



### Step 1 – Determine what corrections need to be made

If you are accessing this guide, you should have received a “Notice of Application Deficiency” e-mail. Review that e-mail for an explanation of why your application was found to be deficient.

**From:** [EXLNotifications@denvergov.org](mailto:EXLNotifications@denvergov.org) <[EXLNotifications@denvergov.org](mailto:EXLNotifications@denvergov.org)>  
**Sent:** Thursday, October 25, 2018 8:33 PM  
**To:** [fakeemail@mail.com](mailto:fakeemail@mail.com)  
**Subject:** Notice of Security Guard License Application Deficiency for 2018-BFN-12345678

Dear Applicant,

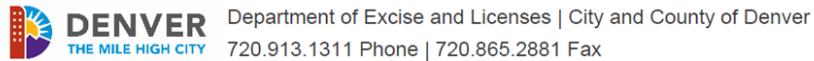
On 10/25/2018 you submitted an application to the Denver Department of Excise and Licenses for a Security Guard License. Your application was assigned Record ID 2018-BFN-0001455.

**Upon reviewing this application, the Department has found the application to be deficient for the following reasons:**

The reason why your application was found to be deficient will be explained here.

**Please correct the noted issue(s) by no later than 11/8/2018.** Failure to do so may result in your application being administratively closed or denied. You may access and correct your application through [Denver's Online Permitting and Licensing Center](#).

Please contact 311 with any questions or comments you may have.



### Step 2 – Prepare corrected documents and upload them to your computer

Prepare corrected documents that remedy the deficiencies outlined in your “Notice of Application Deficiency” e-mail and upload them to your computer.

Note – if you originally chose to upload multiple documents in a combined file (for example, if you chose to upload your letter of hire in the same PDF file as your letter of firearm endorsement request), you will be instructed to upload both documents a second time, even if one of the documents was acceptable. Read your “Notice of Application Deficiency” e-mail carefully to determine if this applies to you.

### Step 3 – Log into the online licensing portal to access your application record

Use the link provided in your “Notice of Application Deficiency” e-mail to access your application record directly. You will need to log into Denver’s Online Permitting and Licensing Center using the credentials you originally used to register for an account before being taken to your record.

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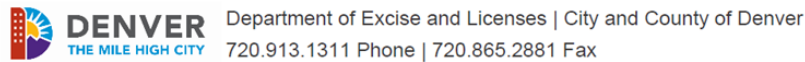
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### Step 4 – From the "My Licenses" page, select the "Edit" Action link

#### Denver's Permitting and Licensing Center

Search...


Home Development Services **Business Licenses** Contractor Licensing Right-of-Way

Apply for a License Search Licenses

#### My Licenses

Once your license has been issued you may print a copy of your license at any time by clicking on the license number in the table below, and selecting "Record Info". A copy will be made available in the "Attachments" section.

Showing 21-30 of 100+ | Add to collection

<input type="checkbox"/>	Date	License Number	License Type	Record Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	04/09/2019	2019-BFN-0000067	Security Guard License	JOE SHMOE	04/09/2019	Pending	 <a href="#">Edit</a>	

## Step 5 – Return to the section of the application that needs to be edited

You will be taken back into your original application's review screen. From here, you can upload corrective documents or edit information within your application as needed.

For example, if you need to update your headshot photo, please click "edit" next to the headshot upload section and upload a corrected headshot there. If you need to upload a corrected Letter of Hire, please click "edit" next to the required document upload section and upload a corrected Letter of Hire there.

### Step 5: Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Submit Updated Information" to submit.

#### Record Type

Security Guard License

#### Applicant

JOE SHMOE  
Birth Date: 04/25/2019  
2328 N Humboldt St  
Denver, CO, 80205  
Phone Number: (123) 456-7890  
Email Address: netat1128@hotmail.com

#### Mailing Address for Badge Delivery

City of Denver  
201 W Colfax Ave  
Dept. 206  
Denver, CO, 80202

#### Optional Email Notification Recipient

#### Employer and Endorsement Information

EMPLOYER AND ENDORSEMENT INFO

Employer BFN	Employer Name	Firearm	Plainclothes	Canine
2018-bfn-0001404	DARRENS DEADLY SERVICES	No	No	No

#### Headshot Upload

Name	Type	Size	Latest Update	Action
2019-BFN-0000067-Affidavit_of_Possession_of_Premises.pdf	Headshot Photo	883.86 KB	04/09/2019	Actions ▾

#### Required Documents

Name	Type	Size	Latest Update	Action
2019-BFN-0000067-Affidavit_of_Possession_of_Premises.pdf	Application Packet	883.86 KB	04/09/2019	Actions ▾



## Step 6 - Tips for uploading your corrective documents

Within the page you are editing, if you need to upload a corrective document, click the upload button.

