

GOVERNMENT OF THE DISTRICT OF COLUMBIA



Department of Consumer & Regulatory Affairs
Occupational and Professional Licensing Administration

“OPLA Online Licensing System”

- New Look, New Features -

SPO Renewal Process

Existing Licensee – Login

Renewal Instructions

Contact Information

Existing Licensee – Claim your account

Login credentials

- ▶ Visit <http://www.dcopla.com/security>
- ▶ Access the licensing portal under Licensing Services on the right hand side by selecting **“Click here”**
- ▶ Click **“Forgot your Password”**

Login

EXISTING LICENSEE OR ALREADY CREATED AN ACCOUNT? Enter your License Number, Client ID, or email address and password to log in.

Don't have or remember your License Number, Client ID, or email address? Click [Forgot your password?](#)

PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU ARE ALREADY LICENSED OR HAVE STARTED AN APPLICATION. Instead, request a password by clicking here.

License Number, Client ID or Email

Password

Remember me [Forgot your password?](#)

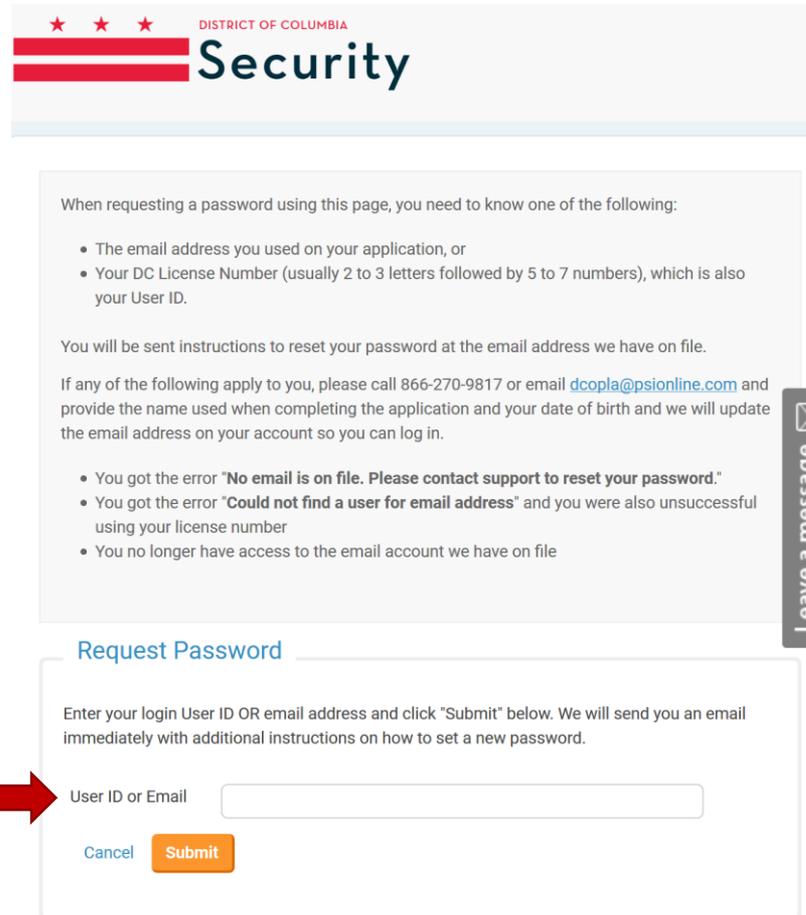
Login

PLEASE DO NOT CREATE A NEW ACCOUNT IF YOU ARE ALREADY LICENSED OR HAVE STARTED AN APPLICATION. Instead, request a password by clicking here.

Existing Licensee – Claim your account

Login credentials

- ▶ Click “**Submit**”
- ▶ Enter confirmation code and click “**Continue**” OR click on the link provided from the email confirmation



★ ★ ★ DISTRICT OF COLUMBIA

Security

When requesting a password using this page, you need to know one of the following:

- The email address you used on your application, or
- Your DC License Number (usually 2 to 3 letters followed by 5 to 7 numbers), which is also your User ID.

You will be sent instructions to reset your password at the email address we have on file.

If any of the following apply to you, please call 866-270-9817 or email dcopla@psionline.com and provide the name used when completing the application and your date of birth and we will update the email address on your account so you can log in.

- You got the error “No email is on file. Please contact support to reset your password.”
- You got the error “Could not find a user for email address” and you were also unsuccessful using your license number
- You no longer have access to the email account we have on file

[Request Password](#)

Enter your login User ID OR email address and click “Submit” below. We will send you an email immediately with additional instructions on how to set a new password.

User ID or Email

[Cancel](#) [Submit](#)

Leave a message

Existing Licensee – Claim your account

Login credentials

- ▶ Create new password
- ▶ Log in using license number and new password

New Password Request Confirmation

Please check your email for your new password request confirmation code and enter it here to confirm your identity. Then you may set a new password.

