

**State of Oklahoma  
Council on Law Enforcement Education and Training  
Private Security Licensing Division**

**AGENCY APPLICATION**

Please read and follow the instructions below to insure prompt processing of your application:

- Be sure your application is **complete** answering all questions and making sure to return all necessary documents. **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 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.
  - Acceptable payment forms made payable to CLEET include: money order, cashier's check or company check.  
**PERSONAL CHECKS NOT ACCEPTED.**
- 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.

**Basic Requirements for Agencies:**

- 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. P.O. 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. Include the employee's name, social security number, license number, and date of hire/termination as well as agency information.
- 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 for the effective date of the change.
- Agency vehicles used by security firms must display the word "Security" or "Guard" if marked, along with the agency's state license number on the rear of the vehicle, in no less than three (3) inch letters. Vehicles **may not** be equipped with a siren, or lamps with red or blue lenses. Security vehicles cannot be any color similar to the law enforcement vehicles in the locale of the security company's business. Badges **may not** include the Great Seal of the State of Oklahoma.

**Council on Law Enforcement Education and Training**

**AGENCY LICENSE APPLICATION**

**PLEASE CHECK ONE:**

Security & Investigative Agency License - \$600.00

Security Agency License - \$300.00

Investigative Agency License - \$300.00

**PLEASE PRINT PLAINLY OR TYPE**

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

Agency Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Agency Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ Fax Number: (\_\_\_\_) \_\_\_\_\_

**TYPE OF AGENCY:**

- Self Employed (please complete Section A and Page 5 Only)
- Employs other guards or investigators (please complete Section A and Page 5 Only)
- Partnership (please complete Section B and Page 5 Only)
- Corporation (please complete Section C and Page 5 Only)

**Section A: Individual or Sole Owner**

Agency Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Citizenship:  U.S. 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 investigations 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, including suspended or 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

**Section B: Partnership**

**Partner 1:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Citizenship:  U.S. 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 investigations 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, including suspended or 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:  U.S. 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 investigations 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, including suspended or 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

**Section C: Corporations**

**State Corporations**

**President:** \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Citizenship:  U.S. 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 investigations 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, including suspended or 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:  U.S. 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 investigations 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, including suspended or 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

Secretary/Treasurer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Citizenship:  U.S. 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 investigations 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, including suspended or 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

### 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:  U.S. 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 investigations 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, including suspended or 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

**Supervisor Information:**

**(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**

Requirements: Refer to section 390:35-11-1. Insurance and bond requirements are in the rules and regulations handbook. The rules state in part: 59 O.S., 1750.5 (j) requires that on and after July 1, 1988, all persons and agencies who are newly licensed or renew an existing license under the provisions of the Oklahoma Security Guard and Private Investigator Act, obtain and maintain liability insurance or Surety Bond in the amounts as follows:

- Liability coverage's 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.
- Liability insurance policy shall have endorsements for coverage for bodily injury, personal injury and property damage, with endorsements for personal injury including false arrests, libel, slander and invasion of privacy.
- In lieu of liability insurance a licensee may obtain a Surety Bond which allows persons to recover for actionable injuries, loss or damage as a result of the willful, or wrongful acts or omissions of the licensee and further protects this state, its agents, officers and employees from judgments against the licensee or principal, and is further conditioned upon the faithful and honest conduct of the principal's business.

**Authority to Release Information**

**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 qualification for licensing as a security agency or investigative agency. I further authorize the Council on Law Enforcement Education and Training, or authorized representative of the Council, to release to any law enforcement agency any information held by the Council concerning this application.

\_\_\_\_\_  
Signature of Authorized Agency Representative Title Date

\_\_\_\_\_  
Printed or typed name of Authorized Agency Representative

STATE OF OKLAHOMA  
COUNTY OF \_\_\_\_\_) ss: (SEAL)

Sworn and Subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public Printed Name of Notary  
My Commission Expires: \_\_\_\_\_ My Commission Number: \_\_\_\_\_

**Return application to:** CLEET  
Private Security Division  
2401 Egypt Road  
Ada, OK 74820-0669

**Remember:**

\*\*Report employments and terminations within five (5) days to CLEET.

\*\* You must obtain and maintain insurance/bond. Every new year, you are responsible for providing CLEET with the continuation of proof of insurance/bond.

\*\*You must notify CLEET of any business address or telephone change within ten (10) days.

**If you have questions regarding the agency application process, please contact the Private Security Department at 405/239-5110 or the Private Security Supervisor at 405/239-5164.**