#### Required Documents - Protected Personal Information

Please upload the following documents in PDF format. You may choose to upload the documents in a combined file or individually as long as all documents are present.

**Incomplete applications will be rejected.**

**ALL SECURITY GUARDS**

- A Certificate of Physical and Mental Fitness completed within the past 60 days
- A Copy of Valid State or Federally Issued Identification (i.e. driver's license, passport, etc...)
- An Affidavit of Criminal and Employment History
- An FBI background check ran within the past 60 days

For more information about any of these documents, please refer to the [Security Guard FAQ Webpage](#)

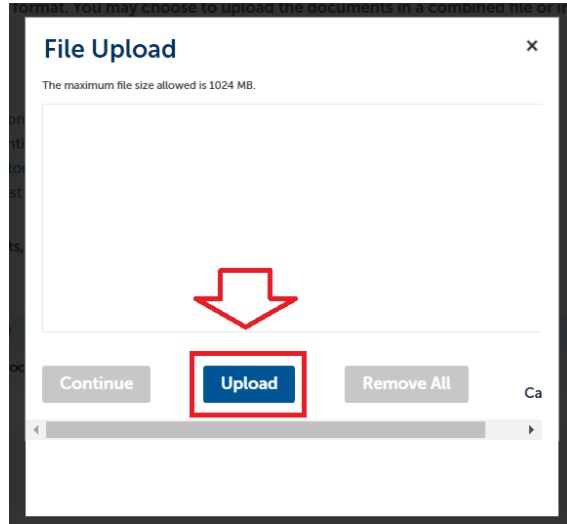
The maximum file size allowed is 1024 MB.

Name	Type	Size	Latest Update	Action
2019-BFN-0000067-Affidavit_of_Possession_of_Premises.pdf	PII Documents	883.86 KB	04/09/2019	Actions ▾

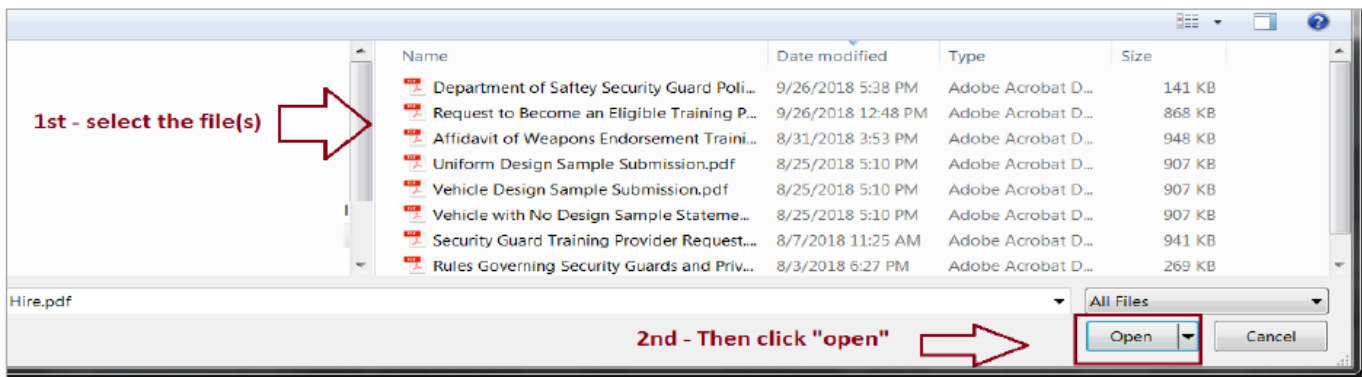
**Upload**

Continue Application »

