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

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

<table>
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<th>Search</th>
<th>Reg Status</th>
<th>Response</th>
<th>O.K. to Hire?</th>
<th>Additional Comments</th>
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| XXX-XX-5417 | 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. |
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
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.
The Print Screen will appear where you can then click print.

Use the Below Links to Find:

Security Guard Application


Status Notification

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