

Security Guard Registry User Guide

This Guide will help you navigate the Security Guard Registry website to determine the qualification of an applicant for employment as a Security Guard.

Access the site by clicking on the following url:

<http://securityguardregistry.ny.gov>



Security Guard Registry

AVAILABLE: MONDAY – FRIDAY 6:00AM TO 7:30PM

Division of NYS Department of State

Security guard companies must exercise due diligence to determine the qualification of an applicant for employment as a security guard. Employers must utilize this online Security Guard Registry to search an individual's eligibility for hire PRIOR to hiring the candidate. Further information for requirements can be found under §174.6 of [Article 7-A of the General Business Law](#)

[Begin Search](#)

**To get started,
Click on the
“Begin Search” Button**

RESOURCES

If you require assistance using the Security Guard Registry, please call (518) 474-7569

LICENSING

Department of State has numerous resources for your reference including forms, fees, information on fingerprinting, etc.

[Learn more »](#)

TRAINING

New York State law requires registration and training of security guards in the state.

[Learn more »](#)

FAQ

There are many aspects of the Security Guard application and hiring process that you need to be aware of as an employer.

[Learn more »](#)

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For additional information including Forms, fees, information on fingerprinting, Training and answers to Frequently Asked Questions, click on the Learn More buttons.



Security Guard Registry

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Only authorized security guard employers are permitted access to perform lookup.
Please enter your Employer UID to begin.



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The Following Search Engine will appear.

In this Search Box, you will enter your Employer UID Number. This is an Eleven-digit number that will start with the numbers “11”. You were issued this number when you first had your Business licensed with the Department of State.

Above is an example of a valid Employer UID that has been entered correctly into the Search Box.

Once you have entered your Employer UID, click the Submit Button to continue.

Employer UID: 110000999

Search Guard

Enter the social security number of the individual you are searching. Click on the 'Search' button for each individual you wish to look up. Once complete, click on the 'Print Summary' button to obtain a complete list of individuals searched along with the associated Transaction ID.



You will now be asked to enter the 9-digit Social Security Number of the individual that you would like to search.

Once you have entered the correct Social Security Number.....

....click the Search Button to Continue.

Employer UID: 1100000999

Search Guard

Enter the social security number of the individual you are searching. Click on the 'Search' button for each individual you wish to look up. Once complete, click on the 'Print Summary' button to obtain a complete list of individuals searched along with the associated Transaction ID.

Search

Print Summary

Transaction ID # 981283

Date: 4/3/2018 8:40:36 AM

Employer UID: 1100000999

Search Results

Search	Reg Status	Response	O.K. to Hire?	Additional Comments
XXX-XX-9417	ISSUED	Current status is issued. This individual is ok to hire.	YES	1) If you hire this individual, you must maintain a completed Employee Statement(application) and a copy of this Transaction Number in your files. 2)The employer must submit a Security Guard Employment Status Notification form to the Division of Licensing Services within 15 calendar days. This form can be found HERE .



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You will now see your search results displayed beneath the Search Engine Box.

You will be able to see the Transaction ID, Current Registration Status, if the Security Guard applicant is OK to Hire, and any Additional Comments/Instructions on the proper procedure and next required steps that would need to be followed.

Employer UID: 1100000999

Search Guard

Enter the social security number of the individual you are searching. Click on the 'Search' button for each individual you wish to look up. Once complete, click on the 'Print Summary' button to obtain a complete list of individuals searched along with the associated Transaction ID.

Search

Print Summary

Transaction ID # 981283

Date: 4/3/2018 8:40:36 AM

Employer UID: 1100000999

Search Results

Search	Reg Status	Response	O.K. to Hire?	Additional Comments
XXX-XX-9417	ISSUED	Current status is issued. This individual is not ok to hire.	YES	1) If you hire this individual, you must maintain a completed Employee Statement(application) and a copy of this Transaction Number in your files. 2)The employer must submit a Security Guard Employment Status Notification form to the Division of Licensing Services within 15 calendar days. This form can be found HERE .



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You also have the option of performing more than one search at a time. Simply add another valid Social Security Number in the Search Guard Box....

....and Click the Search Button

Employer UID: 1100000999

Search Guard

Enter the social security number of the individual you are searching. Click on the 'Search' button for each individual you wish to look up. Once complete, click on the 'Print Summary' button to obtain a complete list of individuals searched along with the associated Transaction ID.

Search

Print Summary

Transaction ID # 9

Date: 4/3/2018 8:40:36

Employer UID: 1100000999

Search Results

Search	Reg Status	Response	O.K. to Hire	Additional Comments
XXX-XX-9417	ISSUED	Current status is issued. This individual is ok to hire.	YES	1) If you hire this individual, you must maintain a completed Employee Statement(application) and a copy of this Transaction Number in your files. 2)The employer must submit a Security Guard Employment Status Notification form to the Division of Licensing Services within 15 calendar days. This form can be found HERE .
XXX-XX-8754	ISSUED	Current status is issued. This individual is ok to hire.	YES	1) If you hire this individual, you must maintain a completed Employee Statement(application) and a copy of this Transaction Number in your files. 2)The employer must submit a Security Guard Employment Status Notification form to the Division of Licensing Services within 15 calendar days. This form can be found HERE .



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Now you will see that both searches appear.

You may repeat this process until you have received the Registration Status results for each Security Guard Applicant that you wish to employ.

Once your searches are completed, you should print your results by clicking the Print Summary Box.

This summary should be maintained in your files as proof of the due diligence requirement.

Print
Total: 1 sheet of paper

Print Cancel

Destination IR-AD
Change...

Pages All
e.g. 1-5 3

Copies 1

Layout Portrait

Options Two-side

+ More settings

Print using system dialog... (C...t+P)

4/30/2018 NYS DOS Division of Licensing Services - Search Guard

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Division of Licensing Services

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Security Guard Registry

Summary Page

Please print this summary page and maintain in your files as proof of the due diligence requirement.

Transaction ID # 00985173

Date: 4/30/2018 9:13:02 AM

Employer UID: 1100000999

Search Results

Search	Reg Status	Response	O.K. to Hire?	Additional Comments
XXX-XX-0193	ISSUED	Current status is issued. This individual is ok to hire.	YES	1) If you hire this individual, you must maintain a completed Employee Statement(application) and a copy of this Transaction Number in your files. 2)The employer must submit a Security Guard Employment Status Notification form to the Division of Licensing Services within 15 calendar days. This form can be found HERE (https://www.dos.ny.gov/forms/licensing/1205-f.pdf).

<https://securityguardregistry.ny.gov/client/guards/find> 1/1

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The Print Screen will appear where you can then click print.

Use the Below Links to Find:

Security Guard Application

<https://www.dos.ny.gov/forms/licensing/1206-f-a.pdf>

Status Notification

<https://www.dos.ny.gov/forms/licensing/1205-f.pdf>