

Private Security Employer Renewal Application Guide

Please visit [Excise & Licenses Private Security Employer webpage](#) renewal application information. Please make sure that you look at the Renewal section for the Required Documents and Fees section.

Make sure all required documents are uploaded to your computer.

Log in to the [Denver Permitting and Licensing Center](#) to begin your renewal application.

Enter your Username or E-mail and Password and then click on Log in

[Register for an account](#) [Login](#)

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Advanced Search



Notice:

This feature requires registration and/or login, please login to continue.

Username or E-mail:

Password:

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Remember me on this computer

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Please Log In

Online services require login. If you are an existing user, please enter your username and password in the box on the right.

Now click on "Renew or Manage"
under Business Licensing

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Welcome

You are signed in. Choose from common services below or find more services within the navigation above.



Development Services

Construction permits, site planning, fire prevention, plan review, inspections

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Business Licensing

Short-term rentals, temporary restaurants, private security employers

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Contractor Licensing

Demolition, construction, and trades

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Right-of-Way (ROW) Services

Address assignments, street occupancy and cut permits, sanitary sewer repair and cutoff permits

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Occupational Licensing

Security guards

[Apply New](#) | [Renew or Manage](#) | [Search Licenses](#)

Find the license that you wish to renew and click on Renew Application under the Action column

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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 14 | [Add to collection](#)

<input type="checkbox"/>	Date	License Number	License Type	Record Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	08/29/2019	2019-BFN-0005410	Private Security Employer License	Quality Protective Support	09/02/2019	License Issued - Active	Renew Application Amendment	

Below is a list of all required documents for a Private Security Employer Renewal. Click on the links to obtain the pdf documents or website links. All documents must be filled out completely and uploaded to your computer before you start the renewal process. You can start your renewal application up to 60 days before your expiration date. Click on Continue Application.

Private Security Employer Renewal

1 Application Information	2 Statement of Understanding	3 Review	4 Pay Fees	5 Application Review
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Step 1: Application Information > Notice of Required Documents

* indicates a required field.

Notice of Required Documents

Please be advised that, before submitting this application, you will need to upload the following documents. If you do not have these documents, please save your application and return to it once you have obtained them.

Incomplete applications will be rejected.

ALL PRIVATE SECURITY EMPLOYERS

- A Certificate of Insurance or comparable proof of insurance covering at minimum:
 - [Employer's Liability Insurance](#)
 - [General Liability Insurance](#)
 - [Worker's Compensation Insurance](#)
- General Manager Information
 - Individual(s) you designate as responsible for overseeing your Denver guards and for serving as a direct contact for the Denver Police should they need to discuss any specific incident.*
 - For each General Manager, a copy of his or her [Valid State or Federally Issued Identification](#) (i.e. driver's license, passport, etc...)
 - EITHER a copy of his or her [Valid Denver Security Guard License](#)
OR [An Affidavit of Criminal and Employment History](#) and an [FBI Background check](#) ran within the past 60 days
- Uniform Design Documents
 - [Declaration of Uniform Design](#) completed within the last 60 days

ADDITIONAL FOR A VEHICLE ENDORSEMENT

A vehicle endorsement allows your guards to use vehicles while working.

- [Automobile Liability Insurance](#)
- A [Request for Vehicle Endorsement](#) completed within the last 60 days

ADDITIONAL FOR A WEAPONS ENDORSEMENT

A weapons endorsement allows your guards to carry weapons while working, such as firearms, tasers, batons, or pepper spray.

- A [Request for Weapons Endorsement](#) completed within the last 60 days

Save and resume within 30 days

Continue Application »

Review the applicant information provided previously. When done or if your information has remained the same, click on Continue Application.

[Home](#) [Development Services](#) **[Business Licenses](#)** [Contractor Licensing](#) [Right-of-Way](#) [Conveyance](#) [Fire](#)

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Private Security Employer Renewal

1 Application Information 2 Statement of Understanding 3 Review 4 Pay Fees 5 Application Review

Step 1: Application Information > Applicant Information

* indicates a required field.

Legal Entity Name of Applicant

* Legal Entity Name of your Company 

Quality Protective Support

Trade Name

TRADE NAME

Trade Name/DBA of your Company (if any):

Save and resume within 30 days

Continue Application »

Review the General Manager details provided previously. To edit, click on Actions and select Edit.
Updated versions of required documents must be provided in the next section, even if no changes were made.

General Manager Details

MANAGEMENT INFORMATION

You must designate at least one, and up to three, general managers who will be responsible for overseeing your Denver security guards.

Your general manager(s) will serve as a direct contact for Denver Police should they need to discuss any specific incident, such as a use of force incident involving one of your guards.