If you do not receive an e-mail within a few minutes, please check your spam filters or Junk e-mail folders. Please add the e-mail address: DCOPLA-UAT-info@DCOPLA.com to your "Safe Senders" list to ensure you are able to receive e-mails from the system.

Confirmation Code

[Cancel](#) [Continue](#)

ve a message

License Renewal

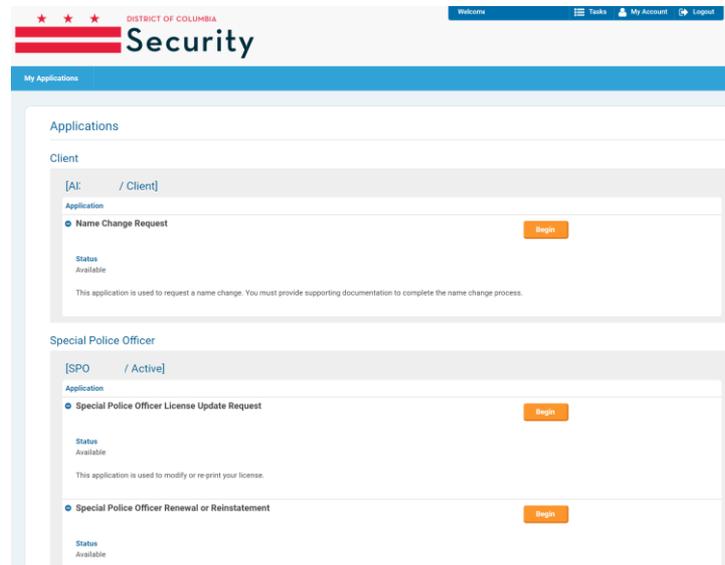
Special Police Officer (SPO) Renewal

Step 1 - Log on: www.dcopla.com/security

Step 2 - Log in with license prefix and number (SPOXXXXX) and password

*If the officer does not remember what email is associated with their account, please call 1.866.270.9817 for assistance.

Step 3 - Click on “My Applications” and scroll to “Special Police Officer renewal”



The screenshot displays the 'Security' portal for the District of Columbia. The page is titled 'My Applications' and shows a list of applications for a client. The client information is '[AI: / Client]'. The applications listed are:

- Name Change Request**: Status: Available. This application is used to request a name change. You must provide supporting documentation to complete the name change process. A 'Begin' button is visible.
- Special Police Officer License Update Request**: Status: Available. This application is used to modify or re-print your license. A 'Begin' button is visible.
- Special Police Officer Renewal or Reinstatement**: Status: Available. A 'Begin' button is visible.

License Renewal

Special Police Officer (SPO) Renewal

Step 4 - Complete application requirements by answering screening questions A through D.

Step 5 - Click "submit application" – All questions must be answered in order for this button to turn orange (right image)

Special Police Officer Renewal or Reins... [Show Details](#) [Return to: Applications](#)

Complete Application Requirements [Submit Application](#)

Screening Questions

Please answer the following questions

A. I certify that I am in compliance with the "Clean Hands Before Receiving a License or Permit Act of 1996" (DC Law 11-118, DC Code §47-2861 et seq.) and I do not owe any outstanding debt over \$100 to the District government as a result of any fine, fee, penalty, interest, or past due taxes as stipulated in that law.	Answer Question
B. Do you owe any outstanding debt to the District government as a result of any past due child support payments as stipulated in the "Child Support and Welfare Reform Compliance Amendment Act of 2000" (DC Law 13-269, DC Code §46-225.01)?	Answer Question
C. Have you ever been arrested for a crime (other than minor traffic violations) not previously reported to the Board?	Answer Question
D. Have you withdrawn an application to practice your profession in DC or any other state/jurisdiction?	Answer Question

Complete Application Requirements

Please complete all requirements. When you you have completed your application, you will see a Submit Application button.

[Submit Application](#)



Special Police Officer Renewal or Reins... [Show Details](#) [Return to: Applications](#)

Complete Application Requirements [Submit Application](#)

Screening Questions

Please answer the following questions

A. I certify that I am in compliance with the "Clean Hands Before Receiving a License or Permit Act of 1996" (DC Law 11-118, DC Code §47-2861 et seq.) and I do not owe any outstanding debt over \$100 to the District government as a result of any fine, fee, penalty, interest, or past due taxes as stipulated in that law.	Yes	Completed
B. Do you owe any outstanding debt to the District government as a result of any past due child support payments as stipulated in the "Child Support and Welfare Reform Compliance Amendment Act of 2000" (DC Law 13-269, DC Code §46-225.01)?	No	Completed
C. Have you ever been arrested for a crime (other than minor traffic violations) not previously reported to the Board?	No	Completed
D. Have you withdrawn an application to practice your profession in DC or any other state/jurisdiction?	No	Completed

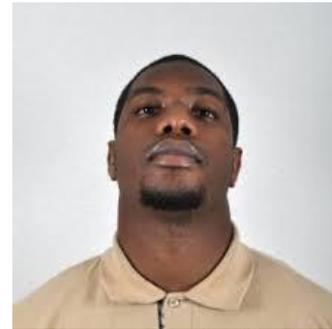
Complete Application Requirements

Your application is ready to submit.

