

Instructions for Making Application for Registration as a Proprietary Security Force

EXEMPTION: *A peace officer as defined in the Private Detective, Private Alarm, Private Security, Fingerprint Vendor, and Locksmith Act is exempt from the requirements relating to the possession of a firearm control card. The employing agency shall remain responsible for any peace officer employed under this exemption.*

NOTE: READ ALL INSTRUCTIONS CAREFULLY BEFORE YOU BEGIN COMPLETING THE APPLICATION. APPLICATIONS MUST BE TYPED OR PRINTED CLEARLY WITH BLACK INK ONLY. APPLICATION INFORMATION WHICH CANNOT BE READ, WILL CAUSE THE APPLICATION TO BE RETURNED.

1. Complete the application for registration in its entirety. The fee payment which must be noted in Part I, number 4 is \$300.00.

Fee payment must be in the form of a check or money order made payable to the Department of Financial and Professional Regulation. ALL FEES ARE NONREFUNDABLE.

2. If a sole proprietorship: Submit the name and address of the owner.
3. If a partnership: Submit a listing of all partners and addresses.
4. If a corporation: Submit (1) a copy of the Articles of Incorporation, (2) a Certificate of Good Standing issued by the Illinois Secretary of State within the previous 60 days, (3) and a listing of all officers and members of the board of directors, (4) if a foreign corporation, include a copy of the filed Application of Authority to do business in Illinois; (5) a list of all officers and members of the board of directors of the foreign corporation.

If a d/b/a is used, attach a copy of the assumed name document, as issued by the Illinois Secretary of State.
5. If a limited liability company: Submit (1) a copy of Articles of Organization, (2) a Certificate of Good Standing issued by the Illinois Secretary of State within the previous 60 days, (3) and a listing of all officers and members of the board of directors.
6. Forward completed application, supporting documents and fee payment to: Illinois Department of Financial and Professional Regulation, Attn: Division of Professional Regulation, 320 West Washington Street, 3rd. Floor, Springfield, Illinois 62786.
7. If more space is needed to provide information, attach a separate sheet of paper.

If assistance in completing the application is needed, direct your request to the Department at 1-800-560-6420.

Information Regarding Proprietary Security Force

Commercial and/or industrial operations are eligible to acquire registration as a Proprietary Security Force if they will have at least five (5) security officers working in an armed position.

Financial Institutions are eligible to acquire registration as a Proprietary Security Force if they will have at least one (1) security officer working in an armed position.

Department of Financial and Professional Regulation personnel may conduct an inspection of the premises to be protected prior to issuance of your registration.

All armed security personnel of a registered Proprietary Security Force are required to complete a 20-hour basic training course in accordance with title 68, Chapter VII, Section 1240.505 of the Illinois Administrative Code, and a 20-hour firearm training course in accordance with Title 68, Chapter VII, Section 1240.510.

Upon approval and issuance of your Proprietary Security Force Registration, you may download the firearm control card application for Proprietary Security Force from our website at www.idfpr.illinois.gov or you may call the Department at 1-800-560-6420 to have the application(s) mailed. Each guard listed on the Proprietary Security Force application to be armed will need to have their fingerprints scanned prior to submission of the firearm control card application. Reference the page entitled **Important Notice / Criminal Background Check Information** for details on fingerprinting.

IMPORTANT NOTICE

CRIMINAL BACKGROUND CHECK INFORMATION

Individuals applying for licensure for professions that require fingerprints must submit to a criminal background check and provide evidence of fingerprint processing from a fingerprint vendor licensed by the Department. **Fingerprints must be taken within 60 days from the date that the application is submitted to the Department or the Department's testing vendor.**

- Applicants may contact a licensed fingerprint vendor to schedule an appointment for fingerprinting by going to <https://idfprapps.illinois.gov/licenselookup/fingerprintlist.asp>. The Illinois State Police will transmit electronic results of fingerprint processing to the Department. A receipt issued by a licensed fingerprint vendor agency must be submitted with the application fee. The receipt shall be issued by the fingerprint vendor at the time the fingerprints are obtained.
- Out-of-State applicants who are unable to schedule an appointment for fingerprinting through a licensed fingerprint vendor need to complete the following steps:
 - Complete Section 1 of the **Identity Verification Certifying Statement** form.
 - Have your prints taken by a police department in **another state** to obtain classifiable prints, using an FBI print card.
 - Section 2 of the **Identity Verification Certifying Statement** shall be completed and signed by the police department.
 - Go to www.idfpr.illinois.gov to select a licensed fingerprint vendor that has "Card Scan" capability. Contact the vendor to determine the fee for a "Card Scan".
 - Mail the original **Identity Verification Certifying Statement** (with Sections 1 and 2 completed), Fee Applicant card and fingerprint fee to the licensed fingerprint vendor selected from the Division of Professional Regulation website.
 - Mail the completed application, licensing fee and a copy of the **Identity Verification Certifying Statement** (with Sections 1 and 2 completed) to the Division of Professional Regulation.

PRIVACY STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub.L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

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PRIVACY STATEMENT - Continued

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

Applicant Notification and Record Challenge

Your fingerprints will be used to check the criminal history records of the ISP and FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the an identification record. The procedure for obtaining a change, correction, or updating an identification record is set forth in Title 20, Part 1210 at www.ilga.gov/commission/jcar/admincode/020/02001210sections.html. You can find additional information at www.isp.illinois.gov/BureauOfidentification/Myrecord.

ACKNOWLEDGMENT

I, the undersigned, hereby authorize the release of any criminal history record information that may exist regarding myself from any agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints may be retained and will be used to check the criminal history record information files of the Illinois State Police and/or Federal Bureau of Investigation. I also understand that if my photo was taken, my photo may be shared only for employment of licensing purposes.

Original Signature of Applicant

Today's Date