



## APPLICATION INSTRUCTIONS SPECIAL POLICE OFFICER

### PART 1: OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

1. Visit <http://www.dcopla.com/security>
2. Access the licensing portal under Licensing Services on the right hand side by selecting "**Click here**"
3. Click "**Register**" under "**New Individual Applicant**" heading on the left side of the screen.
4. *If you have held a professional license, contact a customer service representative at **1.866.270.9817** for assistance with accessing your existing license record.*
5. Follow the prompts to register for a new account by entering your personal information and click save
6. Start a new application by clicking "**My Applications**"
7. Scroll down to locate the application for Special Police Officer under the "**SPECIAL POLICE OFFICER**" section
8. Click "**Begin**"
9. Select an application type: Special Police Officer (Armed) **OR** Special Police Officer (Unarmed)
10. Read the prompt and record the Unique Identifier for your reference
11. Click "**Proceed to Application**"
  - ▶ Please read and follow the instructions under each [blue section](#)
  - ▶ Click on the small plus sign (+) to view detailed instructions
  - ▶ **DO NOT** click on "Save" unless you will continue the application at a later time
  - ▶ Once you complete all the required sections the application will turn [green](#)



12. Click "**Complete Affidavit**" located at the bottom right of the application
  - ▶ Verify that your address, phone number, and email are correct. If you need to make a correction, click "**Update Address**"
  - ▶ Once you are done correcting the information, return to your application by clicking on "**My Applications**" and then "**Current Applications**"
13. Agree that all information in the application is true by selecting "**Yes**"
14. Click "**Proceed to Payment**"
  - ▶ **If the agency pays for your application, you will need to log back into your account in order to submit your application for review.**
  - ▶ **If you are paying for your own license fee, please move to the next step.**
15. Click "**Proceed to Payment**"
16. Enter payment information
17. Agree to the terms and conditions by clicking "**Continue**"
18. View receipt and print OR keep a copy on your mobile device to present at SOMB – see part 2



## PART 2: SECURITY OFFICER'S MANAGEMENT BRANCH

Report to 2000 14th St NW, Suite 302, Washington, DC 20009

Hours: Monday- Thursday – 8:00am to 2:00pm

### REQUIRED DOCUMENTS

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#### NOTE

**YOUR APPLICATION WILL BE IN “OPLA REVIEW” UNTIL YOU SUBMIT THE BELOW DOCUMENTS TO SOMB**

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- Confirmation of completed application
  - ▶ Bring a copy of the receipt or show to staff from smart phone/tablet
- Confirmation of fingerprint receipt from Civilian Fingerprinting
  - ▶ Fingerprinting will be conducted at 300 Indiana Ave. *by appointment only.*
  - ▶ Please [CLICK HERE](#) in order to schedule an appointment.
- Authorization to Release form ([click here to download document](#))
  - ▶ Notarized
  - ▶ Dated within 90 days
- Arrest Affidavit ([click here to download document](#))
  - ▶ Notarized
  - ▶ Dated within 90 days
- Drug Screening Report
  - ▶ Dated within 90 days
  - ▶ If drug screen report results are **positive** – must submit supporting document
- Physical Examination
  - ▶ Dated within 90 days
- Range Certification (ARMED SPO APPLICANTS ONLY)
  - ▶ Dated within 90 days