Private Security Employer Application Guide

Please visit Excise & Licenses Private Security Employer webpage application information. Please make sure that you look at the Required Documents and Fees section. Make sure all required documents are uploaded to your computer.

Step 1: Register for an Account

Register for your Permitting and Licensing account online at: www.denvergov.org/AccelaCitizenAccess/Default.aspx

Permitting and Licensing Center Home Page

Go to www.denvergov.org/AccelaCitizenAccess/Default.aspx

Click “Register for an account”
Create Your Account

Create your account by filling out the required information.

Read the disclosure, check the box, then click “Continue Registration”
Click the “Add New” button to add your contact information.

A box will pop-up for you to enter your contact information. Click “Continue” when finished.

Your contact information will automatically populate.

Resolve CAPTCHA and verify your humanity “Continue Registration.”
Step 2: Log In To Your Account

A green box will confirm your account has been created.

Click “Login Now” to log in to your newly created account.

Log in to your account with the username and password you entered on the previous page.
Click “Business Licenses”

Click “Apply for a License”
Check the box to agree to the Terms and Conditions, then click “Continue Application.”

Click the arrow next to the Record Type – Private Security Employer
Select the “Private Security Employer License” button, then click “Continue Application.”
Review the Required Documents Listed Above. Ensure you have digital versions of your required documents uploaded to your computer prior to continuing the application. Once you are ready, select “Continue Application”.
Enter the “Entity Name” for business license application. “Entity Name” is the name of your Business as registered with the Colorado Secretary of State.

Enter “Trade Name/DBA of your Company (if any) then select “Continue Application”.

Save and resume within 30 days
Select “Add Manager”.

A box will pop-up for you to enter the Management Information. Then select “Submit”. If you have more than one general manager, you would perform these 2 steps again. You may have up to 3 general managers.
Select “Upload”

A box will pop-up for you to upload your General Manager documents. Click on “Upload” then select the appropriate files from your computer to upload the files.
Select “Continue”

Select “Save”
Select “Continue Application”
Click the “Add New” button to add your Main Contact information.

A box will pop-up for you to enter the Main Contact Information. Click “Continue” when finished.
Click the “Add New” button to add your Mailing Address for Company.

A box will pop-up for you to enter the Mailing Address for your Company. Click “Continue” when finished.
If desired, click the “Add New” button to add an Optional Email Notification Recipient.

A box will pop-up for you to enter the Optional Email Notification Recipient. Click “Continue” when finished.
Review all General Application Information for accuracy and select “Continue Application” to proceed.
A box will pop-up for you to upload your Insurance Information. Click on “Upload” then select the appropriate file from your computer to upload the file.
Select “Continue”
Select “Save”
Select “Continue Application”
Select “Upload”

A box will pop-up for you to upload your Uniform Information. Click on “Upload” then select the appropriate file from your computer to upload the file.
Select “Continue”

Select “Save”
Select “Continue Application”
If you select “Yes” for Vehicle Status, you will need to Upload a document. 

NOTE: If you select no, click “Continue Application” and advance to Page XX

Select “Upload”
A box will pop-up for you to upload Vehicle Documents. Click on “Upload” then select the appropriate files from your computer to upload the files.

Select “Continue”
Select “Save”
Select “Continue Application”
If you select “Yes” for Weapons Status, you will need to select types of Weapons

NOTE: If you select no, click “Continue Application” and advance to Page 32

Select types of weapons you will authorize your security guards to use.
In order to apply for a weapons endorsement, please upload the following document in a PDF format:

- A Request for Weapons Endorsement completed within the last 60 days.

The maximum file size allowed is 40 MB.

A box will pop-up for you to upload Weapons Documents. Click on “Upload” then select the appropriate files from your computer to upload the files.
Select “Continue”

Select “Save”
Select “Continue Application”
Select number of Security Guards your company will employ to work in Denver

Select “Continue Application”
Answer all Statement of Understanding Questions, then click “Continue Application.”
Review application for accuracy, check the box for the Oath of Application and select “Continue Application.”
Review fees for accuracy and select “Continue Application.”

Click “Checkout Now.”
Input Payment Information and select “Complete Transaction.”

This is your receipt. Be sure to print it for your records.