



# ARKANSAS STATE POLICE SECURITY OR INVESTIGATION COMPANY APPLICATION

FOR OFFICE USE ONLY  
EFFECTIVE 7-2023  
EXPIRES \_\_\_\_\_  
PROCESSED BY \_\_\_\_\_

**NOTICE:** Information contained on this application is considered a public record and may be released under the Freedom of Information Act. Under penalty of A.C.A. § 5-53-103, knowingly giving a false statement or submitting a false document constitutes a Class A Misdemeanor.

**PURSUANT TO A.C.A § 17-40-301, IT IS UNLAWFUL TO PERFORM ANY FUNCTION REQUIRING A LICENSE, CREDENTIAL OR COMMISSION UNTIL SAID LICENSE, CREDENTIAL OR COMMISSION HAS BEEN ISSUED TO THE APPLICANT.**

PLEASE SELECT THE TYPE OF COMPANY LICENSE YOU ARE APPLYING FOR:

FOR OFFICE USE ONLY:  
CMPY License Number

- CLASS "A" – INVESTIGATIONS COMPANY  
(EMPLOYS MORE THAN ONE INDIVIDUAL) CODE: 20012  
**\$600.00**
- CLASS "B" – SECURITY SERVICE CONTRACTOR CODE: 20012  
**\$600.00**
- CLASS "C" – COMBINED SECURITY AND INVESTIGATIONS  
(COMBINED CLASS "A" AND CLASS "B" OPERATIONS) CODE: 20013  
**\$850.00**
- CLASS "D" – PRIVATE INVESTIGATOR CODE: 20014  
(SINGLE INVESTIGATOR) **\$300.00**
- CLASS "G" – GENERAL LICENSE CODE: 20016  
(OPERATIONS INCLUDED WITHIN CLASS A, B, E-RESTRICTED AND E-UNRESTRICTED) **\$1200.00**

DO YOU HOLD THIS TYPE OF LICENSE IN ANY OTHER STATE? Yes  No

IF YES, PLEASE LIST THE TYPE OF LICENSE AND THE NAME AND ADDRESS OF THE LICENSING AGENCY.

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**INSURANCE REQUIRED:**

- CLASS "B", CLASS "C" AND CLASS "G" COMPANIES, MUST HAVE PUBLIC LIABILITY INSURANCE NOT LESS THAN \$500,000. **(PLEASE ATTACH CURRENT CERTIFICATE OF INSURANCE TO THIS APPLICATION).**
- CLASS "B" AND CLASS "C" – ARMORED CAR COMPANY, MUST HAVE PROOF OF A CONTINUING POLICY OF ARMORED CAR CARGO INSURANCE OF NOT LESS THAN \$500,000. **(PLEASE ATTACH CURRENT CERTIFICATE OF INSURANCE TO THIS APPLICATION).**

**\*\*ALL CORRESPONDENCE WILL BE SENT TO THE MAILING ADDRESS PROVIDED\*\***

IS YOUR COMPANY A CORPORATION? Yes  No   
**IF YES, YOU MUST ATTACH THE CORPORATION PAPERS TO THIS APPLICATION.**

NAME OF BUSINESS/COMPANY: \_\_\_\_\_

TAX ID/FEIN NUMBER \_\_\_\_\_

BUSINESS PHYSICAL LOCATION ADDRESS:

\_\_\_\_\_  
Street/P.O. Box City County State/ZIP

BUSINESS MAILING ADDRESS:

\_\_\_\_\_  
Street/P.O. Box City County State/ZIP

BUSINESS/ COMPANY PHONE: (\_\_\_\_\_) \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

COMPANY WEBSITE ADDRESS: \_\_\_\_\_

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**IN ACCORDANCE WITH THE PROVISIONS IN A.C.A. § 17-40-314, THE BUSINESS OF EACH LICENSEE SHALL BE OPERATED UNDER THE DIRECTION AND CONTROL OF AT LEAST ONE (1) MANAGER.**

**\*\*\* IF AN APPLICANT WHO PLANS TO ENGAGE IN THE BUSINESS OF AN INVESTIGATIONS COMPANY, THE DESIGNATED MANAGER MUST HAVE ONE OF THE FOLLOWING:**