Showing 1-1 of 1

<input type="checkbox"/>	Name	Home Address	City	State	Zip	DOB	Direct Phone No.	Email	
<input type="checkbox"/>	Manager	4502 Circle Dr	Denver	CO	80237	04/04/1944	7201234567	FM@gmail.com	Actions ▾

Add Manager ▾

Edit Selected

Delete Selected

General Manager Documents

For each general manager please upload the following documents:

- A copy of his or her [Valid State or Federally Issued Identification \(i.e. driver's license, passport, etc...\)](#)
- EITHER a copy of his or her [Valid Denver Security Guard License](#)
OR [An Affidavit of Criminal and Employment History](#) and an [FBI Background check](#) ran within the past 60 days

The maximum file size allowed is 1024 MB.

Name	Type	Size	Latest Update	Action
No records found.				

Upload

Click on Upload. A File Upload box will pop up.
Click on Upload again. This will bring up the documents section on your computer. Select the documents that you wish to upload and then click Continue if you are finished. The next screen will show you the uploaded documents.
You can remove documents here if desired.
Once all documents are uploaded, click on Save and then on Continue Application.

Save and resume within 30 days

Continue Application »

Step 1: Application Information > Contact Information

In this screen, review Main Contact information, the Mailing Address for the business and Optional Email Notification Recipient. Select Edit, found at the bottom of each section, to make changes. Click Continue Application when finished.

Main Contact

Please provide a main contact for addressing questions or issues relating to your application/business license. Application status updates and your professional license will be sent to the email address provided here.

Corny Collins
Business Name:
Full Name:
Birthdate:
Address Line 1:
Address Line 2:
City:
State:
Zip Code:
Email Address: CCollins@gmail.com
Phone Number: (303) 303-3033
[Edit](#) [Remove](#)

Mailing Address

Please provide a mailing address for the business.

Business Name: Corny Collins Care of Quality Protective Support
Full Name:
Birthdate:
Address Line 1: 101 W Colfax St
Address Line 2:
City: Denver
State: CO
Zip Code: 80202
Email Address:
Phone Number:
[Edit](#) [Remove](#)

Optional Email Notification Recipient

If you would like an additional person to receive application notifications and a copy of your professional license once it is issued, please add his or her contact information here.

[Add New](#)

Save and resume within 30 days

[Continue Application »](#)

Next, upload the required insurance documents. Click on Upload. A File Upload box will pop up. Click on Upload again. This will bring up the documents section on your computer. Select the documents that you wish to upload and then click Continue. The next screen will show you the uploaded documents. You can remove documents here if desired. If all documents are uploaded, click on Save and then on Continue Application.

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Private Security Employer Renewal

1 **Application Information** 2 Statement of Understanding 3 Review 4 Pay Fees 5 Application Review

Step 1: Application Information > Insurance Information

* indicates a required field.

Insurance Information

Private Security Employers are required to maintain various types of insurance for the entire term of their license.

Please upload a Certificate of Insurance or comparable proof of insurance covering at a minimum:

- [Employer's Liability Insurance](#) with a minimum limit of \$100,000
- [Worker's Compensation Insurance](#) with a minimum limit of \$100,000
- [General Liability Insurance](#) with a minimum \$1,000,000 combined single limit for bodily injury and property damage per occurrence

The maximum file size allowed is 1024 MB.

Name	Type	Size	Latest Update	Action
No records found.				

Upload

Save and resume within 30 days

Continue Application »

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

Apply for a License Search Licenses

Private Security Employer Renewal

1 Application Information 2 Statement of Understanding 3 Review 4 Pay Fee

Step 1: Application Information > Uniform Information

Uniform Information

Your security guards must wear an approved uniform while on duty.

Please refer to [Section 42-135\(b\) of the Denver Revised Municipal Code](#) to review uniform requirements.

UNIFORM DESIGN

Please upload a [Declaration of Uniform Design](#) form completed within the past 60 days along with any supporting documents that the request form indicates as necessary.

The maximum file size allowed is 1024 MB.

Name	Type	Size	Latest Update	Action
No records found.				

Upload

Save and resume within 30 days

Continue Application »

In this screen, upload a Declaration of Uniform Design form completed within the past 60 days along with any supporting documents that this form indicates as necessary.

Click on Upload. A File Upload box will pop up. Click on Upload again. This will bring up the documents section on your computer. Select the documents that you wish to upload and then click Continue. The next screen will show you the uploaded documents. You can remove documents here if desired.

If all documents are uploaded, click on Save and then on Continue Application.

Next, provide an indication of whether you will authorize your security guards to use vehicles while working by choosing Yes or No. If yes, upload Proof of automobile liability insurance and a Request for Vehicle Endorsement form. When complete click Continue Application.

Vehicle Endorsement Information

VEHICLE ENDORSEMENT

You must obtain a vehicle endorsement if your guards will use vehicles while working.

