

SECURITY CLASS 3 RENEWAL REQUIREMENTS

With your renewal application, you are required to submit a photocopy of the following documents if you work as a security guard either in uniform or not and you have a type **F2** or **F3** pistol license.

- A) A copy of your eight (8) hour pre-assignment training course certificate training course certificate.
- B) State Law requires an annual eight (8) hour in service training course after one year upon completion of the forty-seven (47) hour training course. If the documents described in A) are already on file at the Licensing Bureau you need only to submit a photocopy of your annual eight (8) hour in-service training course certificate if one year has lapsed since taking the forty-seven (47) hour course.
- C) Indicate your Unique identification number obtained from the Department of State when you applied for a special armed guard certification card.
- D) Letter from your employer stating that you are employed by them for a minimum of twenty (20) hours per week.

If you presently maintain a valid special armed guard certification card, the following is required.

- A) Copy of your certification card.
- B) Copy of your eight (8) hour in-service training course certificate if more than one year has lapsed since taking your forty-seven (47) hour course.
- C) A letter from your company stating that you are employed by them for a minimum of twenty (20) hours per week.

If you have any questions regarding the above, please contact Officer Deborah Gennari at 852-6370.