



Topeka Police Department

Private Security Guard Licensing
320 S. Kansas Suite 100
Topeka, KS 66603
Phone: 785-368-9456
Fax: 785-368-9221

October 13, 2016

Dear Company Owner/Manager:

Please find enclosed the current applications and renewal forms for the private security guard and company licensure. Please note that the fees paid to the KBI will be reduced down from \$48 to \$47. The fees paid to the City of Topeka will remain the same. **PLEASE NOTE THAT THIS NEW FEE BECAME EFFECTIVE OCTOBER 1, 2016.** All applications submitted after this date must include the revised fee of \$47 made payable to the KBI or it will be rejected by the KBI and a new check will be requested, which would delay the processing of the application.

Furthermore, to review the private security guard ordinance, you may go online to <http://www.topeka.org/cityclerk/ordinances> and select to ordinance number18137.

Should you have further questions, please contact this office at (785)368-9456.

Sincerely,

Andrew Schafer
Topeka Police Department
Licensing and ID Bureau

Enclosures