



Division of Licensing Services

New York State
Department of State
Division of Licensing Services
Security Guard
P.O. BOX 22052
Albany, NY 12201-2052
Customer Service: (518) 474- 7569
www.dos.ny.gov

Employment Status Notification (Security Guard)

IMPORTANT INSTRUCTIONS - Please Read Carefully

The General Business Law requires that all employment, retirement, resignation or termination of security guards be reported to the NYS Department of State, Division of Licensing Services within 15 calendar days. Reports shall be filed on this Security Guard Employment Status Notification form.

Completely fill out, sign, and date the Employer Information section. Completely fill out the Guard Information section (on page 2) for up to 13 guards. If the Guard UID# is not provided, the form will be returned. The fee for reporting employment of a security guard when FILED SEPARATELY from the original application for security guard registration is \$25 for each guard. There is no fee for reporting a retirement, resignation or termination of a security guard. Complete the Total Amount Due column to determine the fee you must send to this Department.

Return this ORIGINAL form (NO PHOTOCOPIES) with your nonrefundable payment (\$25 for each guard when reporting employment). You may pay by check or money order made payable to the Department of State or charge any fee to MasterCard or Visa, using a credit card authorization form. Do not send cash. A \$20 fee will be charged for any check returned by your bank.

EMPLOYER INFORMATION

PLEASE PRINT OR TYPE

Employer UID#: _____

Employer Business Name: _____

NOTE: When hiring guards, due diligence, as required in DOS regulation, must be exercised in verifying application information. By signing this form, you affirm that due diligence has been exercised.

X _____
Employer Signature

Date Signed

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GUARD INFORMATION

Guard UID #:	Date of Change:	Guard Name:	Type of Change: (darken one circle)		Amount Due: (\$25 per hire)
	MM/DD/YYYY		Hiring	No Longer Employed	
			<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	
			<input type="radio"/>	<input type="radio"/>	
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			<input type="radio"/>	<input type="radio"/>	
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			<input type="radio"/>	<input type="radio"/>	
			TOTAL AMOUNT DUE		