

Agency License Application

Please read and follow the instructions below to ensure prompt processing of your application. An incomplete application will result in your application being returned to you for completion, causing delay in the licensure process. All documents printed and mailed must be sent to CLEET in a single envelope.

Should you receive a letter requesting missing or further documentation, you have 30 days to submit said documentation or will be asked to reapply with a new application and fee.

- The Authorization to Release Information page must be signed and notarized on each application.
- Complete all supervisor information and enclose the surety bond or liability insurance form.
- Agency trade names must be distinguishably different. You may want to check with our office to see if the agency name you have selected is in use.

Applicants for an agency license must:

- Be 21 years of age;
- Be a citizen of the United States or a resident alien;
- Have not been convicted of a felony or crime involving moral turpitude unless waived by the Council pursuant to O.S. Title 59, Section 1750.5(H);
- Have not had a license revoked or application for such license denied by CLEET;
- Be of good moral character, and;
- In the case of a corporation, be incorporated under the laws of this state, or shall be duly qualified to do business within this state.
- Must maintain a place of business in Oklahoma. For applicants with a principal place of business in another state, statutes require a contact person within Oklahoma. This person must be a licensed employee and resident of Oklahoma, or a Registered Service Agent accepting service on behalf of the agency.
- Must maintain a business number listed with a telephone company as well as CLEET.
- Agencies must provide a geographical address for the business office. PO Boxes will not be accepted as a physical business address.
- The agency supervisor of investigators or guards must be licensed in Oklahoma.
- Agencies are responsible for ensuring that employees comply with all statutes, rules, and regulations.
- Licensed agencies must notify CLEET in writing, within 5 days, of all employee new hires and terminations.
- Each self-employed private investigative agency must provide proof of bond. All security agency applicants (self-employed or other) along with private investigative agencies employing others must provide proof of general liability insurance in the amount of \$100,000.
- A copy of the corporate charter must accompany requests for an agency license to be issued in the name of a corporation. If the license is to be issued in the name of a legal entity other than a natural person, the applicant must furnish proof that the entity is legally recognized.
- All agency applicants, **including self-employed**, must complete the Supervisor Information.
- Agencies must notify CLEET of changes in supervisors within 10 days of the effective date of change.
- Agency vehicles, badges, uniforms, etc. must comply with 390:35-5-12.

Council on Law Enforcement Education and Training
Private Security Division

Agency License Application

PLEASE CHECK ONE:

- | | | |
|--------------------------|---|-------|
| <input type="checkbox"/> | Security Agency License | \$300 |
| <input type="checkbox"/> | Investigative Agency License | \$300 |
| <input type="checkbox"/> | Security & Investigative Agency License | \$600 |
-

Please print legibly or type:

Agency Trade Name: _____
(as it is to appear on license)

Agency Physical Address: _____

City: _____ State: _____ Zip: _____

Agency Mailing Address: _____

City: _____ State: _____ Zip: _____

County: _____ Phone Number: _____ Fax Number: _____

TYPE OF AGENCY: Please complete all sections that apply to your requested license.

- Self-employed
- Employer of other guards or investigators
- Partnership
- Corporation

Council on Law Enforcement Education and Training
Private Security Division

Individual or Sole Owner:

Agency Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ Phone Number: _____

Date of Birth: _____ Social Security Number: _____

Citizenship: US Citizen Resident Alien - Must have verifiable documentation

Have you ever had an individual or agency license issued by CLEET revoked or denied?

Yes No

Have you ever had an individual or agency license to private security or private issued by another state revoked or denied?

Yes No

If you check "Yes" to any question below, along with the date of action, state of occurrence, and reasoning, you must attach and provide certified final disposition documents. You must include suspended and deferred sentences. If records are not available, you must get a letter from the court or

Have you ever been convicted of a Misdemeanor? Yes No

Have you ever been convicted of a Felony? Yes No

Are there any criminal charges presently pending against you? Yes No

Council on Law Enforcement Education and Training
Private Security Division

Partnership:

Partner 1: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ Phone Number: _____

Date of Birth: _____ Social Security Number: _____

Citizenship: US Citizen Resident Alien - Must have verifiable documentation

Have you ever had an individual or agency license issued by CLEET revoked or denied?

Yes No

Have you ever had an individual or agency license to private security or private issued by another state revoked or denied?

Yes No

If you check "Yes" to any question below, along with the date of action, state of occurrence, and reasoning, you must attach and provide certified final disposition documents. You must include suspended and deferred sentences. If records are not available, you must get a letter from the court or judge stating that fact.

