

Security Guard Renewal Application Guide

Please visit [Excise & Licenses Security Guard webpage](#) renewal application information. Please make sure that you look at the Renewal section for the Required Documents and Fees section.

Make sure all required documents are uploaded to your computer.

Log in to the [Denver Permitting and Licensing Center](#) to begin your renewal application.

Enter your Username or E-mail and Password and then click on Log in

[Register for an account](#) [Login](#)

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Notice:

This feature requires registration and/or login, please login to continue.

Username or E-mail:

Password:

Log in »

Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an account](#)

Please Log In

Online services require login. If you are an existing user, please enter your username and password in the box on the right.

Now click on "Renew or Manage"
under Occupational Licensing

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Welcome

You are signed in. Choose from common services below or find more services within the navigation above.



Development Services

Construction permits, site planning, fire prevention, plan review, inspections

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Business Licensing

Short-term rentals, temporary restaurants, private security employers

[Apply New](#) | [Renew or Manage](#) | [Search Licenses](#)



Contractor Licensing

Demolition, construction, and trades

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Right-of-Way (ROW) Services

Address assignments, street occupancy and cut permits, sanitary sewer repair and cutoff permits

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Occupational Licensing

Security guards

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Find the license that you wish to renew and click on Renew Application under the Action column

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- Contractor Licensing
- Right-of-Way
- Conveyance
- Fire

- Apply for a License
- Search Licenses**

My Licenses

Once your license has been issued you may print a copy of your license at any time by clicking on the license number in the table below, and selecting "Record Info". A copy will be made available in the "Attachments" section.

Showing 1-10 of 12 | [Add to collection](#)

<input type="checkbox"/>	Date	License Number	License Type	Record Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	08/29/2019	19TMP-000319	Replacement Badge	AUDRA MILLER			Resume Application	
<input type="checkbox"/>	07/30/2019	2019-BFN-0005372	Security Guard License	AUDRA MILLER	09/28/2019	License Issued - Active	Renew Application Amendment	
<input type="checkbox"/>	07/23/2019	2019-BFN-0005360	Short Term Rental License	EXL TRAINING RECORD 8	07/23/2019	Pending		
<input type="checkbox"/>	07/23/2019	2019-BFN-0005358	Short Term Rental License	EXL TRAINING RECORD 6	07/23/2019	Pending		

Below is a list of all required documents for a Security Guard Renewal. Click on the links to obtain the pdf documents or website links. All documents must be filled out completely and uploaded to your computer before you start the renewal process. You can start your renewal application up to 60 days before your expiration date. Click on Continue Application.

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Security Guard Renewal

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Step 1: Application Information > Notice of Required Documents

*Indicates a required field.

Notice of Required Documents

Please be advised that, before submitting this application, you will need to upload the following documents. If you do not have these documents, please save your application and return to it once you have obtained them.

Incomplete applications will be rejected.

ALL SECURITY GUARDS

- A [Certificate of Security Guard Training Completion](#) completed within the past 90 days
- A [Letter of Hire](#) from your intended employer(s) completed within the past 60 days
- A [CBI background check](#) ran within the past 60 days

ADDITIONAL FOR A PLAINCLOTHES ENDORSEMENT

This endorsement allows you to work as a security guard in regular clothes rather than your employer's approved uniform for specific events

- A [Letter of Plainclothes Endorsement Request](#) from your intended employer(s) completed within the past 60 days

ADDITIONAL FOR A FIREARM ENDORSEMENT

This endorsement allows you to carry a firearm while working as a security guard

- A [Letter of Firearm Endorsement Request](#) from your intended employer(s) completed within the past 60 days
- A [Firearm Training Certification](#) completed within the past 6 months

ADDITIONAL FOR AN EXPLOSIVE DETECTION CANINE ENDORSEMENT

This endorsement allows you to be accompanied by an explosive detection canine while working as a security guard

- [Letter of Explosive Detection Canine Request](#) from your intended employer(s) completed within the past 60 days
- An [Explosive Detection Canine Certificate](#) completed within the past 60 days

For more information about any of these documents, please refer to the [Security Guard FAQ Webpage](#)

Save and resume within 30 days

Continue Application »

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Step 1: Application Information - Applicant Information

*indicates a required field.

Applicant

The person applying for the Security Guard License. Status updates, your professional license, and your temporary badge will be sent to the email address provided here.

Audra Miller
 Business Name:
 Full Name:
 Birthdate: 01/01/1900
 Address Line 1: 201 W Colfax Ave
 Address Line 2:
 City: Denver
 State: CO
 Zip Code: 80202
 Email Address: audra.miller@denvergov.org
 Phone Number: (720) 865-2684
 Edit

Mailing Address for Badge Delivery

Please add your mailing address below. This is where your badge will be mailed unless you opt to pick up your badge in person later in the application.

