****THIS FORM MAY BE DUPLICATED ****

CHANGE OF INFORMATION FORM

PS-23

DPSST, Private Security/Investigator Program, 4190 Aumsville Hwy SE Salem, OR 97317
Phone: (503) 378-8531 / Fax: (503) 378-4600
E-mail: dpsst.security@dpsst.oregon.gov / Website: www.oregon.gov/DPSST/PS

PLEASE PRINT CLEARLY OR TYPE

PLEASE NOTE: If not all applicable portions are completed or legible, it may delay the processing of your request.

REQUIRED INFORMATION:

LEGAL NAME _____ **DOB:**_____ **PSID #** _____
Last name **First name** **M.I.**

FORM SUBMITTED BY _____ **DATE** _____

CHANGE OF ADDRESS, TELEPHONE AND/OR EMAIL - NO FEE REQUIRED

New Mailing Address: _____ Apt #:_____

City _____ State _____ ZIP_____ Contact Phone _____

☐ Please check this box if you are on the 'Instructor list' on our website.

New Email Address: _____

Email is used as the primary communication for all correspondences regarding your certification/licensure

CHANGE OF EMPLOYMENT - NO FEE REQUIRED

New Employer _____ Start of Employment Date: _____

New Employer _____ Start of Employment Date: _____

FORMER Employer_____ End of Employment Date: _____

1. Was the employee terminated? YES ☐ NO☐
2. Was the termination due to a notice received from the Private Security Program? YES ☐ NO ☐
3. Was the termination for a possible violation of the Private Security Services Providers Act? YES ☐ NO ☐

*If you answer yes to question 3, include supporting documentation regarding the possible violation with this form.

☐ I am a certified unarmed professional and I have applied for **upgrade** to an unarmed/armed professional. I have submitted a $25 fee, PS-1 application, PS-6 (24 hour armed course) and a PS-23.
An upgrade does not change your expiration date.

☐ I am a certified unarmed professional and I have applied to **add** an armed professional. I have submitted a $78 fee, PS-1 application, PS-6 (24 hour armed course), PS-6 (unarmed refresher course), and a PS-23.
Completing the adding application packet will allow DPSST to issue a new two-year certificate.

Individuals currently certified as an unarmed private security professional applying to upgrade or add an armed private security certification must carry a copy of the PS-6 and the PS-23 while performing private security services until a new certificate is received.

REPLACEMENT OF CERTIFICATION/LICENSE– $24 FEE REQUIRED ☐ **$24.00 fee enclosed**

Submit a money order, cashier's check, business check or credit card authorization form.

☐ Name change - Former Legal Name _____

Current Legal Name _____

(Attach proof of legal name change, i.e. copy of court document, driver's license or SSN)

☐ Replacement certification/license card required due to loss of original.

All certified/licensed individuals who request a replacement card must carry a copy of this PS-23 form, at all times, while performing security services until a replacement certification/license is received.