



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
Special Licensing & Firearms Unit



(Rev 1/14/19)

**ADMINISTRATIVE DIRECTIVES FOR SECURITY OFFICER'S TRAINING
CERTIFICATION IDENTIFICATION CARD**

To obtain a **Security Officer's Training Certification Identification Card** you must complete the following requirements:

- 1) A security officer's identification application (DPS-135-C)
PLEASE ADD Email Address to application.
Course waived for active military or honorable separation within the last two years.
Police officers waived for Letter of Separation.
- 2) One (1) color photographs, 2" x 2" (passport style, SOLID background);
- 3) The following **fee of \$100.00 must be submitted** with the application (DPS-135C) form;
(Application fee of \$100.00 waived for military with proof of DD-214 (within last 2 years) or Military ID with MOS
- 4) Fingerprint fees **MUST BE PAID ON LINE** prior to submission of paperwork (SEE ATTACHED INSTRUCTIONS)
 - a. Fingerprint Card may be submitted with application **ONLY** if accompanied with a copy of the APPLICANT TRACKING NUMBER.
 - b. Fingerprint card (if printed at CSP Headquarters/or branch offices will be retained at time of fingerprinting; Therefore, a COPY of the applicant tracking number and/or receipt of fingerprinting must be submitted.
- 5) Copy of current Connecticut Driver's License;
- 6) Papers of Naturalization, if applicable; AND
- 7) Signed Noncriminal Justice Applicant's Privacy Rights/FBI Privacy Act Statement

One (1) separate check or money order IS needed for the above APPLICATION LICENSE.
The fee for the application must be made payable to the Treasurer, State of Connecticut.

You will be sent a receipt once all information is received and entered into the system, which will take anywhere up to 6 to 7 weeks and your guard card will be mailed to you once your backgrounds are completed.

All incomplete or incorrect application packets will be returned.

Should you have any questions, or require anything further, please do not hesitate to contact our office at (860) 685-8046.

Please submit application packets to the following address:
Department of Emergency Services and Public Protection
Special Licensing & Firearms Unit
1111 Country Club Road
Middletown, CT 06457

General: (860) 685-8290 Special Licensing: (860) 685-8160 Fax: (860) 685-8496
1111 Country Club Road
Middletown, CT 06457

www.ct.gov/despp

An Affirmative Action/Equal Opportunity Employer

Instructions for using the CCHRS Web Portal:

Enter this Link:

 ct.flexcheck.us.idemia.io/CCHRSPreEnroll/

You will come to this screen:



Connecticut Criminal History Request System

PreEnrollment



Welcome to the Connecticut Criminal History Request System (CCHRS)! Your use of this site implies that you are acknowledging that you are submitting a pre-enrollment request for a fingerprint-based criminal history check for an authorized recipient within the State of Connecticut.

Pre Enrollment

The agency (or entity) that is asking you to be fingerprinted should have given you a 'Service Code.' Please enter that code here:

-

NOTE: If you have a CCHRS account, you can sign in [here](#).

CCHRS™
Version: 10.0.2.11

Enter the service code given to you by the agency/instructor or employer; the system will take you to the following screen:



Connecticut Criminal History Request System

PreEnrollment



Please confirm the below information is correct.

Information for Service Code

9F1A-0C08

Agency: DESPP SLFU CT920600Z

Agency ID: CT920600Z

Applicant Type: DESPP Security Officer License

Does the above look correct?

CCHRS™
Version: 10.0.2.11

Click Yes if the information looks correct or No to have the system take you back to the Pre-Enrollment Screen.

The system will take you to the following screen:



Connecticut Criminal History Request System

PreEnrollment



Pre Enrollment

[9F1A-0C08]


DESPP SLFU

DESPP Security Officer License

NOTE: Please make sure all mandatory fields are completed (mandatory fields are in **bold** with asterisk* & blue highlight.)