[Submit Application](#)

License Renewal

Photo Upload Guidelines



Photos **NOT** Acceptable



License Renewal Photo Upload Guidelines

Acceptable Passport Photos

- ▶ Front-facing
- ▶ Passport Style
- ▶ Plain white or off-white background



License Renewal

Special Police Officer (SPO) Renewal

- Step 6 - Verify the address, phone number, and email address
- Step 7 - Agree to the affidavit
- Step 8 - Upload "Passport Style" photograph for the new license
- Step 9 - Proceed to payment

The screenshot shows a web application window titled "Security Officer Renewal: Complete Application: All Renewal and Reinstatement Applicants". The main content area displays a form with several sections:

- Verify Address:** A section with a blue "Update Address" button. A red arrow points from the left sidebar to this section, and another red arrow points from the right sidebar to the "Update Address" button.
- I Agree:** A section with a dropdown menu labeled "Select Affidavit". A red arrow points from the left sidebar to this section.
- Upload Photograph:** A section with a blue "Upload" button and a note: "Please upload a 2 x 2 Photograph for identification*". A red arrow points from the left sidebar to this section.

At the bottom of the form, there are two buttons: "Save" and "Proceed to Application Fees". The "Proceed to Application Fees" button is circled in red.

TIP: If you need to update your address, click on the **"Update Address"**

Once you are done correcting the information, return to your application by clicking on **"My Applications"** and then **"Current Applications"**

License Renewal

Special Police Officer (SPO) Renewal

Check with your agency to see which option they want you to take

- Option 1
 - SPO reports to SOMB in person
 - Be fingerprinted and submit documents at SOMB
- Option 2
 - Make an appointment at Indiana Ave. for fingerprints
 - Submit paperwork to your supervisor to turn in on your behalf.

License Renewal

Special Police Officer (SPO) Renewal

Option 1 – SPO Reports to SOMB in person

In order to be processed you will need the following documents:

Online renewal payment confirmation

- Printed or on smart device

Fingerprinting Fee

- \$35 money order or company check made payable to **DC TREASURER**
- Signed and dated within 30 days

Arrest Affidavit

- 2 pages (arrest history and employment/residence history)
- Notarized and includes court disposition(s) for any documented arrest(s)

Drug Screening Report

- If your drug screen report results are positive, you must submit supporting documents

Range Certification

- Armed SPOs only
- Signed/dated within 90 days



License Renewal

Special Police Officer (SPO) Renewal

- ❑ Option 2 – Make an appointment at Indiana Ave. for fingerprints
 - ❑ Submit your paperwork to your manager/supervisor
 - ❑ **Online renewal payment confirmation**
 - Printed or on smart device
 - ❑ **Fingerprint receipt from Indiana Ave. location**
 - To schedule your appointment [CLICK HERE](https://www02.timetrade.com/app/5107/workflows/metro001/schedule/appointment-type?wfsid=16a5bb38-baba97f6-16a5bc95-baba97f6-00000002-eb1a88qd697t10ud5i351jqlei2ifukb&locationId=metropolice&fs=1) – if the link doesn't work, copy and paste the link below.
<https://www02.timetrade.com/app/5107/workflows/metro001/schedule/appointment-type?wfsid=16a5bb38-baba97f6-16a5bc95-baba97f6-00000002-eb1a88qd697t10ud5i351jqlei2ifukb&locationId=metropolice&fs=1>
 - ❑ **Arrest Affidavit**
 - 2 pages (arrest history and employment/residence history)
 - Notarized and includes court disposition(s) for any documented arrest(s)
 - ❑ **Drug Screening Report**
 - If your drug screen report results are positive, you must submit supporting documents
 - ❑ **Range Certification**
 - Armed SPOs only
 - Signed/dated within 90 days



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2000 14th Street, NW,
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Fax: (202) 673-7418

Hours of Operation:

M-TH (8a – 2p); F
(Appointment only)

somb.adminbox@dc.gov

DCRA

1100 4th Street, SW
5th floor

Washington, DC 20024

Main: (202) 442-4320

Fax: (202) 698-4329

Hours of Operation:

M-W,F (8:30a – 4:30p); TH
(9:30a – 4:30p)

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