Have you ever been convicted of a Misdemeanor? Yes No

Have you ever been convicted of a Felony? Yes No

Are there any criminal charges presently pending against you? Yes No

Partner 2: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ Phone Number: _____

Date of Birth: _____ Social Security Number: _____

Citizenship: US Citizen Resident Alien - Must have verifiable documentation

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Yes No

Have you ever had an individual or agency license to private security or private issued by another state revoked or denied?

Yes No

If you check "Yes" to any question below, along with the date of action, state of occurrence, and reasoning, you must attach and provide certified final disposition documents. You must include suspended and deferred sentences. If records are not available, you must get a letter from the court or judge stating that fact.

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Have you ever been convicted of a Felony? Yes No

Are there any criminal charges presently pending against you? Yes No

Council on Law Enforcement Education and Training
Private Security Division

State Corporations:

President: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ Phone Number: _____

Date of Birth: _____ Social Security Number: _____

Citizenship: US Citizen Resident Alien - Must have verifiable documentation

Have you ever had an individual or agency license issued by CLEET revoked or denied?

Yes No

Have you ever had an individual or agency license to private security or private issued by another state revoked or denied?

Yes No

If you check "Yes" to any question below, along with the date of action, state of occurrence, and reasoning, you must attach and provide certified final disposition documents. You must include suspended and deferred sentences. If records are not available, you must get a letter from the court or judge stating that fact.

Have you ever been convicted of a Misdemeanor? Yes No

Have you ever been convicted of a Felony? Yes No

Are there any criminal charges presently pending against you? Yes No

Vice-President: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ Phone Number: _____

Date of Birth: _____ Social Security Number: _____

Citizenship: US Citizen Resident Alien - Must have verifiable documentation

Have you ever had an individual or agency license issued by CLEET revoked or denied?

Yes No

Have you ever had an individual or agency license to private security or private issued by another state revoked or denied?

Yes No

If you check "Yes" to any question below, along with the date of action, state of occurrence, and reasoning, you must attach and provide certified final disposition documents. You must include suspended and deferred sentences. If records are not available, you must get a letter from the court or judge stating that fact.

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Have you ever been convicted of a Felony? Yes No

Are there any criminal charges presently pending against you? Yes No

Council on Law Enforcement Education and Training
Private Security Division

State Corporations Continued:

Secretary/Treasurer: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ Phone Number: _____

Date of Birth: _____ Social Security Number: _____

Citizenship: US Citizen Resident Alien - Must have verifiable documentation

Have you ever had an individual or agency license issued by CLEET revoked or denied?

Yes No

Have you ever had an individual or agency license to private security or private issued by another state revoked or denied?

Yes No

If you check "Yes" to any question below, along with the date of action, state of occurrence, and reasoning, you must attach and provide certified final disposition documents. You must include suspended and deferred sentences. If records are not available, you must get a letter from the court or judge stating that fact.

Have you ever been convicted of a Misdemeanor? Yes No

Have you ever been convicted of a Felony? Yes No

Are there any criminal charges presently pending against you? Yes No

Council on Law Enforcement Education and Training
Private Security Division

National Corporations:

President: _____

Vice-President: _____

Secretary/Treasurer: _____

Licensed Manager or Registered Agent in Oklahoma:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____ Phone Number: _____

Date of Birth: _____ Social Security Number: _____

Citizenship: US Citizen Resident Alien - Must have verifiable documentation

Have you ever had an individual or agency license issued by CLEET revoked or denied?

Yes No

Have you ever had an individual or agency license to private security or private issued by another state revoked or denied?

Yes No

If you check "Yes" to any question below, along with the date of action, state of occurrence, and reasoning, you must attach and provide certified final disposition documents. You must include suspended and deferred sentences. If records are not available, you must get a letter from the court or judge stating that fact.

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Have you ever been convicted of a Felony? Yes No

Are there any criminal charges presently pending against you? Yes No

Supervisor Information:

This must be filled out by all applicants, including self-employed individuals with no employees.

