



SECURITY GUARD LICENSE APPLICATION INFORMATION

Applicants must follow the process below. This information may also be found at the following website: <https://www.dos.ny.gov/licensing/fingerprinting.html>.

All applicants must submit electronic fingerprints. Rolled fingerprints are not acceptable. You MUST visit a site in New York to complete the fingerprinting process. You should NOT schedule an appointment at a site outside of New York State.

1. Schedule an appointment with **IdentoGO by MorphoTrust USA:**

To schedule an appointment at a location near you, visit their website at www.identogo.com and select 'NY' or call 1-877-472-6915. For scheduling purposes, you must utilize the required ORI number listed below. Failure to use the correct license type and ORI number will result in additional fees.

License Type	ORI Number
Security Guard - Armed or Unarmed	SecGuard

2. Bring a completed request form to your appointment:

Go to <https://www.dos.ny.gov/licensing/fingerprinting.html> to access the "NYS Fingerprinting Services-Information Form (Security Guards DOS-1870)". Complete the form and bring a printed copy to the fingerprinting appointment, along with two forms of ID, one of which must have a photo. Upon completion of the fingerprinting process, you will be given 2 copies of your receipt.

Electronic Fingerprinting Fees:

(Vendor Fee is subject to change in January and July of each year.)

One payment for all relevant prints must be made in the form of a check, money order or credit card payable to **MorphoTrust USA**.

- Division of Criminal Justice Services (DCJS) fee: \$75.00
 - FBI fee: \$12.00
 - Fingerprint Vendor fee: \$12.00
- Total Fees: \$99.00** (subject to change in January and July of each year)

Please Note: Fingerprint receipts are valid for 5 months from the date of the fingerprinting. Please submit original application within 5 months from the date of fingerprinting. Failure to submit your application within this time period will require you to complete the fingerprint process again.

3. Mail your license application and application fee to NYS Department of State:

To download the latest version of the Department of State Security Guard Application, go to <https://www.dos.ny.gov/licensing/securityguard/sguard.html>. Under "Forms", click on the first item in the language of your choice. Mail the completed, signed application with the following:

- The appropriate non-refundable application fee, as listed on the top of the application (currently \$36). Make check or money order payable to the NYS Department of State;
- One copy of the receipt from IdentoGO by MorphoTrust USA, as proof of fingerprinting (The second copy of the fingerprinting receipt should be retained by your employer.);
- A copy of the 8-hour Pre-Assignment training certificate provided by the school.

All items should be mailed to the NYS Department of State at the address listed on the application. Questions regarding the licensing process should be directed to the NYS DOS at (518) 474-7569.