

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 will 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 appropriate proof of insurance.
- 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.

Individual and partner 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 disqualifying crime unless waived by the Council pursuant to 59 O.S. § 1750.5(H);
- Have not had a license revoked or application for such license denied by CLEET.

Corporations, LLCs, and other non-natural person legal entity applicants for an agency license must:

- Provide proof of formation under Oklahoma law or authorization to operate/do business under Oklahoma law. A manager or supervisor must meet the individual qualifications above.

All applicants 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 either an employee of the company who is a resident of Oklahoma or a Registered Service Agent authorized to accept service on behalf of the agency.
- Maintain a business number listed with a telephone company as well as with CLEET.
- Provide a physical address for the business office. P.O. Boxes will not be accepted as a physical business address.
- Maintain a supervisor of investigators or guards who is licensed in Oklahoma.
- Ensure employees comply with all applicable statutes, rules, and regulations.
- Notify CLEET in writing, within 5 days, of all employee new hires and terminations.
- Provide proof of insurance. 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.
- Notify CLEET of changes in supervisors within 10 days of the effective date of change.
- Ensure vehicles, badges, uniforms, etc. comply with 390:35-5-12.

Council on Law Enforcement Education and Training—Private Security Section

AGENCY LICENSE APPLICATION					
Please check one:					
			Security Agency License	\$300.00	
			Investigative Agency License	\$300.00	
<i>You may use one application to apply for both a security agency and an investigative agency license. If you are applying for both licenses, please put a check mark next to each license type and submit a total fee of \$600.00.</i>					

PLEASE PRINT LEGIBLY OR TYPE (this is a fillable document):

Agency Name: _____
 (as it is to appear on license and on any proof of insurance)

Name of Primary Contact: _____

Agency Physical Address: _____

City: _____ State: _____ Zip: _____

Agency Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

APPLICANTS FOR PRIVATE INVESTIGATIVE AGENCIES MUST COMPLETE THIS BOX (Place a check next to the correct statement for your Investigative Agency)	
I am a self-employed private investigator and will not employ other investigators	
This investigative agency will employ other investigators	

INSTRUCTIONS

<i>Page</i>	<i>Instruction</i>
2	ALL applicants complete this page
3	ONLY individual or sole owner applicants complete this page
4	ONLY partnership applicants complete this page
5	ONLY corporate, LLC, or other non-natural person legal entity applicants complete this page
6	ALL applicants complete this page
7	ALL applicants required to provide proof of insurance
8	ALL applicants complete this page

Pages 1 and 9 are informational pages only and do not require any action by applicants.

Council on Law Enforcement Education and Training—Private Security Section

Individual or Sole Owner:

Agency owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Date of birth: _____

Are you a United States citizen?	YES				NO		
If not a US citizen, are you a legal resident alien?	YES				NO		
(If a legal resident alien, please provide verifiable documentation of lawful presence in the US)							

Have you ever been granted a private security agency or private investigator or combined agency license by CLEET previously?	YES				NO		
If so, under what license number?							
Is this license still active?	YES				NO		
Have you ever had an agency license denied or revoked by CLEET?	YES				NO		
If you check "yes" to any of the following questions, please list on a separate sheet the conviction or charge and the court and case number in which the case was/is being handled. Also please provide CERTIFIED copies of any final dispositional documents (such as judgment/conviction/plea paperwork).							
Have you ever been convicted of a felony or crime involving moral turpitude?	YES				NO		
Are there any criminal charges currently pending against you?	YES				NO		

PAGE 6 "Security Guard and/or Private Investigator Supervisor" information **MUST** be completed even if this agency is only for a self-employed individual. In cases where the agency is for a self-employed individual, the "supervisor" is that individual.

Council on Law Enforcement Education and Training—Private Security Section

Partnership:

Partner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Date of birth: _____

Are you a United States citizen?	YES				NO		
If not a US citizen, are you a legal resident alien?	YES				NO		
(If a legal resident alien, please provide verifiable documentation of lawful presence in the US)							

Have you ever been granted a private security agency or private investigator or combined agency license by CLEET previously?	YES				NO		
If so, under what license number?							
Is this license still active?	YES				NO		
Have you ever had an agency license denied or revoked by CLEET?	YES				NO		
If you check "yes" to any of the following questions, please list on a separate sheet the conviction or charge and the court and case number in which the case was/is being handled. Also please provide CERTIFIED copies of any final dispositional documents (such as judgment/conviction/plea paperwork).							
Have you ever been convicted of a felony or a crime involving moral turpitude?	YES				NO		
Are there any criminal charges currently pending against you?	YES				NO		

PRINT AND FILL OUT ADDITIONAL PAGES FOR ADDITIONAL PARTNERS

PAGE 6 "Security Guard and/or Private Investigator Supervisor" information **MUST** be completed, even if the supervisor is one of the named partners.

Corporations, Limited Liability Companies, and Other Non-Natural Person Legal Entities:

Name of Entity: _____

Headquarters Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

MANAGER OR RESIDENT AGENT (Please provide the following information for the local manager or resident agent who is entitled to accept process on behalf of the entity in Oklahoma.)