Note - this endorsement is required whether the vehicles being used are owned by the company, the guards, or another entity.

Will you authorize your security guards to use vehicles while working? *

Yes No

Vehicle Endorsement Documentation

In order to apply for a vehicle endorsement, please upload the following document(s) in a PDF format.

- Proof of [automobile liability insurance](#) coverages demonstrating a minimum \$500,000 combined single limit for bodily injury and property damage per occurrence.
- A [Request for Vehicle Endorsement](#) form completed within the past 60 days along with any supporting documents that the request form indicates as necessary.

The maximum file size allowed is 1024 MB.

Name	Type	Size	Latest Update	Action
Request for Vehicle Endorsement.docx	Vehicle Endorsement	11.56 KB	08/30/2019	Actions ▾
Automobile Liability Insurance.docx	Vehicle Endorsement	11.56 KB	08/30/2019	Actions ▾

Upload

Save and resume within 30 days

Continue Application »

On this screen, provide an indication of whether you authorize your security guards to use weapons during the course of their duties by choosing Yes or No. If Yes is selected, a list of weapons appears. Choose from this list to indicate what type(s) of weapons.

Step 1: Application Information > Weapons Endorsement Information

* indicates a required field.

Weapons Endorsement Information

A weapons endorsement allows your guards to carry weapons while working, such as firearms, tasers, batons, or pepper spray.

Note - this endorsement is required whether the weapons being carried are owned by the company, the guard, or another entity.

Will you authorize your security guards to use weapons during the course of their duties? *

Yes No

What type(s) of weapons will you authorize your security guards to use?

Taser Yes No

Baton Yes No

Pepper Spray: Yes No

Firearm: Yes No

Other:

Save and resume within 30 days

Continue Application »

After specifying type(s) of weapons, upload a Request for Weapons Endorsement completed within the last 60 days. Once documents are uploaded, click on Save and then on Continue Application.

Weapons Endorsement Documentation

In order to apply for a weapons endorsement, please upload the following document in a PDF format.

- A [Request for Weapons Endorsement](#) completed within the last 60 days.

The maximum file size allowed is 1024 MB.

Name	Type	Size	Latest Update	Action
Request for Weapons Endorsement.docx	Application Packet	11.63 KB	08/30/2019	Actions ▼

Upload

Save and resume within 30 days

Continue Application »

Next, verify how many security guards your company employs in Denver, using the checkbox options. Click on Continue Application.

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[Home](#) [Development Services](#) **[Business Licenses](#)** [Contractor Licensing](#) [Right-of-Way](#) [Conveyance](#) [Fire](#)

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Private Security Employer Renewal

1 **Application Information** 2 Statement of Understanding 3 Review 4 Pay Fees 5 Application Review

Step 1: Application Information > Number of Employees

* indicates a required field.

Number of Employees

NUMBER OF EMPLOYEES

How many security guards does your company employ in Denver?

We employ 1-24 guards:

We employ 25 or more guards:

Save and resume within 30 days

Continue Application »

You've now completed Step 1 of your Private Security Employer Renewal!

Apply for a License Search Licenses

Private Security Employer Renewal

1 Application Information	2 Statement of Understanding	3 Review	4 Pay Fees	5 Application Review
---------------------------	-------------------------------------	----------	------------	----------------------

Step 2 : Statement of Understanding > Statement of Understanding

* indicates a required field.

Statement of Understanding

STATEMENT OF UNDERSTANDING

If you are granted a Private Security Employer license, you must comply with all rules and regulations outlined in the Colorado Revised Statutes, the Denver Revised Municipal Code, the Denver Department of Safety's Security Guard Policy, and the Denver Excise and Licenses Rules Governing Security Guards and Private Security Employers.

I acknowledge and agree to these terms: *

If you are granted a Private Security Employer license, you shall not authorize your employees to use weapons or vehicles while working as a security guard without an endorsement to do so issued by Denver Excise and Licenses. Endorsement applications must be made either in person at Denver Excise and Licenses or through the Department's online licensing portal.

I acknowledge and agree to these terms: *

If you are granted a Private Security Employer license, you may not alter your employee's uniform or badge designs before applying for a uniform modification and receiving approval for your proposed changes. Applications must be made either in person at Denver Excise and Licenses or through the Department's online licensing portal.

I acknowledge and agree to these terms: *

If you are granted a weapons endorsement, you may not alter the weapons that your employees are authorized to use while working as a security guard before applying for an endorsement modification and receiving approval for your proposed changes. Applications must be made either in person at Denver Excise and Licenses or through the Department's online licensing portal.

I acknowledge and agree to these terms: *

If you are granted a vehicle endorsement, you may not alter the vehicle design before applying for an endorsement modification and receiving approval for your proposed changes. Applications must be made either in person at Denver Excise and Licenses or through the Department's online licensing portal.

