maintain the following level of insurance - [[ARM 24.182.405](#)]:
  - a. Electronic security companies shall maintain a minimum of \$500,000 occurrence form of commercial general liability which includes personal injury and errors and omissions coverage.
  - b. Contract and proprietary security companies shall maintain a minimum of \$500,000 occurrence form of commercial general liability which includes personal injury. Employee(s) licensed with armed status shall carry liability for firearms coverage.
6. Has a licensed resident manager at the time of application OR makes application for a resident manager at same time as application for security company license - [[37-60-302 MCA](#)]
7. Employee uniforms must be approved by the board or its designee - [[ARM 24.182.407](#)]

#### Checklist of Required Documents to Submit for Application for Security Company

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.

- Official license verification from states and jurisdictions in which the company holds or has ever held a professional license of any type.
- Proof of current insurance (certificate) as described above.
- Proof of registration of company with Montana Secretary of State.
- Photographs of employee uniforms for Board approval.
- Identify licensed resident manager.



**Application Fee(s) for Security Company**

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.

- \$250.00 application fee (each business entity)

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.