Business Name: Audra Miller
 Full Name:
 Birthdate:
 Address Line 1: 201 W Colfax Ave
 Address Line 2:
 City: Denver
 State: CO
 Zip Code: 80202
 Email Address:
 Phone Number:
 Edit Remove

Optional Email Notification Recipients

If you would like an additional person to receive application notifications and a copy of your professional license once it is issued, please add their contact information here.

Add New

Save and resume within 30 days

Continue Application >

Review your previous applicant information. If you need to update any section, there is an Edit button at the bottom of each section. You can click on those and another box will pop up. You can then make your changes and click on Continue. If your information has remained the same, click on Continue Application.

Check the Employer Name and Endorsement information listed below. If you need to Add and employer or Delete an Employer, those buttons are listed on the bottom left. Click on the Actions button to the right of your employer name. Verify this is your current employer and all endorsements remain the same or you need to change and then click Submit. Once you have completed this section, click on Continue Application.

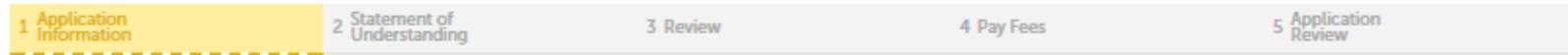
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Security Guard Renewal



Step 1: Application Information > Employer and Endorsement

*Indicates a required field.

Employer and Endorsement Information

EMPLOYER AND ENDORSEMENT INFORMATION

Please list all Private Security Employers that you intend to work for, and list any endorsements that each employer has requested you obtain.

Showing 1-1 of 1

<input type="checkbox"/>	Employer BFN	Employer Name	Firearm	Plainclothes	Canine	
<input type="checkbox"/>	2019-BFN-0005343	Darren's Security Company	No	No	No	Actions ▾

[Add Employer](#) ▾ [Edit Selected](#) [Delete Selected](#)

Save and resume within 30 days

[Continue Application](#) »

This page is where you will upload your required renewal documents. Click on Upload. A File Upload box will pop up. Click on Upload again. This will bring up the documents section on your computer. Select the documents that you wish to upload and then click Continue if you are finished. The next screen will show you the uploaded documents. You can remove any document if you need to. If all documents are uploaded, click on Save and then on Continue Application.

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Step 1: Application Information > Required Documents * indicates a required field.

Required Documents

Please upload the following documents in PDF format. You may choose to upload the documents in a combined file or individually as long as all documents are present.
Incomplete applications will be rejected.

ALL SECURITY GUARDS

- A [Certificate of Security Guard Training Completion](#) completed within the past 90 days
- A [Letter of Hire](#) from your intended employer(s) completed within the past 60 days

ADDITIONAL FOR A PLAINCLOTHES ENDORSEMENT
This endorsement allows you to work as a security guard in regular clothes rather than your employer's approved uniform for specific events

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- [Letter of Explosive Detection Canine Request](#) from your intended employer(s) completed within the past 60 days
- An [Explosive Detection Canine Certificate](#) completed within the past 60 days

NO DOCUMENTS ARE REQUIRED FOR REMOVING AN EMPLOYER

For more information about any of these documents, please refer to the [Security Guard FAQ Webpage](#)

The maximum file size allowed is 1024 MB.

Name	Type	Size	Last Update	Action
No records found.				

Save and resume within 30 days

Continue Application >

This page is where you will upload your required renewal documents that contain protected personal information. Click on Upload. A File Upload box will pop up. Click on Upload again. This will bring up the documents section on your computer. Select the documents that you wish to upload and then click Continue if you are finished. The next screen will show you the uploaded documents. You can remove any document if you need to. If all documents are uploaded, click on Save and then on Continue Application.

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Step 1: Application Information > Required Documents - Protected Personal Information

* indicates a required field.

Required Documents - Protected Personal Information

Please upload the following documents in PDF format. You may choose to upload the documents in a combined file or individually as long as all documents are present.

Incomplete applications will be rejected.

ALL SECURITY GUARDS

- A CBI background check ran within the past 60 days

For more information about any of these documents, please refer to the [Security Guard FAQ Webpage](#)

The maximum file size allowed is 1024 MB.

Name	Type	Size	Latest Update	Action
No records found.				

Upload

Save and resume within 30 days

Continue Application »

You may request a replacement badge for a \$5 fee. You would need to click on Yes and then click on Continue Application. If No, just click on Continue Application.

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Step 1: Application Information > Replacement Badge

* Indicates a required field.

Replacement Badge

REPLACEMENT BADGE

Do you need a replacement badge? If so, please note you will be charged an additional \$5 badge replacement fee:

Yes No

Save and resume within 30 days

Continue Application »

You may select how you would like to receive your badge or renewal sticker. It can either go to your listed mailing address or you can choose to pick it up from Excise and Licenses. Check whichever box you want and then click on Continue Application.

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Step 1: Application Information > Badge Delivery

*Indicates a required field.