- TWO (2) CONSECUTIVE YEARS EXPERIENCE BEFORE THE DATE OF THIS APPLICATION IN THE INVESTIGATIVE FIELD AS AN AGENT, EMPLOYEE, MANAGER OR OWNER OF AN INVESTIGATIONS COMPANY. **(LETTERS OF EMPLOYMENT FROM A CURRENT OR PREVIOUS SUPERVISOR VERIFYING 2 CONSECUTIVE YEARS OF INVESTIGATIVE EXPERIENCE MUST BE INCLUDED WITH THIS APPLICATION).**
- TWO (2) YEARS EXPERIENCE AS A LICENSED BAIL BONDSMAN AND A BACCALAUREATE DEGREE FROM A FOUR (4) YEAR INSTITUTION OF HIGHER EDUCATION. **(A COPY OF THE BAIL BOND LICENSE AND COPY OF DEGREE MUST BE INCLUDED WITH THIS APPLICATION).**

**\*\*\* IF AN APPLICANT WHO PLANS TO ENGAGE IN THE BUSINESS OF A SECURITY CONTRACTOR COMPANY OR PRIVATE BUSINESS, THE DESIGNATED MANAGER MUST HAVE THE FOLLOWING:**

- TWO (2) CONSECUTIVE YEARS EXPERIENCE BEFORE THE DATE OF THIS APPLICATION IN THE SECURITY SERVICES FIELDS AS AN AGENT, EMPLOYEE, MANAGER OR OWNER OF A SECURITY SERVICES CONTRACTOR COMPANY. **(LETTERS OF EMPLOYMENT FROM A CURRENT OR PREVIOUS SUPERVISOR VERIFYING 2 CONSECUTIVE YEARS OF INVESTIGATIVE EXPERIENCE MUST BE INCLUDED WITH THIS APPLICATION).**

**NOTICE:** THE MANAGER OF ANY COMPANY WILL BE EXPECTED TO MAINTAIN A SUPERVISORY POSITION ON A DAILY BASIS.



MANAGER / OWNER APPLICATION

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PURSUANT TO A.C.A § 17-40-301, IT IS UNLAWFUL TO PERFORM ANY FUNCTION REQUIRING A LICENSE, CREDENTIAL OR COMMISSION UNTIL SAID LICENSE, CREDENTIAL OR COMMISSION HAS BEEN ISSUED TO THE APPLICANT.

IN ACCORDANCE WITH THE PROVISIONS IN A.C.A. § 17-40-314, THE BUSINESS OF EACH LICENSEE SHALL BE OPERATED UNDER THE DIRECTION AND CONTROL OF AT LEAST ONE (1) MANAGER.

Please select one:

MANAGER [ ] MANAGER / OWNER [ ]
OWNER [ ]

FOR OFFICE USE ONLY:
Employee Credential Number

PLEASE ATTACH TWO (2)
CURRENT PASSPORT STYLE
PHOTOS TO THIS
APPLICATION.
Please write applicant's name
on the back of the photograph

NAME Last First MI

COMPANY NAME

SS#: - - DOB:

SEX: RACE: HGT: WGT: EYES: HAIR:

APPLICANT PHYSICAL ADDRESS: Street/P.O. Box City County State/ZIP

APPLICANT MAILING ADDRESS: Street/P.O. Box City County State/ZIP

DRIVER'S LICENSE: State Number HOME PHONE: ( )

EMAIL ADDRESS: CELL PHONE: ( )

PLACE OF BIRTH: City County State Country

\*\*\*IF YOU ARE A NON-U.S. CITIZEN, PLEASE ATTACH CURRENT/VALID PROOF OF ELIGIBILITY TO WORK IN THE U.S.

DATE THIS APPLICATION WAS COMPLETED:
(APPLICATION MUST BE SUBMITTED TO THE ARKANSAS STATE POLICE WITHIN 14 CALENDAR DAYS OF THE HIRE. THE APPLICANT MAY WORK UNDER THE SUPERVISION OF THE LICENSEE OR CREDENTIAL HOLDER UNTIL THE APPLICATION HAS BEEN PROCESSED BY THE DEPARTMENT.

