

Special Event License Application

You must have a CLEET approval for the event prior to submitting this form.

A Special Event License may be issued to an employee of a security agency who is hired on a temporary basis as an Unarmed Security Guard for a particular event. The application for a Special Event License shall be made by the agency employing the applicant. The agency shall certify to the Council that the applicant meets the qualifications for Security Guard pursuant to Title 59 § 1750.1 et seq. of Oklahoma Statutes and applicable rules.

390:35-5-4. Special Event Licenses

- (a) Special Event Licenses may be issued only to employees of security agencies.
- (b) Applications for Special Event Status shall be made only by the security agency which has contracted to provide unarmed security guards for a particular event.
- (c) Such applications shall be submitted on forms to be provided by CLEET, and not less than seven business days prior to the event. Exceptions may be granted when good cause is shown that a timely request could not be made.
- (d) Applications for Special Event Status shall contain information as prescribed by CLEET, but shall contain at least the following:
 - (1) The name and location of the event;
 - (2) The dates for which security guards will be provided at the event;
 - (3) The nature of the event;
 - (4) Justification for Special Event Status including an explanation as to why regularly licensed guards may not be used;
 - (5) Examples of duties to be performed by the licensees; and
 - (6) The projected number of guards to be licensed.
- (e) When an application for Special Event Status has been approved, the contracting agency shall apply in writing, to CLEET, for individual licenses. Such applications for individual licenses shall contain information as prescribed by CLEET, but shall contain at least the following:
 - (1) Each applicant's name, race, gender, date of birth, social security number, home address, citizenship status;
 - (2) Certification that the employing agency has conducted a criminal history check with the sheriff in the county of residence of each applicant, and that such criminal history check was conducted within thirty (30) days prior to the date of the event to be licensed;
 - (3) Certification that each applicant is covered by the employing agency's bond or liability insurance, pursuant to the Act;
 - (4) **Proper fee payment, which shall be seven dollars (\$7.00) per individual applicant.**
- (f) Regularly licensed and conditionally licensed guards shall be exempt from the provisions of this section.
- (g) No person shall be issued more than two (2), seven (7) day Special Event Licenses in any calendar year.

Council on Law Enforcement Education and Training
Private Security Division

**Return this complete application with the appropriate license fee(s) prior
to the scheduled special event.
Incomplete applications will not be processed.**

Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Agency License Number: _____ Agency Contact: _____

Nature of Event: _____ Dates: _____

Address/Location of Event: _____ City: _____

Reason why regularly licensed guards are not used:

What duties will special event guards perform:

Council on Law Enforcement Education and Training
Private Security Division

Agency Certification

I, _____, hereby certify the following:

- The above named individuals have applied for a special event license under provisions of the Oklahoma Security Guard and Private Investigator Act.
- The above named individuals are employees of the agency named in this application and are covered by the bond or insurance carried by this agency.
- Said bond or insurance policy complies with the minimum requirements of Title 59 OS Section 1750.7(A)(7).
- A criminal history records check was conducted with the Sheriff's Office in the county of residence of each applicant within thirty (30) days prior to the date of the event to be licensed.
- No disqualifying information as stated in Title 59 O.S. Section 1750.5(H)(5-6) was found.

Title 59 OS 1750.11(B) "Any person who willfully makes a false statement, knowing such statement is false, in any application to the Council on Law Enforcement Education and Training for a license pursuant to the Oklahoma Security Guard and Private Investigator Act, or who otherwise commits a fraud in connection with such application, shall be guilty of a felony punishable by a term of imprisonment for not less than two (2) years nor more than five (5) years, or by a fine of not more than Two Thousand Dollars (\$2,000.00), or by both such imprisonment and fine."

Printed Name of Agency Representative: _____

Original Signature of Agency Representative

Date

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: _____

Applicant Information

	SSN	Last Name	First Name	MI	DOB	Sex	Race	Citizenship	Home Address	City	State	Zip
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