Badge/Renewal Sticker Delivery

If your license is approved, how would you like to receive your replacement badge or renewal sticker?

BADGE/RENEWAL STICKER DELIVERY

Mail my badge or renewal sticker to the mailing address
that I provided:

I will pick up my badge or renewal sticker in person
within 10 days of my license being issued from:

The Department of Excise and Licenses
2nd Floor
201 W Colfax Ave
Denver, CO 80202

Save and resume within 30 days

Continue Application »

Read all Statements of Understanding. If you agree to the terms, check each box and then click on Continue Application.

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Step 2 : Statement of Understanding > Statement of Understanding

* indicates a required field.

Statement of Understanding

STATEMENT OF UNDERSTANDING

If you are granted a Security Guard License, you must comply with all rules and regulations outlined in the [Colorado Revised Statutes](#), the [Denver Revised Municipal Code](#), the [Denver Department of Safety's Security Guard Policy](#), and the [Denver Excise and Licenses Rules Governing Security Guards and Private Security Employers](#).

I acknowledge and agree to these terms: *

If you are granted a Security Guard License, you must notify Denver Excise and Licenses of any crime that you are convicted of, or of any use of force that results in bodily harm within 72 hours of the event. Notifications must be made either in person at Denver Excise and Licenses or online through the Department's online licensing portal.

I acknowledge and agree to these terms: *

If you are granted a Security Guard License, you must notify Denver Excise and Licenses within 72 hours of any change in employment. Security Guards may not begin working for a new employer before such a change has been approved by Denver Excise and Licenses. Notifications of employment changes must be made either in person at Denver Excise and Licenses or online through the Department's online licensing portal.

I acknowledge and agree to these terms: *

If you are granted a Security Guard License, you may not carry firearms, work in 'plainclothes' (without a uniform), or be accompanied by a canine without an endorsement to do so issued by Denver Excise and Licenses. Endorsement requests must be made either in person at Denver Excise and Licenses or online through the Department's online licensing portal.

I acknowledge and agree to these terms: *

If you are granted a Security Guard License, at all times you are working, you must wear the badge issued to you by Denver Excise and Licenses in a clearly visible place and carry a copy of your license.

I acknowledge and agree to these terms: *

I understand that the failure to comply with any of the terms above may result in fines or the suspension or revocation of my license.

I acknowledge and agree to these terms: *

[Save and resume within 30 days](#)

[Continue Application >](#)

Review all sections. If you need to update any section, you may click on the Edit button for that section. If everything looks correct, scroll to the bottom of the page and read the Oath of Application. If you agree to the certification, check the box. Click Continue Application.

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Step 3: Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Security Guard Renewal

Applicant

[Edit](#)

Audra Miller
Birth Date 01/01/1900
201 W Colfax Ave
Denver, CO, 80202
Phone Number (720) 865-2684
Email Address audra.miller@denvergov.org

Oath of Application

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge.

By checking this box, I agree to the above certification.

Date:

[Save and resume within 30 days](#)

[Continue Application >](#)

Review the Security Guard License Fee and then click on Continue Application.

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Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered.

Application Fees

Fees	Qty.	Amount
Security Guard License Fee	1	\$25.00

TOTAL FEES: \$25.00

[Continue Application »](#)

You have been redirected to our Pay Online page. Click on Checkout Now.



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Pay Online

Shopping Cart

[Add More](#)

1 License Fee -ACLA

Payment Amount: **\$25.00**

Accela Record ID: 19TMP-000314

SubTotal: \$25.00

Total: \$25.00

Click 'Checkout Now' when you are ready to complete your purchase.

[Empty Cart](#)

[Checkout Now](#)

Enter your credit card or bank information and then click on Complete Transaction.



Neighborhood

Business

Visiting

Government

Online Services

Pay Online

Make a Payment

View Cart

Return

Item Charges

SubTotal: \$25.00
Total: \$25.00

- Payment from credit card
- Payment from bank account

Credit Type: Discover ▼

Card Number:

Expiration Date: ▼ ▼

Zip Code:

Complete Transaction



Safe Checkout Guaranteed. View our [Privacy](#) and [Security Policies](#).



Your transaction is now complete. Print a copy of this page. Continue to monitor your email for a Notice of Security Guard Renewal email. Once your application has been reviewed, you will be emailed a copy of your renewed license. If we require more information from you, we will send those emails as well.



Pay Online

Your transaction was completed successfully. Please print a copy of this receipt for your records.

Transaction ID #: 4805111
Issued: 29-Aug-2019 09:35 PM

Description

1 License Fee -ACLA

Payment Amount: \$25.00

Accela Record ID: 19TMP-000314

SubTotal:	\$25.00
Total:	\$25.00

Payment: MasterCard - *****3005 - 03/32
Reference Number:
Authorization Number: TEST
Response Code:

USD\$25.00

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