Last Name*	<input type="text" value="Last Name"/>
First Name*	<input type="text" value="First Name"/>
Middle Name	<input type="text" value="Middle Name"/>
Suffix	<input type="text" value=""/>
DOB*	<input type="text" value="mm/dd/yyyy"/>
SSN	<input type="text" value="123-12-1234"/>
Sex*	<input type="text" value="Select Sex"/>
Race*	<input type="text" value="Select Race"/>
Hispanic	<input type="checkbox"/> Hispanic Indicator
Height (508: 5 feet 8)*	<input type="text" value="508"/>
Weight*	<input type="text" value="175"/>
Eye Color*	<input type="text" value="Select Eye Color"/>
Hair Color*	<input type="text" value="Select Hair Color"/>
Place of Birth*	<input type="text" value="Select Country"/>
Country of Citizenship	<input type="text" value="Select Country"/>
Miscellaneous Identifying Number (MNU)	Number
<input type="text" value="Select Code"/>	<input type="text" value=""/>
Email: (email address needs to be valid and complete or notifications from the system will not be received)	
Email Address*	<input type="text" value="email@site.com"/>
Email Confirmation*	<input type="text" value="email@site.com"/>
Residence:	
House Number	<input type="text" value="1234"/>
Street Name	<input type="text" value="Address Street Name"/>
Street Type	<input type="text" value="Ave, Court, Plac"/>
Street Directional	<input type="text" value="NW, SW, ..."/>
Apt Number	<input type="text" value="A, 16, ..."/>
City	<input type="text" value="Hartford"/>
Country	<input type="text" value="Select Country"/>
Zip/Postal Code	<input type="text" value="06101"/>
Zip Extended	<input type="text" value="1234"/>
Employer:	
Occupation	<input type="text" value=""/>
Employer Name	<input type="text" value=""/>
Employer Street Address	<input type="text" value=""/>

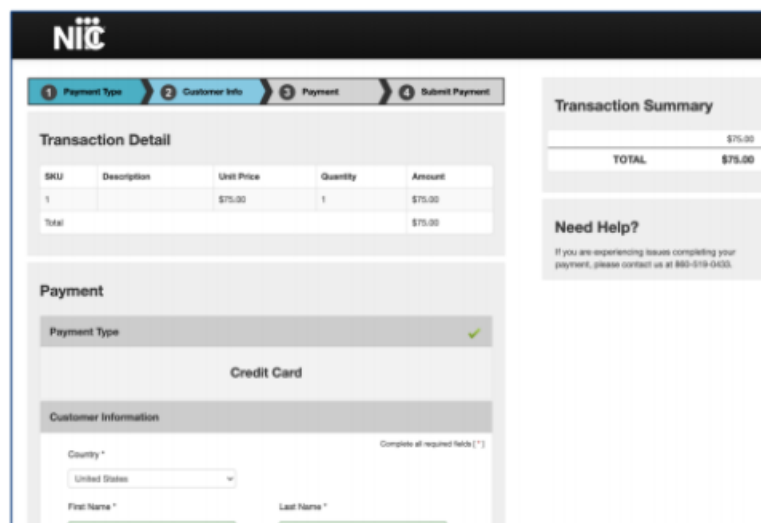
Complete everything in BOLD with an asterisks/blue. Once everything is completed click submit pre-enrollment on the bottom right of the screen.



Submit Pre-Enrollment

CCHRTM
Version: 10.0.2.11

The system will take you to the payment screen. Enter your credit card information:



NiC

1 Payment Type 2 Customer Info 3 **Payment** 4 Submit Payment

Transaction Detail

SKU	Description	Unit Price	Quantity	Amount
1		\$75.00	1	\$75.00
Total				\$75.00

Transaction Summary

TOTAL	\$75.00
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Need Help?
If you are experiencing issues completing your payment, please contact us at 888-519-0433.

Payment

Payment Type ☒ Credit Card

Customer Information

Country * Complete all required fields (*)

First Name * Last Name *

Once the credit card information is submitted, you will receive a confirmation on screen that your Pre-enrollment was successful. The system will generate an Applicant Tracking Number; See image below:



 Connecticut Criminal History Request System  **PreEnrollment** [Print](#)

SUCCESS. Your Pre-Enrollment has been submitted.

You will receive an email from the CCHRS system that provides you with your Applicant Tracking Number below. You will need this information at the time fingerprints are taken.

NOTE: Results (PDF Documents) may not be viewable on all devices. For best results, use a desktop or laptop.