\*\* "SUPERVISION" IS DEFINED AS THE LICENSEE OR CREDENTIAL HOLDER WATCHING AND DIRECTING THE APPLICANT'S ACTIVITIES WHILE IN THE IMMEDIATE PRESENCE (LINE OF SIGHT PROXIMITY) OF THE APPLICANT AT ALL TIMES. (SEE RULE 2.13)

**\*\*\* PLEASE SUBMIT A CHECK OR MONEY ORDER ONLY \*\*\***

ALL APPLICANTS MUST HAVE A BACKGROUND CHECK. APPLICATION FEE, 2-CLASSIFIABLE FINGERPRINT CARDS, AND BACKGROUND CHECK FEES **MUST BE INCLUDED** WITH THE SUBMISSION OF THIS APPLICATION.

STATE BACKGROUND CHECK FEE	FEE	\$22.00	CODE 82006
FEDERAL BACKGROUND CHECK FEE	FEE	\$11.25	CODE 80019
FEDERAL BACKGROUND/INA FEE	FEE	\$1.00	CODE 80011
FEDERAL BACKGROUND CHECK FEE	FEE	\$2.00	CODE 80006

**TOTAL AMOUNT DUE \$36.25**

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The applicant must list all arrests, pending criminal charges, pleas of nolo contendere, pleas of guilty, or convictions for any felony, Class A misdemeanor offense involving theft, sexual offenses, violence, an element of dishonesty, or a crime against a person as determined by the department (**See Rule 2.10**). Include all those that have been sealed or expunged (**MUST PROVIDE COPY OF ORDER TO SEAL AND ORIGINAL JUDGMENT**).

**Rule 2.9. Prior offenses –**

**The Director of the Department shall deny an application if the applicant has been found guilty or has pleaded guilty or “nolo contendere” to any criminal offense listed in A.C.A. § 17-39-202, § 17-39-206, § 17-39-304, § 17-40-306, or § 17-40-337.**

**(a) A prior conviction will disqualify the applicant even if the conviction has been sealed or expunged; but (b) A prior conviction will not disqualify an applicant if the applicant has received a pardon for the conviction in accordance with A.C.A. § 16-93-201, et seq. (i) To qualify for a commission, the pardon must include a provision for full restoration of firearm rights.**

**CHECK APPLICABLE BOX:**

- NO, I DO NOT HAVE ANY RECORDS OF ARREST, PENDING CRIMINAL CHARGES, CONVICTION(S) OR PLEA(S) OF NOLO CONTENDERE OR GUILTY.
- YES, I DO HAVE RECORDS OF ARREST, PENDING CRIMINAL CHARGES, CONVICTION(S) OR PLEA(S) OF NOLO CONTENDERE OR GUILTY.

LIST ALL RECORDS OF ARREST, PENDING CRIMINAL CHARGES, CONVICTION(S) OR PLEA(S) OF NOLO CONTENDERE OR GUILTY.

Charge	Location	Date	Disposition
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**NOTICE: A VERIFIED STATEMENT (ANY COURT DOCUMENT, ARRESTING AGENCY REPORT OR INFORMATION FROM A PROSECUTOR’S OFFICE) REGARDING ANY CHARGE LISTED ABOVE MUST BE ATTACHED TO THIS APPLICATION.**

Do you suffer from habitual drunkenness?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you suffer from narcotics addiction or dependence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been dishonorably discharged from the United States Armed Forces?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been adjudicated as mentally incompetent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been involuntarily committed to a mental institution?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been involuntarily committed to a mental health treatment facility?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a registered sex offender or required to register as a sex offender?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you been issued a Medical Marijuana Card?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a uniformed service member or the spouse of a uniformed service member stationed in the State of Arkansas? <b>(Please attach a copy of the active duty orders)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you the spouse of a uniformed service member who has been excluded from accompanying that uniformed service member on a tour of duty and have relocated to the State of Arkansas? <b>(Please attach a copy of the active duty orders)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a uniformed service veteran or the spouse of a uniformed service veteran who resides in or has established residency in the State of Arkansas? <b>(Please attach a copy of the DD-214)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you the spouse of a uniformed service member who has been killed or succumbed to illness or injury in the line of duty and have established residency in the State of Arkansas? <b>(Please attach a copy of the DD-214)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you currently receiving:		
A.) Any governmental assistance (Medicaid,SNAP,SSNP,WIC,TANF,LAP)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
B.) Approved for unemployment in the last twelve (12) months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
C.) Do you have an income that does not exceed two hundred percent (200%) of the federal poverty income guidelines? <b>(If yes to (A) or (B) please attach a letter on letterhead from the program you are receiving assistance. To qualify for (C), please attach the 1st page of your tax return)</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**EXAMINATIONS**

