

## **Welcome to the Private Security Certification and Licensing Program**

For minimum standards, procedures or general questions please refer to our website at <http://www.oregon.gov/dpsst/ps>. You may also contact our office through email at [dpsst.security@dpsst.oregon.gov](mailto:dpsst.security@dpsst.oregon.gov) or by calling our office at: (503) 378-8531.

### **Important information for all applicants**

#### **What is required for a completed NEW application packet?**

- PS-1 – Application for certification or licensure;
- Proof of successful completion of required training (PS-6 or a copy of the certificate of completion) for appropriate level of certification or licensure;
- PS-20 – Temporary Work Permit (if currently employed and applicable);
- Fees; and
- \*Fingerprints – options & information:

[https://www.oregon.gov/dpsst/PS/Pages/Fingerprint\\_Requirements.aspx](https://www.oregon.gov/dpsst/PS/Pages/Fingerprint_Requirements.aspx)

**\*If using Fieldprint, Inc. – You must include a copy of the 'Confirmation Page' with your PS-1.**

#### **What is required for a completed application packet when ADDING a certification or licensure?**

- PS-1 – Application for certification or licensure;
- Proof of successful completion of required training (PS-6 or a copy of the completion of certificate) for appropriate level of certification or licensure;
- PS-20 – Temporary Work Permit (if currently employed and applicable); and
- Fees
- **If adding an Armed Professional certification: Include a PS-23 – Change of Information form**

#### **What is required for a completed application packet when UPGRADING from Unarmed to Armed Certification?**

- PS-1 – Application for certification or licensure;
- PS-6 – Completion of required training;
- PS-23 – Change of Information Form; and
- Fees

Please make sure to complete all forms required in their entirety. Incomplete or illegible forms/documents may delay issuance of a certification or licensure.

For a list of certified Private Security Instructors that can provide the alarm monitor, armed or unarmed training for professional applicants, please refer to the following link: <https://www.oregon.gov/dpsst/PS/Pages/Instructor-List.aspx>

A certified Private Security Instructor will complete a Training Affidavit (PS-6) once you have completed your required training. This form is only valid if submitted to the department within 180 days of the training completion date.

Class calendar for training provided by DPSST to managers and instructors, please use following link: <https://www.oregon.gov/dpsst/PS/Pages/Training.aspx>

To check the status of your application, access I.R.I.S. via the following link:

[https://www.bpl-orsnapshot.net/IRIS\\_PublicInquiry/PrivateSecurity/EmployeeSearch.aspx](https://www.bpl-orsnapshot.net/IRIS_PublicInquiry/PrivateSecurity/EmployeeSearch.aspx)

Temporary Work Permits (PS-20) may be held for up to 120 days. Additional PS-20 requests need **prior approval** from the department. PS-20's will not be issued to instructors or to individuals providing armed private security services.

The Department may administratively terminate the application process and all fees paid will be forfeited if the Department is unable to complete the certification process due to non-response, non-compliance, upon the discovery of disqualifying criminal convictions or any violation of the temporary work permit provisions.

Pursuant to OAR 259-060-0500 payments to the Department are non-refundable and non-transferable.

All private security providers must notify the Department within 14 calendar days of any change of address by completing a Private Security Provider Change of Information Form (PS-23), which can be found on our website.