

# Security Guard Change of Status

NYS Department of State  
DIVISION OF LICENSING SERVICES  
P.O. Box 22052  
Albany, NY 12201-2052  
Customer Service (518) 474-7569  
Fax: (518) 474-7739  
www.dos.ny.gov

## INSTRUCTIONS:

- Please print the required information as requested.
- To change your status from an *unarmed* security guard to an *armed* security guard, you must submit this form along with a certificate showing completion of a 47-hour firearms course.
- You must return your current security guard ID card.

In addition armed security guards must complete an 8-hour annual firearms course. This course must be completed ***within one calendar year*** of completion of the 47-hour firearms course, and ***every year thereafter***.

For purposes of registration, you may be granted a waiver from training if you can demonstrate completion of training that meets or exceeds the minimum standards for the 8-hour pre-assignment or 47-hour firearms courses. **Requests for waivers should be directed to the NYS Division of Criminal Justice Services (DCJS), Security Guard Program. To request a waiver, contact DCJS directly at (518) 457-4135 (or write them at 80 South Swan Street, 3<sup>rd</sup> Fl., Albany, NY 12210-8002). If approved, DCJS will send you a waiver letter to submit with your application to the Department of State.**

- Mail this form, along with the fee and any required documentation to the above address. 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.

FEE DUE: \$25\*\*

\_\_\_\_\_  
UID NUMBER

\_\_\_\_\_  
NAME ON LICENSE

\_\_\_\_\_  
HOME STREET ADDRESS (NO. AND STREET)

\_\_\_\_\_  
APT/UNIT/PO BOX

\_\_\_\_\_  
CITY

\_\_\_\_\_  
STATE

\_\_\_\_\_  
ZIP+4

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

**X**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_