

# Wisconsin Department of Safety and Professional Services

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Website: <http://dsps.wi.gov>

## DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

### PRIVATE SECURITY PERMIT APPLICATION INFORMATION

Each person who wishes to act as a Private Security Person for a Private Security Agency must submit a complete application to the Department of Safety and Professional Services (DSPS) and is not eligible to practice until receiving a permit from the DSPS. Filing an application is not authorization to practice.

Private Security Personnel who are directly employed by businesses and industrial companies are not required to obtain a permit as a Security Person. "Employed" means that the business or industrial company controls the person's work, withholds state and federal taxes, and complies with worker's compensation and unemployment compensation requirements.

#### **AN APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING DOCUMENTS HAVE BEEN RECEIVED:**

1. **Application for Private Security Permit** – Apply and pay fees online via LicensE, <https://license.wi.gov/>.

**Temporary Permit and Regular Permit:** A temporary permit is **optional**. If you would like to request a temporary permit, you must select this option while completing your online LicensE application for the regular credential.

The Department can issue a temporary permit only if a check of the criminal records at the Department of Justice indicates no criminal history. If your background check is satisfactory, you will be issued a temporary permit, which will expire at the end of 30 days. You are not permitted to carry a firearm under a temporary permit. Upon receipt of a satisfactory state and federal crime record search, the Department will issue you a regular permit. The total fee will be \$45.00 (\$10.00 temporary permit fee + \$27.00 regular permit fee + \$8.00 background check).

**Regular Permit Only** - The Department may issue a regular permit after receiving the results of the state and federal criminal record search. If the search reveals a criminal history, the applicant may be requested to submit further information or a Notice of Denial will be sent, as appropriate. The total fee is \$27.00.

**Late Renewal After Five (5) or More Years** - If you previously held a Private Security Permit and the credential has been expired more than 5 years you must apply by Late Renewal After Five Years. You will need to meet the same requirements needed for a regular permit; the total fee is \$52.00 (\$27.00 credential fee + 25.00 late renewal fee).

2. **Addendum to License Application for Security Professions (Form 3038)** - The private detective/security agency you list in your application will need complete Form 3038 for upload into your LicensE application. -
3. **Fingerprints:** All applicants must submit their fingerprints electronically for a background check. You will receive information on how to obtain digital fingerprints after the Department has received your completed application and a signed Authorization for Release of FBI Information (Form [2687](#)).
4. **Authorization for Release of FBI Information (Form 2687)** - Provisions set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34, require us to notify you that your fingerprints may be used to check the criminal history records with the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related Agency, or other authorized entity. The Department of Safety and Professional Services does not deny a license based on the information in the record itself, but does require the submittal of a certified copy of the criminal complaint and judgment of conviction in any matter which would appear to be cause for denial of a license. Applicants must include a recent photograph with Form 2687. (See form for details.)
5. **Convictions and Pending Charges (Form 2254)** - **This form is only required if an applicant has convictions and/or pending charges.** All applicants will be required to answer questions on the application form about convictions of any crime, other violations and pending charges in Wisconsin or any other state. The Department will obtain a state and federal criminal records search on all applicants. If any applicant was **ever** convicted of a felony in Wisconsin or any other state and not pardoned, the applicant's application will be denied. There are no exceptions.

If an applicant has been convicted of one or more misdemeanor or other violations or has pending charges, and if the Department determines that the crimes or violations are substantially related to the practice of a private detective, the Department will not grant a license until it has received sufficient information to determine whether the license should be granted, denied, or limited. It is the responsibility of the applicant to provide complete information to the Department. Applications are deemed complete after submission of all relevant background information by the applicant. A certified copy of the police report, criminal complaint, and judgment of conviction is required for each conviction.

**IF AN APPLICANT WAS EVER CONVICTED OF A FELONY IN WISCONSIN OR ANY OTHER STATE AND NOT PARDONED, THE APPLICANT'S APPLICATION WILL BE DENIED. THERE ARE NO EXCEPTIONS.**

A Private Security Person may carry a firearm if he or she has completed the 36-hour initial training course and has obtained a Firearms Permit from the Department, except as provided in [Wis. Admin. Code § SPS 34.01\(5\) to \(8\)](#). **Firearms Permits will not be granted to holders of Temporary Permits.**