# Security Guard Permit Application Instructions

Mississippi Department of Public Safety
Firearm Permit Division

# Security Guard Permit Application Instructions

## Contents


INTRODUCTION ..... 2

FEES ..... 2

Retired Law Enforcement ..... 2

IDENTIFICATION ..... 2

APPLICTION INSTRUCTIONS ..... 3

C. Qualifying Questions ..... 4

D. Special Designation ..... 5

E. Residency ..... 5

AFFIDAVIT AND RELEASE OF INFORMATION ..... 5

SUBMISSION OF APPLICATION ..... 6

LOCATIONS AND HOURS OF OPERATION ..... 6

# Security Guard Permit
# Application Instructions

## INTRODUCTION

For first-time applicants desiring to obtain a Security Guard permit or for permit holders desiring to renew their Security Guard permit, the *Application For Security Guard Permit* (SGP-APP-01) must be filled out in its entirety as well as any other required forms, including a notarized Affidavit and Release of Information form (SGP-AFF-01). Failure to complete all required forms may result in your application's rejection.

This application and all required forms must be presented in person at the Department of Public Safety Headquarters in Jackson or a Mississippi Highway Patrol District Substation in Pearl, Greenwood, Batesville, New Albany, Starkville, Meridian, Hattiesburg, Biloxi, or Brookhaven. At that time, the applicant will be fingerprinted and photographed.

Please complete the forms by either printing your responses using black ink or complete the form using a PDF viewer. The forms has been enabled so that you can type out your responses using a PDF viewer. Either method is acceptable for submission.

## FEES

There are required fees associated with this permit:

Initial Application:

- A license fee of One Hundred dollars ($100.00)
- A background check fee of Thirty-Two dollars ($32.00)

For a total of One Hundred Thirty-Two dollars ($132.00) due at application.

Renewal Application:

- A license fee of Fifty dollars ($50.00)
- A background check fee of Thirty-Two dollars ($32.00)

For a total of Eighty-Two dollars ($132.00) due at application.

This may be paid in person with cash, personal check, a Cashier's Check, a Visa or MasterCard credit card or a debit card. A Cashier's Check should be made payable to the Department of Public Safety. A portion can be waived if you meet certain requirements; this is documented below.

### Retired Law Enforcement

Retired law enforcement officers can qualify for exemption from the renewal fee of Fifty dollars ($50.00) when renewing a Security Guard permit. However, the Thirty-Two dollar ($32.00) fee for the background check is still required as it is a fee required by the FBI (who conducts the background check) and not the State of Mississippi. If you are claiming this exception, be sure to check "Yes" on Question D-1 of the application and provide a letter on your agency's letterhead stating you are employed at that agency and a letter on agency letterhead documenting your completion of a certified law enforcement training academy.

## IDENTIFICATION

First-time applicants must present two current forms of identification:

1) A photo identification – either a Mississippi Driver's License, a Mississippi Identification Card or a tribal identification card from a federally-recognized Indian tribe

2) An alternate form of identification, such as:
   (a) Social Security Card
   (b) Birth Certificate
   (c) Marriage License
   (d) Divorce Decree
   (e) Military Discharge (DD214)
   (f) Military Identification Card
   (g) Passport
   (h) W-2 Form
   (j) Current Firearm Permit
   (i) Other Official Government Identification

## APPLICTION INSTRUCTIONS

Application SGP-APP-01 is divided into 5 parts:

A) Type of Security Guard
B) Personal Information
C) Qualifying Questions
D) Special Designations
E) Residency

A notarized affidavit and Release of Information (SGP-AFF-01) is also required.

Be sure to check that you are either completing an Initial Application or requesting a Renewal in the block located at the upper right of the form.

### A. Type of Security Guard

Section 97-3-7 of the Mississippi Code of 1972 lists the types of security personnel who can be issued a Security Guard permit. These include:

- Duly Constituted Bank Guard
- Company Guard
- Watchman
- Railroad Special Agent/Representative
- Agent or Employee of a Patrol Service
- Agent or Employee of a Guard Service
- Agent or Employee of a company engaged in the business of transporting money, securities, or other valuables.

Check all boxes that correspond to the duties that you will be performing in order for the permit to be valid.

### B. Personal Information

The Personal Information section is for documenting your identifying information. This includes:

1) Full Name – your Last, First and Middle name. If you have more than three, please enter more than one name where appropriate.
2) Other names – if you have been known by another name in the past, please check “Yes” and complete Section 1 of IFP-FORM-01. Otherwise, check “No” and continue.
3) Date of Birth – please enter your date of birth in MM/DD/YYYY format.
4) Current Residential Address. Your mailing address may be different in some scenarios and can be documented below your residential address. Please be sure to include the county as part of the address(s).
5) Social Security Number –provide your social security number
6) Daytime Contact Number – please enter a phone number that we can use to contact you during business hours if there is an issue with your application.

7) Height – please provide your current height in feet and inches.
8) Weight – please provide your current weight in pounds. Please round this to the nearest pound.
9) Gender – Please enter "Male" or "Female". If you do not wish to designate this characteristic, please enter "Not Specified"
10) Race – the following options are available:
    Alaskan or American Indian
    Asian or Pacific Islander
    White
    Black
11) Hair Color – please choose your hair color from these options:

| | |
|---|---|
| Bald | Red/Auburn |
| Black | Sandy |
| Brown | White |
| Gray | |

12) Eye Color – please choose your eye color from these options:

| | |
|---|---|
| Black | Green |
| Blue | Hazel |
| Dichromatic | Maroon |
| Gray | Pink |

13) Email – if you would like us to communicate with you via eMail, please enter your eMail address. This is an optional field.
14) Place of Birth – please note the city and state where you were born. If it was out of the country, please note the city and country of birth.
15) DL Number/State of Issuance – please enter your current Driver License Number and the state that issued it (two-letter abbreviation). If you do not have a driver's license but have an ID, please enter the ID number and state of issuance. If neither, please enter "N/A" without quotes.
16) Citizenship – please indicate your current citizenship status. If you answer with one of the "Other" options, please document your country or countries of citizenship, your USCIS Alien Registration number (if applicable) and be sure to complete IFP-FORM-01, Section 2 to fully document your citizenship status.

