

Wisconsin Department of Safety and Professional Services

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INSTRUCTION PACKET FOR PRIVATE SECURITY PERMIT

Each person who wishes to act as a private security person for a private security agency must submit a complete application to the Department and is not eligible to practice until receiving a permit from DSPS. Filing an application is not authorization to practice. A complete application includes:

- Form #2271, Application for Private Security Permit
- Form #2687, Authorization for Release of FBI Information
- \$75.00 credentialing fee + additional fees as appropriate (see below)

You may obtain these forms by visiting the Department's web site at:

<http://dsps.wi.gov/Licenses-Permits/PrivateSecurityPermit/PSPforms>

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.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

1. **Application for Private Security Permit (Form #2271):** Fill in all requested information and attach the appropriate fee. Applicants have two choices for obtaining a permit and should check Section A or Section B on the application.

Section A – Temporary Permit and Regular Permit: Check the box under Section A if you are requesting a temporary permit. The Department can issue a temporary permit only if a check of the criminal records at the Department of Justice indicates no criminal history. The temporary permit will expire in 30 days and cannot be renewed or extended. The total fee will be \$93.00 (\$10 temporary permit fee + \$75 regular permit fee + \$8 background check).

Section B: Regular Permit: Check the box under Section B to request a regular permit. 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 \$75.

2. **Fingerprints:** All applicants must submit their fingerprints electronically for a background check. Schedule an appointment with the Department's approved vendor, Fieldprint, by visiting their web site at:

<http://www.FieldprintWisconsin.com/>

Use the Fieldprint code "FPWISecurity" when prompted. The cost for the digital fingerprints will be \$39.25 and is expected at the time of reservation. You should plan to arrive at the test center fifteen minutes before the scheduled start time of the appointment for check-in.

You must submit your application to the department within 14 days of being fingerprinted.

Out of State Applicants: If you currently reside outside of the state of Wisconsin and are unable to come to Wisconsin to have digital fingerprints taken, you may submit fingerprints at any Fieldprint station in the United States by registering at the web site above and using the Fieldprint code "FPWISecurity" when prompted.

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3. **Criminal History Checks Notice:** 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 a copy of the judgment of conviction in any matter which would appear to be cause for denial of a license.
4. The **Authorization for Release of FBI Information** (Form #2687) must be signed by the applicant and a witness and returned with the application.
5. **Convictions and Pending Charges (Form #2252):** All applicants are required to answer questions about convictions of crimes, 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 an applicant has **EVER** been convicted of one or more misdemeanors 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 security person, the Department will not grant any kind of permit until it has received sufficient information to determine whether the permit 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.

6. A private security person may carry a firearm while on duty only if he or she has completed the 36-hour initial training course and has obtained a firearms permit from the Department. Firearms permits will not be granted to holders of temporary permits. A private security person may never carry a concealed weapon while on duty, except that a private security person who is a peace officer, as defined in Wis. Stat. § 939.22(22), Stats., may carry a concealed weapon.
7. Private detective agencies are required to inform the Department no later than 5 days after any change of employment of a private security person. You may use form #2323, Notice of Change of Employment of Private Security Person. Notices may be faxed to (608) 261-7083 or mailed to the post office box above.
8. Permits must be renewed every 2 years and all expire on August 31 of the even-numbered year.
9. A copy of the Wisconsin Statutes and Administrative Code relating to the Practice of Private Detectives and Private Security Persons is available on the department's web site at

<http://dsps.wi.gov/Licenses-Permits/PrivateSecurityPermit>

Click on the link labeled "Profession Specific Codebook."

If you wish, you may purchase a hard print copy from Document Sales, Department of Administration by calling 800-362-7253 or 608-264-9419 or by emailing docsales@doa.state.wi.us.