

SECURITY GUARD RENEWAL

SEE INSTRUCTIONS ON BACK

PRINT ANY CHANGES IN INK IN THIS AREA

Unique ID Number

\$25.00 Fee Due

YOUR NEW LAST NAME FIRST NAME MI SUFFIX

NEW HOME STREET ADDRESS (NUMBER STREET)

NEW HOME STREET CONTINUED

Current Term Expires:

NEW HOME CITY STATE ZIP CODE + 4 CNTY

- 1) Yes No Since your last application, have you been convicted of a crime or offense...
2) Yes No Since your last application has any license, permit, commission, registration or application...
3) Yes No Are there any criminal charges (misdemeanor or felony) pending against you...

Notice:

Prior to renewal you must complete mandatory training (see instructions on reverse side of form.) Our records show the following training is currently on file:

OJT:
Annual Training:
Annual Training:

OJT training is required of any guard employed for more than 90 days. If any of the above dates for annual training are missing, you must complete that training prior to submission of your renewal form.

Child Support Statement:

By signing this application, I certify that as of the date of this application, I am not under an obligation to pay child support OR if I am under an obligation to pay child support, I am not four or more months in arrears in the payment of child support...

Applicant Affirmation:

I affirm, under the penalties of perjury, that the statements made in this application are true and correct.

In addition, I hereby authorize the NYS Department of State and NYS Department of Motor Vehicles to produce an ID card bearing my DMV photo. I understand that DOS and DMV will use my DMV photo to produce all subsequent ID Cards for as long as I maintain my license with the Department of State.

Applicant Signature Date

Complete For Credit Card Payment

Applicant's Unique ID Number:

Total amount due: \$

Applicant's Name:

Please charge to the following credit card: Master Card Visa

Credit Card NO: Exp. Mo Yr.

Print cardholder's name:

Cardholder's signature: Date:

**Instructions:**

- 1 Answer all application questions and sign the Affirmation. Your renewal will not be processed without all of this information.
- 2 Check the preprinted information (top left) and enter any changes in the space at right. It is important that you notify this Division of any changes to your residential address so you continue to receive renewal notices and any other notifications pertinent to your registration.

**NOTE:** If your name has changed (including changes due to marital status), please indicate the changes in the spaces to the right of the preprinted information. You must provide proof of such change of name, e.g., a copy of one of the following:

Court order changing your name  
Marriage certificate  
Driver's license, or a non-driver's ID card  
Valid passport  
Immigration documents

**Warning:** The Department of State will not accept documents with alterations or erasures. Presentation of fraudulent documents may also result in criminal prosecution.

- 3 Mail this completed, signed, original renewal notice with your \$25 nonrefundable fee. You may pay by check or money order made payable to the NYS Department of State or charge any fee to MasterCard or Visa. A \$20 fee will be charged for any check returned by your bank.

**Child Support Statement**

A Child Support Statement is mandatory in New York State (General Obligations Law). The law requires you to complete this section - regardless of whether or not you have children or any support obligation. Any person who is four months or more in arrears in child support may be subject to having his or her business, professional and driver's licenses suspended. The intentional submission of a false written statement for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable under Section 175.35 of the Penal Law. It is a class E felony to offer a false instrument for filing with a state or local government with the intent to defraud.

**Training Requirements**

If you are not in compliance with these training requirements, you may not submit this renewal form.

In order to renew your registration, the required training courses must be completed and on file with our office. The reverse side of this application displays your training currently on file with our office. The following courses are required:

- 16-Hour On-The Job(OJT) - renewal form must display date if employed for over 90 days.
- 8-Hour Annual In-Service - must be completed within each year of your license term; renewal form must display two completion dates

If registered with our office to carry a firearm, you must also complete:

- 8-Hour Annual Firearms Course - must be completed each calendar year; renewal form must display two completion dates

**Photo ID Card**

Your photo ID card will be produced by the NYS Department of Motor Vehicles using the image on file in their office. If you have a valid NYS Driver License or Non-Driver ID with photo, please read the section "Informed Consent" on the reverse side of this notice, sign and date it.

**Failure to adhere to these instructions will delay issuance of your new registration.**

**Please fold here to ensure the address below appears in the window of the return envelope.**

**\*\*\* DO NOT CUT - PLEASE RETURN ENTIRE FORM FOR PROCESSING \*\*\***

**Security Guard Renewal Application**

**DO NOT DELAY:** You cannot work as a security guard if you do not renew your registration by the expiration date of your current registration.

**Additionally if you do not renew your registration within 6 months after the expiration of your current registration, you will have to reapply and requalify.**

**Questions?** Contact the Division of Licensing Services at **(518) 474-7569**. Please reference your Unique ID Number in all communications.