

## Private Security Entity Application Checklist

When submitting an entity license application packet please be sure you have included all the required documents. Using the below list, review your application and documents to verify you meet all licensing requirements. Check each box for completion.

### Completed Application for Private Security Entity Licensure

- ☐ Entity Representative Information completed.
- ☐ Entity Information completed.
- ☐ Financial Interest in the Entity completed:
  - ☐ List of all persons with financial interest in the entity as defined in OAR 259-059-0010, starting with the owner or principal partner, along with percentage of interest.
  - ☐ Verify if persons listed with financial interest in the entity have had a private security provider certification or license, or private security entity license ever denied, suspended, refused to renew, or revoked in the past three (3) years.
  - ☐ Verify, to the best of your knowledge, if any unpaid wage claims have been made against the applicant in the preceding two (2) years.
- ☐ Attestations Completed:
  - ☐ Verify existence of policies (Alarm Monitor Entities exempt):
    - ☐ Use of Force
    - ☐ Citizen Arrest
  - ☐ Verify armed professionals are trained with firearms of the same make, model, and caliber they are carrying or have access to while performing private security services.
  - ☐ Verify the applicant or licensee will only contract or subcontract with licensed private security entities.
  - ☐ Verify employees are provided with: Notice of Rights & Remedies, Terms & Conditions of employment, and a Statement of Earnings (with each pay period).
  - ☐ Verify all private security employees will receive the Professional Workplace Training.
- ☐ Signature of the Entity Representative completed.

### Required Attachments

- ☐ Proof of General Liability Insurance that covers:
  - ☐ Public Liability
  - ☐ Personal Injury
  - ☐ Property Damage
- ☐ Oregon Department of Revenue Tax Compliance Certificate.
- ☐ List of all work locations (physical address):
  - ☐ Provided by employees
  - ☐ Provided by contract/sub-contract.
  - ☐ Names of contract/sub-contracted entities.
- ☐ Proof of Ability to Pay Wages (check one):
  - ☐ Corporate Surety Bond
  - ☐ Irrevocable Letter of Credit
  - ☐ Trust Agreement
- ☐ Entity Licensing Exam Certificate of Completion completed by the Entity Representative.
- ☐ Licensing Fee: \$936 (July 1, 2025, to June 30, 2026).
  - ☐ \$50 late fee after June 30

### Temporary Authorization Form

The Department may issue a Temporary Authorization Form once an application and payment for the application have been processed. The application must at least have the Entity Representative Information, Entity Information, and Entity Representative signature completed.

**You may not operate as a Private Security Entity unless you have a current license or Temporary Authorization Form issued by the Department.**