Applicant Tracking Number: 21T0001085

BEAR, TEDDY RAWR
DOB: 12/25/1950

It is required to have the applicant tracking number (above) at the time of fingerprinting.
Submission date/time: 06/15/2021 10:03

[Start a new request](#) **I am DONE, end this session**

A Pre-enrollment email will be sent as well as a barcode. This can be taken to a livescan location or any other location that does fingerprinting. If you receive a hard copy of your fingerprint card, please mail it to our office with your Applicant Tracking number, application, licensing fee and privacy rights form.

Any additional questions please contact our office at 860-685-8046 or visit our website at www.ct.gov/DESPP.

Connecticut Criminal History Request System Fingerprint Service Code Form

Service Name:

To register for your fingerprints to be taken, please visit
<https://ct.flexcheck.us.idemia.io/cchrspreenroll> and enter the following
Service Code:

Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

- After entering the Service Code, confirm the Fingerprint Reason by selecting the “Yes – This information looks Correct” option.
- Complete the Pre-Enrollment information as completely as possible. All fields in bold font/blue highlight are mandatory to move forward with the process. After filling out all applicable fields, move to the next section by selecting the “Submit Pre-Enrollment” button at the bottom of the screen.
- After completing the pre-enrollment steps, a confirmation screen will appear confirming registration is complete, including your Applicant Tracking Number. **This Tracking Number will need to be taken to your fingerprinting session. It will also be sent to the e-mail address you provided during registration.**



Connecticut Criminal History Request System
PreEnrollment

SUCCESS. Your Pre-Enrollment has been submitted.


You will receive an email from the CCHRS system that provides you with your Applicant Tracking Number below. You will need this information at the time fingerprints are taken.

NOTE: Results (PDF Documents) may not be viewable on all devices. For best results, use a desktop or laptop.

Applicant Tracking Number: 21T0001085

BEAR, TEDDY RAWR
DOB: 12/25/1950

It is required to have the applicant tracking number (above) at the time of fingerprinting.
Business Operations: 06/15/2021 10:03




STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
Bureau of Identification

06/15/2021

Please present the Applicant Tracking Number below at the fingerprint location. It will identify both the reason for your fingerprint request and the agency or entity receiving the results. You must provide this number in order to be fingerprinted. Please also bring a government issued form of identification.

Applicant Tracking Number: [REDACTED]



Requesting Entity: _____

FBI Privacy Act 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.

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.

As of 03/30/2018

Note: This privacy act statement is located on the back of the FD-258 fingerprint card.

SIGNATURE	DATE
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This document must be retained by the Entity.

Noncriminal Justice Applicant's Privacy Rights

Requesting Entity: _____

As an applicant who is the subject of a national fingerprint-based criminal history record check for a noncriminal justice purpose (such as an application for employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. **All notices must be provided to you in writing.**¹ These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulations (CFR), 50.12, among other authorities.

- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later), by the agency that will receive your criminal history results, when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or retained.²
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your FBI criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your FBI criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on information in the FBI criminal history record.
- If agency policy permits, the officials may provide you with a copy of your FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may obtain a copy of the record by submitting fingerprints and a fee to the FBI. Information regarding this process may be obtained at <https://www.fbi.gov/services/cjis/identity-history-summary-checks> and <https://www.edo.cjis.gov>.
- If you decide to challenge the accuracy or completeness of your FBI criminal history record, you should send your challenge to the agency that contributed the questioned information to the FBI. Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenged entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.³

Updated 11/6/2019

If you need additional information or assistance, please contact:

Connecticut Records: Department of Emergency Services and Public Protection State Police Bureau of Identification (SPBI) 1111 Country Club Road Middletown, CT 06457 860-685-8480	Out-of-State Records: Agency of Record OR FBI CJIS Division-Summary Request 1000 Custer Hollow Road Clarksburg, West Virginia 26306
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SIGNATURE	DATE
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This document must be retained by the Entity.

¹ Written notification includes electronic notification, but excludes oral notification.

² See <https://www.fbi.gov/services/cjis/compact-council/privacy-act-statement>

³ See 5 U.S.C. 552a(b); 28 U.S.C. 534(b); 34 U.S.C. § 40316 (formerly cited as 42 U.S.C. § 14616), Article IV(c); 28 CFR 20.21(c), 20.33(d) and 906.2(d).