## C. Qualifying Questions

The questions in this section are primarily derived from the qualifications listed in MS Code §97-37-9. In order to obtain a permit in the State of Mississippi, you must answer all questions and fully document where appropriate. The questions should be self-explanatory. In some cases, answering in the affirmative requires that you complete an additional form to fully document your answer. These forms include:

| | |
|---|---|
| IFP-FORM-02 | Documenting Criminal Charges/Convictions |
| IFP-FORM-03 | Documenting Domestic Violence Crimes |

These forms can be obtained at the DSB website or by visiting one of the locations listed below. You should fill out these additional forms only if you answer certain questions in the affirmative as noted on the application. These particular questions are clearly marked with the form that is required if you answer "Yes".

### D. Special Designation

The Special Designation section is available to document special situations that might eliminate the required permit fee and/or provide special markings on the permit card. At present, the only special designation is for retired law enforcement officers. Retired law enforcement officers wall be exempt from the payment of the license fee.

However, the waiver of the renewal fee does not waive the charge for fingerprinting and completing a background check. That service is provided by the FBI, which requires a payment to that federal agency.

### E. Residency

This section should be used to document your residences for the past two years. Your most recent residence (which you provided in Section A-4) should be considered first and the date you began residing there should be entered. This should be followed by documenting any previous residence for the past two years. If you need more space to document additional residences than what is provided on the form, please note them on the back of the form or on a separate page in a similar fashion.

## AFFIDAVIT AND RELEASE OF INFORMATION

A notarized Affidavit and Release of Information form is also required for new applicants. The form SGP-AFF-01 is required for both new and renewal applicants.

This form includes:

- A statement that your responses on the application form and any additional materials were true and correct.
- An acknowledgement that you understand that any knowingly false statement or false document subjects you to criminal prosecution and a conviction of providing false statements or documents shall subject you to the penalties noted in MS Code §99-19-31.

This form also contains a release to allow the Department of Public Safety to conduct a background check to determine your eligibility for a Security Guard Permit. Be sure to wait to sign this form until you are in the presence of your notary.

# Security Guard Permit Application Instructions

## SUBMISSION OF APPLICATION

Once you have completed the application, all required forms and had your Affidavit notarized, bring all materials to one of the locations listed below. You may make an appointment in advance by going to the Online Appointment Scheduler (https://telegov.egov.com/dps). If you are unable to schedule an appointment, you may simply come to the location. However, appointments do take precedence and you may end up needing to schedule an appointment in the future.

Here you will submit your application, which will be scanned in with the credentials you presented for identification. Then you will be photographed and fingerprinted. Your fingerprints will be compared with those in state and federal databases to ensure you have no criminal background that might preclude your obtaining a permit.

As this background check typically takes some time, you will not receive a permit while you are at the station. If you qualify, a permit card acknowledging your ability to carry a concealed weapon will be mailed to you.

In the event that the Department finds that an applicant fails to qualify for a permit, it will provide written notification stating the grounds for denial.

## LOCATIONS AND HOURS OF OPERATION

The following locations are available to accept your application:

**Jackson Headquarters**
1900 E. Woodrow Wilson Jackson, MS 39205 {601} 987-1593
Firearm Permits & Security Guard Permits Daily 8:00 AM - 4:30 PM
**Troop C**
3851 Hwy 468, Pearl, MS 39208 (601-420-6342)
Firearm Permits & Security Guard Permits Daily 8:00 AM - 4:30 PM
**Troop D**
1301 Cypress Avenue Greenwood, MS 38930 {662} 453-4515
Firearm Permits & Security Guard Permits Daily 8:00 AM - 4:30 PM
**Troop E**
22000 A Hwy 35 N Batesville, MS 38606 {662} 563-6400
Firearm Permits & Security Guard Permits Daily 8:00 AM - 4:30 PM
**Troop F**
1103 Bratton Road New Albany, MS 38652 {662} 534-8619
Firearm Permits & Security Guard Permits Daily 8:00 AM - 4:30 PM
**Troop G**
987 Hwy 182 E Starkville, MS 39759 {662} 323-5316
Firearm Permits & Security Guard Permits Daily 8:00 AM - 4:30 PM
**Troop H**
910 Hwy 11/80 E Meridian, MS 39301 {601} 693-1926
Firearm Permits & Security Guard Permits Daily 8:00 AM - 4:30 PM
**Troop J**
36 J.M Tatum Ind. Dr. Hattiesburg, MS 39401 {601} 582-4744
Firearm Permits & Security Guard Permits Daily 8:00 AM - 4:30 PM
**Troop K**
16741 Hwy 67 S Biloxi, MS 39532 {228} 396-7400
Firearm Permits & Security Guard Permits Daily 8:00 AM - 4:30 PM
**Troop M**
160 Hwy 84 E Brookhaven, MS 39601 {601} 833-0808
Firearm Permits & Security Guard Permits Daily 8:00 AM - 4:30 PM