Name: _____

Date of Birth: _____ Social Security Number: _____

Phone Number: _____

Active License: Yes No

Attach Proof of Insurance/Bond

<p>STATUTORY REQUIREMENTS: Title 59 O.S. § 1750.5 (J)(1-4)</p> <p>J. 1. All persons and agencies shall obtain and maintain liability coverage in accordance with the following minimum standards:</p> <p>a. general liability insurance coverage for bodily injury, personal injury, and property damage, with endorsements for personal injury including false arrest, libel, slander, and invasion of privacy, or</p> <p>b. a surety bond that allows persons to recover for actionable injuries, loss, or damage as a result of the willful, or wrongful acts or omissions of the principal and protects this state, its agents, officers and employees from judgments against the principal or insured licensee, and is further conditioned upon the faithful and honest conduct of the principal's business.</p> <p>2. Liability coverages and bonds outlined in this section shall be in the minimum amounts of One Hundred Thousand Dollars (\$100,000.00) for agencies, Ten Thousand Dollars (\$10,000.00) for armed security guards and armed private investigators, or combination armed license; and Five Thousand Dollars (\$5,000.00) for unarmed security guards and self-employed unarmed private investigators who employ no other investigators.</p> <p>3. Security agencies and investigative agencies shall ensure that all employees of these agencies have met the minimum liability coverages as prescribed in this section.</p> <p>4. Insurance policies and bonds issued pursuant to this section shall not be modified or canceled unless ten (10) days' prior written notice is given to the Council. All persons and agencies insured or bonded pursuant to this section shall be insured or bonded by an insurance carrier or a surety company licensed in the state in which the insurance or bond was purchased, or in this state.</p>
<p>CLEET Rules: 390:35-11-3</p> <p><u>(c) Proof of insurance or surety bond shall be provided CLEET by submitting a certificate of insurance, such as the Accord Form; or a copy of the policy, or a copy of the bond; or a letter from the issuing company. Regardless of the method chosen, the proof submitted shall at least contain the following information:</u></p> <p>(1) Name of insured</p> <p>(2) Name and address of insurer</p> <p>(3) Policy limits, coverages, and amounts</p> <p>(4) Effective dates of policy</p> <p>(5) If covered by a bond, the original bond proof of coverage must include an original or copy of the Notification of Bond and Power of Attorney. Proof of renewal of the bond does not require a copy of the Power of Attorney, only submissions of the Notification of Bond.</p> <p>(d) Any company providing insurance or surety bonds must be licensed to do business in the State of Oklahoma.</p>

RELEASE OF INFORMATION AUTHORIZATION

Important: Read the following carefully before signing this application in the presence of a Notary Public. The definition of applicant and licensee is as follows in the Oklahoma Private Security Rules and Regulations 390:35-1-3:

"Applicant" means a person, or as it relates to an agency license, any of its owners, partners, directors, or in the case of a corporation, each officer and registered agent (branch manager), applying for a license under the provisions of the Act.

"Licensee" means a person, or as it relates to an agency license, any of its owners, partners, directors, or in the case of a corporation, each officer and registered agent (branch manager), authorized by CLEET under the provisions of the Act, to lawfully conduct business as a security guard, armed security guard, private investigator, security agency, or investigative agency.

I, _____, certify that I lawfully represent the applicants listed in this agency application, and have their permission and authority to grant the following waiver:

I, _____, certify that the applicants listed in this application have received, read, understand, and will abide by the "Rules and Regulations Governing Security Guards and Private Investigators" and "Oklahoma Security Guard and Private Investigators Act."

I, _____, hereby declare under oath and under penalty of perjury, that to the best of my knowledge, all information contained in this application is true and correct. I understand that any misrepresentation is sufficient cause for denial of license. I hereby authorize any person or organization listed in this application to provide any information about me or the applicants listed, to the Council on Law Enforcement Education and Training, on a confidential basis, including criminal history information, or any other information about me or the applicants related to the qualifications for licensing as a security agency or investigative agency. I further authorize the Council on Law Enforcement Education and Training, or authorized representatives of the Council, to release to any law enforcement agency any information held by the Council concerning this application.

Original Signature and Title of Authorized Agency Representative
(sign in front of notary)

Date

Printed Name of Authorized Agency Representative

NOTARY PUBLIC USE ONLY

State of: _____, County of: _____

Sworn and Subscribed before me on this _____ day of _____, 20____

Signature of Notary Public

(SEAL)

Printed name of Notary

My Commission expires: _____

My Commission number: _____

Council on Law Enforcement Education and Training
Private Security Division

Return application to:

CLEET
Private Security Division
2401 Egypt Road
Ada, OK 74820-0669

Acceptable Payment Methods:

- Company Check
- Cashier's Check
- Money Order
- Personal checks will NOT be accepted
- Make all checks and money orders payable to
CLEET

Remember:

- Employments and terminations must be reported to CLEET withing five (5) days.
- You must obtain and maintain insurance/bond. Every new year, you are responsible for providing CLEET with the continuation or proof of insurance/bond.
- You must notify CLEET of any business address or telephone number change within ten (10) days.
- A bond is only accepted for self-employed private investigative agencies. All others will need to obtain insurance.

If you have any questions regarding the agency application process, please contact the Private Security Division at (405)239-5110.