I acknowledge and agree to these terms: *

If you are granted a Private Security Employer license, you may not authorize any person to act as a general manager before applying for a manager change and receiving approval for your proposed change. Applications must be made either in person at Denver Excise and Licenses or through the Department's online licensing portal.

I acknowledge and agree to these terms: *

If you are granted a Private Security Employer license, you must maintain required insurance coverage for the duration of your license. You must notify Denver Excise and Licenses within 72 hours of any change to your insurance policies. Notifications must be made either in person at Denver Excise and Licenses or through the Department's online licensing portal.

I acknowledge and agree to these terms: *

If you are granted a Private Security Employer license, you must notify Denver Excise and Licenses within 72 hours of an employee termination. Notifications must be made either in person at Denver Excise and Licenses or through the Department's online licensing portal.

I acknowledge and agree to these terms: *

If you are granted a Private Security Employer license, you must ensure that all security guards that you employ within the City and County Denver will be duly licensed by Denver Excise and Licenses.

I acknowledge and agree to these terms: *

If you are granted a Private Security Employer license, failure to comply with any of the terms above may result in fines or the suspension or revocation of the license.

I acknowledge and agree to these terms: *

Save and resume within 30 days

Continue Application »

On to Step 2 - Statement of Understanding.

Read each statement thoroughly and indicate your acknowledgement of, and agreement to these terms by clicking the checkbox below.

On to Step 3 - Review
Review each section - If changes are necessary, click on the Edit button in that section to make and save changes.

[Home](#) [Development Services](#) **[Business Licenses](#)** [Contractor Licensing](#) [Right-of-Way](#) [Conveyance](#) [Fire](#)

[Apply for a License](#) [Search Licenses](#)

Private Security Employer Renewal



Step 3: Review

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Private Security Employer Renewal

Legal Entity Name of Applicant [Edit](#)

Quality Protective Support

Trade Name

TRADE NAME [Edit](#)

Trade Name/DBA of your Company (if any):

General Manager Details

MANAGEMENT INFORMATION [Edit](#)

Name	Home Address	City	State	Zip	DOB
Manager	4502 Circle Dr	Denver	CO	80237	04/04/1944

When you've finished, locate the Oath of Application section at the bottom of the Review page.
Read the Oath of Application and check the box below to indicate your agreement.

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: 08/30/2019

Save and resume within 30 days

Continue Application »

At Step 4, you'll be able to review the associated fees before clicking Continue Application.

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

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Private Security Employer Renewal



Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered.

Application Fees

Fees	Qty.	Amount
Private Security Employer - Small - License Fee	1	\$100.00

TOTAL FEES: \$100.00

[Continue Application »](#)

You'll be redirected to our payment site,
click Checkout Now to proceed.



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Pay Online

Shopping Cart

[Add More](#)

1 License Fee -ACLA

Payment Amount:\$100.00

Accela Record ID: 19TMP-000324

SubTotal:

\$100.00

Total:

\$100.00

Click 'Checkout Now' when you are ready to complete your purchase.

[Empty Cart](#)

[Checkout Now](#)

Fill in your payment information and click Complete Transaction.

Pay Online

Make a Payment

[View Cart](#)[Return](#)

Item Charges

SubTotal: \$100.00
Total: \$100.00

- Payment from credit card
- Payment from bank account

Credit Type:

Card Number:

Expiration Date:

Zip Code:

[Complete Transaction](#)



Safe Checkout Guaranteed. [View our Privacy](#) and [Security Policies](#).



You'll receive a message that your transaction was successful. When finished, click Back to Permit Center.

Pay Online

Your transaction was completed successfully. Please print a copy of this receipt for your records.



Transaction ID #: 4805118
Issued: 01-Sep-2019 08:26 PM

Description

1 License Fee -ACLA

Payment Amount: \$100.00

Accela Record ID: 19TMP-000324

SubTotal:

\$100.00

Total:

\$100.00

Payment: Visa Card - *****1111 - 01/23

USD\$100.00

Reference Number:

Authorization Number: TEST

Response Code:

[< Back To Permit Center](#)

Back at Denver's Permitting and Licensing Center, you'll see under Status that the renewal is now pending.

Denver's Permitting and Licensing Center

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[Home](#) [Development Services](#) **[Business Licenses](#)** [Contractor Licensing](#) [Right-of-Way](#) [Conveyance](#) [Fire](#)

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My Licenses

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Showing 1-10 of 14 | [Add to collection](#)

<input type="checkbox"/>	Date	License Number	License Type	Record Name	Expiration Date	Status	Action	Short Notes
<input type="checkbox"/>	08/29/2019	2019-BFN-0005410	Private Security Employer License	Quality Protective Support	09/02/2019	About to Expire Renewal: Pending		