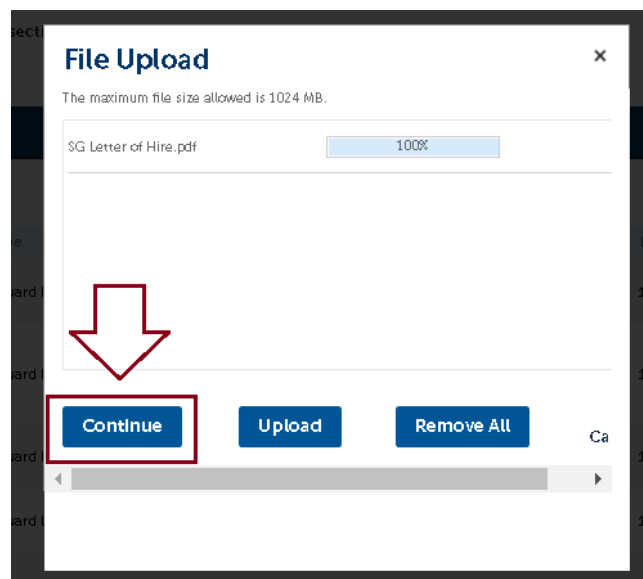
Once the next pop up window appears, select upload again.



Then select the file(s) you wish to upload and click open. *Note – this step may vary slightly depending on which browser you use.*



Another pop-up box will appear. Click the "continue" button.



Finally, click "Save" to attach the document.

The maximum file size allowed is 1024 MB.

Name	Type	Size	Latest Update	Action
2019-BFN-0000067-Affidavit_of_Possession_of_Premises.pdf	PII Documents	883.86 KB	04/09/2019	Actions ▾


File:  
STR\_Lodgers\_Tax\_ID\_Assistance\_Sheet.pdf  
100%

Description:

spell check

**Save** **Upload** **Remove All**

**Step 7 - Click "Continue Application" when you're done uploading documents/making changes to a page**

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

Security Guard License

1 General Information	2 Application Information	3 Statement of Understanding	4 Lawful Presence	5 Review	6	7
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**Step 2: Application Information > Required Documents - Protected Personal Information**

\* indicates a required field.

**Required Documents - Protected Personal Information**

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**Incomplete applications will be rejected.**

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The maximum file size allowed is 1024 MB.

Name	Type	Size	Latest Update	Action
2019-BFN-0000067-Affidavit_of_Possession_of_Premises.pdf	PII Documents	883.86 KB	04/09/2019	Actions ▾
2019-BFN-0000067-STR_Lodgers_Tax_ID_Assistance_Sheet.pdf	PII Documents	236.10 KB	04/10/2019	Actions ▾

**Upload**

**Continue Application »**



### Step 8 – Resubmit the application

When you are done making corrections to your application, from the review page recertify that the application and click "Submit Updated Information".

**Oath of Application**

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge.


By checking this box, I agree to the above certification. Date: 04/10/2019

First do this  Then do this  **Submit Updated Information**

### Step 9 – Verify that you get a "success" message as shown below.

Home Development Services **Business Licenses** Contractor Licensing Right-of-Way

Apply for a License Search Licenses

 **Updated information for the record (2019-BFN-0000067) has been successfully submitted.**

**My Licenses**

Once your license has been issued you may print a copy of your license at any time by clicking on the license number in the table below, and selecting "Record Info". A copy will be made available in the "Attachments" section.

Showing 1-10 of 100+ | Add to collection

Date	License Number	License Type	Record Name	Expiration Date	Status	Action	Short Notes
04/10/2019	<a href="#">2019-GLOBALAMEND-0000053</a>	Replacement Badge	NETIA INGRAM		Pending		
04/10/2019	<a href="#">2019-BFN-0000073</a>	Security Guard License	MICKEY MOUSE	04/10/2020	License Issued - Active	<a href="#">Renew Application Amendment</a>	

### Step 10 – Wait for your resubmittal to be reviewed

If you received the green success message outlined in Step 9, then Excise and Licenses successfully received your resubmittal and is processing it. It may take up to 7 days for reviews to be completed. Feel free to contact 311 at any time for a status update on your application.