



**STATE OF CONNECTICUT**  
**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**  
**DIVISION OF STATE POLICE**  
**Special Licensing & Firearms Unit**



(Rev

1/14/19)

**ADMINISTRATIVE DIRECTIVES FOR SECURITY OFFICER'S TRAINING  
CERTIFICATION IDENTIFICATION CARD**

To obtain a **Security Officer's Training Certification Identification Card** you must complete the following requirements:

- 1) A security officer's identification application (DPS-135-C)  
**PLEASE ADD Email Address to application.**  
**Course waived for active military or honorable separation within the last two years.**  
**Police officers waived for Letter of Separation.**
- 2) One (1) color photographs, 2" x 2" (passport style, SOLID background);
- 3) The following **fee of \$100.00 must be submitted** with the application (DPS-135C) form;  
(Application fee of \$100.00 waived for military with proof of DD-214 (within last 2 years) or Military ID with MOS
- 4) Fingerprint fees **MUST BE PAID ON LINE** prior to submission of paperwork (SEE ATTACHED INSTRUCTIONS)
  - a. Fingerprint Card may be submitted with application **ONLY** if accompanied with a copy of the **APPLICANT TRACKING NUMBER.**
  - b. Fingerprint card (if printed at CSP Headquarters/or branch offices will be retained at time of fingerprinting; Therefore, a **COPY** of the applicant tracking number and/or receipt of fingerprinting must be submitted.
- 5) Copy of current Connecticut Driver's License;
- 6) Papers of Naturalization, if applicable; AND
- 7) Signed Noncriminal Justice Applicant's Privacy Rights/FBI Privacy Act Statement

**One (1) separate check or money order IS needed for the above APPLICATION LICENSE.**  
**The fee for the application must be made payable to the Treasurer, State of Connecticut.**

You will be sent a receipt once all information is received and entered into the system, which will take anywhere up to 6 to 7 weeks and your guard card will be mailed to you once your backgrounds are completed.

**All incomplete or incorrect application packets will be returned.**

Should you have any questions, or require anything further, please do not hesitate to contact our office at (860) 685-8046.

**Please submit application packets to the following address:**  
**Department of Emergency Services and Public Protection**  
**Special Licensing & Firearms Unit**  
**1111 Country Club Road**  
**Middletown, CT 06457 ATTN: Katherine Fillmore**

General: (860) 685-8290 Special Licensing: (860) 685-8160 Fax: (860) 685-8496  
1111 Country Club Road  
Middletown, CT 06457  
[www.ct.gov/despp](http://www.ct.gov/despp)

*An Affirmative Action/Equal Opportunity Employer*

Connecticut Criminal History Request System  
Fingerprint Service Code Form

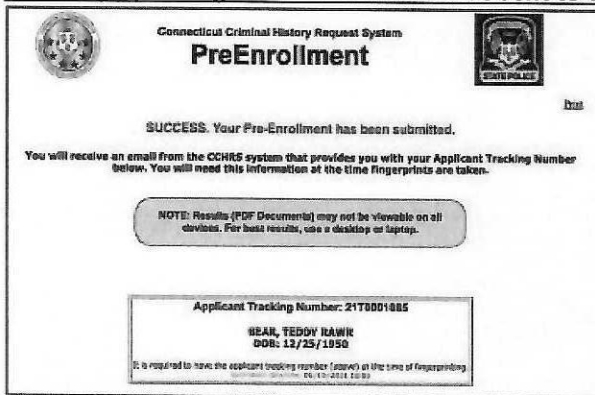
**Service Name:** Security Officer License

To register for your fingerprints to be taken, please visit  
<https://ct.flexcheck.us.idemia.io/cchrspreenroll> and enter the following  
Service Code:

**9F1A-0C08**

*Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.*

- After entering the Service Code, confirm the Fingerprint Reason by selecting the “Yes – This information looks Correct” option.
- Complete the Pre-Enrollment information as completely as possible. All fields in bold font/blue highlight are mandatory to move forward with the process. After filling out all applicable fields, move to the next section by selecting the “Submit Pre-Enrollment” button at the bottom of the screen.
- After completing the pre-enrollment steps, a confirmation screen will appear confirming registration is complete, including your Applicant Tracking Number. **This Tracking Number will need to be taken to your fingerprinting session. It will also be sent to the e-mail address you provided during registration.**



Connecticut Criminal History Request System  
**PreEnrollment**

**SUCCESS.** Your Pre-Enrollment has been submitted.

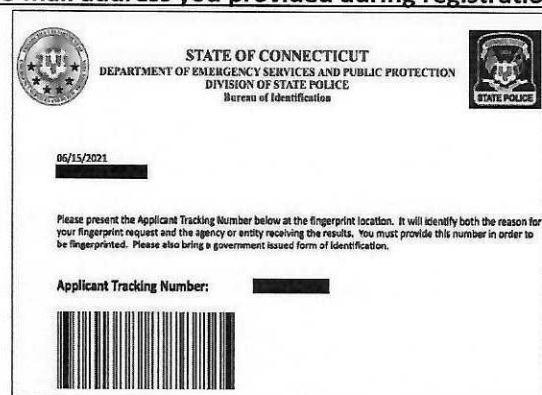
You will receive an email from the CCHR5 system that provides you with your Applicant Tracking Number below. You will need this information at the time fingerprints are taken.

**NOTE:** Results (PDF Documental) may not be viewable on all devices. For best results, use a desktop or laptop.

Applicant Tracking Number: **21T0001085**

**BEAR, TEDDY HAWK**  
DOB: 12/25/1959

It is required to have the applicant tracking number (shown) at the time of fingerprinting.



STATE OF CONNECTICUT  
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION  
DIVISION OF STATE POLICE  
Bureau of Identification

06/15/2021

Please present the Applicant Tracking Number below at the fingerprint location. It will identify both the reason for your fingerprint request and the agency or entity receiving the results. You must provide this number in order to be fingerprinted. Please also bring a government issued form of identification.

Applicant Tracking Number: [REDACTED]