Name: _____

Business Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Is this person a United States citizen?	YES				NO		
If not a US citizen, is he/she a legal resident alien?	YES				NO		
(If a legal resident alien, please provide verifiable documentation of lawful presence in the US)							

Is this entity formed under Oklahoma law or authorized to operate/do business under Oklahoma law?	YES				NO		
Has this entity ever been granted a private security agency or private investigator or combined agency license by CLEET previously?	YES				NO		
If so, under what license number?							
Is this license still active?	YES				NO		
Has this entity ever had an agency license denied or revoked by CLEET?	YES				NO		

PAGE 6 "Security Guard and/or Private Investigator Supervisor" information **MUST** be completed.

Security Guard and/or Private Investigator Supervisor:

Please provide the following information for the licensed individual who will be supervising guards/investigators. Please note that the individual must have a security guard license to supervise guards and a private investigator license to supervise investigators. Also, please note that certification as a peace officer IS NOT sufficient for this position; if the supervisor is a peace officer, the person must ALSO be licensed as a guard, investigator, or both, as applicable.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone number: _____ Email: _____

Date of birth: _____ CLEET License No. _____

Is this person a United States citizen?	YES				NO		
If not a US citizen, is he/she a legal resident alien?	YES				NO		
(If a legal resident alien, please provide verifiable documentation of lawful presence in the US)							

Has this person ever had an agency license denied or revoked by CLEET?	YES				NO		
If you check "yes" to any of the following questions, please list on a separate sheet the conviction or charge and the court and case number in which the case was/is being handled. Also please provide CERTIFIED copies of any final dispositional documents (such as judgment/conviction/plea paperwork).							
Have you ever been convicted of a disqualifying crime*?	YES				NO		
Are there any criminal charges currently pending against you?	YES				NO		

Please see 59 O.S. § 1750.5(H)(6), 59 O.S. § 1750.7(A)(4), and OAC 390:35 Appendix A for disqualifying crimes.

Council on Law Enforcement Education and Training—Private Security Section

Please attach proof of insurance.

Agency insurance requirements are provided in 59 O.S. § 1750.5(J), as follows:

1. All persons and agencies shall obtain and maintain liability coverage in accordance with the following minimum standards:
 - 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
 - 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.
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.
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.
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.
5. In lieu of the requirements of this subsection, the Council may accept a written statement from a corporation which is registered with the Oklahoma Secretary of State attesting that the corporation self-insures the general operation of business for the types of liability set out in paragraphs 1 and 2 of this subsection.

OAC 390:35-11-3 also requires:

- (a) Licensed security guards, armed security guards, and private investigators shall be individually responsible for obtaining and maintaining their own liability insurance or surety bond when they leave the employment of an agency, and/or when they are self-employed.
- (b) No private security license issued in accordance to 59 O.S., Section 1750.1 et seq. shall be valid when the licensee fails to maintain the prescribed liability coverage.
- (c) Proof of insurance or surety bond shall be provided to 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:
 - (1) Name of insured
 - (2) Name and address of insurer
 - (3) Policy limits, coverages, and amounts
 - (4) Effective dates of policy
 - (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 submission of the Notification of Bond.
- (d) Any company providing insurance or surety bonds must be licensed to do business in the State of Oklahoma.
- (e) Every licensee shall ensure that their insurance or bond will not be cancelled or modified unless ten (10) days prior written notice is submitted to CLEET.
- (f) A violation of the rules of this subchapter will constitute grounds for immediate suspension or revocation of a license, and/or disciplinary penalty or fine.
- (g) Insurance or surety bond must be maintained and current insurance information must be provided to CLEET within ten (10) days of the date of previous insurance or surety bond expiration.

CERTIFICATION OF APPLICATON AND 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, (insert name) _____

- certify that I am the applicant and/or lawfully represent the applicant(s) listed in this agency application and have permission and authority to sign the same.
- certify that the applicant(s) listed in this application have had access to, have read, understand, and will abide by the "Rules and Regulations Governing Security Guards and Private Investigators" and the "Oklahoma Security Guard and Private Investigators Act."
- 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 the requested license. I hereby authorize any person or organization listed in this application to provide any information about me or the applicant(s) 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 applicant(s) 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 of Applicant or Authorized Agency Representative

Date

Printed Name and Title of Applicant or Authorized Agency Representative

NOTARY PUBLIC USE ONLY

State of: _____, County of: _____ ss:

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

Signature of Notary Public

My Commission expires:

Printed name of Notary

My Commission number:

(SEAL)

Return application with requested documentation and fee attached to:

CLEET
ATTN: Private Security Section
2401 Egypt Road
Ada, OK 74820

Acceptable Payment Methods:

Company/entity check
Cashier's check
Money order
(Personal checks are NOT accepted)

Please make all checks and money orders payable to CLEET

Reminders:

An agency license is good for five (5) years

Proof of insurance must be provided **EVERY** year during the month of the anniversary of your license issue date

If you have any questions regarding the agency application process, please contact the Private Security Section by calling (405) 239-5100.