ALL MANAGERS MUST TAKE THE EXAMINATION AND MUST SCORE SEVENTY PERCENT (70%) OR ABOVE IN ORDER TO CONSTITUTE SUCCESSFUL COMPLETION **(THE OWNER OF A COMPANY IS EXEMPT FROM AN EXAM IF THEY HAVE A CREDENTIALLED MANAGER).**

IF AN APPLICANT FAILS TO SUCCESSFULLY COMPLETE THE REQUIRED EXAMINATION HE OR SHE:

- MUST WAIT FIVE (5) WORKING DAYS IN ORDER TO RETAKE THE TEST
- MUST PAY A RE-EXAMINATION FEE OF \$50.00

FAILURE TO SUCCESSFULLY COMPLETE THE EXAMINATION AFTER TWO (2) ATTEMPTS SHALL RESULT IN CANCELLATION OF THE PENDING APPLICATION. UPON CANCELLATION, THE APPLICANT MUST RE-APPLY AS A NEW APPLICANT AND IS SUBJECT TO PAY REQUIRED APPLICATION FEES.

**VERIFICATION AND AUTHORITY TO RELEASE**

**TO WHOM IT MAY CONCERN**

Under penalty of A.C.A. § 5-53-103, I the undersigned hereby affirm that all information contained on this application is true and correct. I understand that giving a false statement or submitting a false document will subject me to criminal prosecution, preclude future Arkansas Private Investigator, Security, Alarm Installation, and Monitoring license, commission, or credential issuance, and/or immediate revocation of any license, commission, or credential already issued by the Department.

I understand that the Arkansas State Police will conduct a thorough background investigation before rendering a final decision regarding my eligibility for a License, Commission and/or Credential and this investigation may include, but not be limited to, inquiries as to my abilities, character, reputation, criminal record, and past employment record.

To facilitate this investigation, I do, hereby, give my consent and authority for any educational institution, hospital, mental institution, including specifically the Arkansas State Hospital and Veterans Administration Hospital, medical doctor, police agencies, the Arkansas Crime Information Center, Federal Bureau of Investigation, National Crime Information Center, Interstate Information Index, credit reporting agencies, former employers, and former business associates to furnish information from their records to the Arkansas State Police. I do, hereby, give my consent and authority that any information (including sealed or expunged criminal history) and/or evidence gathered or received by the aforementioned agencies may be submitted to any court, board, or commission in open hearing or court in any judicial or administrative proceeding.

With regard to any credit reporting agencies which might be contacted by the Arkansas State Police, I understand that I may inquire as to the identification of those credit reporting agencies contacted, and the Arkansas State Police will advise me as to the identity and the nature and scope of information they furnished.

**PRINT FULL NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPLICANT RECORD NOTIFICATION**

**Notification:** Fingerprints submitted will be used to check the criminal history records of the FBI.

**Obtaining Copy:** Procedures for obtaining a copy of FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.33 or go to the FBI website at <http://www.fbi.gov/about-us/cjis/background-checks>.

**Change, Correction, or Updating:** Procedures for obtaining a change, correction, or updating of an FBI criminal history record are set forth at Title 28, Code of Federal Regulations (CFR), Section 16.34.

**Privacy Act Statement**

**This privacy act statement is located on the back of the FD-258 fingerprint card.**

*Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.*

*Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.*

*Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.*

Rev. May 2019

**THIS PROPERLY COMPLETED FORM MUST BE NOTARIZED.**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Subscribed and sworn before me, a Notary Public, in and for the county and state aforesaid, this is the

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Signature