CITY OF TOPEKA

DEPARTMENT OF POLICE
320 S. Kansas Ave., Suite 100
Topeka, KS 66603-3640
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www.topeka.org

An Accredited
Law Enforcement Agency

Dear Company Owner/Manager:

Attached you will find the information requested to properly license your company to operate a Private Security Guard Business in Topeka. This includes a copy of the current ordinance for Private Security Guard Businesses and the applications required for the company and individuals.

The Company Application processing fee is $300 for the first year and $100 per year to renew thereafter. You will need to include the information as stated on page two of the Company Application. All officers of the Company who are not currently licensed as a private security guard with the City of Topeka will also need to provide with the application a photocopy of their driver's license and two sets of fingerprints with a Company check, cashier's check, money order made payable to the "KBI" (Kansas Bureau of Investigation) in the amount of $47.00 per person to process the fingerprints for State and Federal records check. You may contact your local police department to get this done, or you may do so in person here at our police department.

Each employee working in Topeka will also need an application completed, reviewed and signed by your company stating your intent to hire, and a copy of their driver's license. The applicant will also need to come to our office to be fingerprinted and photographed for their photo ID card. A processing fee of $30, payable to City of Topeka in the form of either cash, credit/debit card, check or money order, is currently in place and will need to be paid at the time of the application. Also, they need a separate check, cashier's check or money order made payable to the "KBI" for $47.00 to process the fingerprints for State and Federal records check. If the Private Security Guard is also an officer in the company, only one check for the KBI is needed.

If the company is employing someone who is currently licensed with the City of Topeka, the renewal/transfer application will need to be completed and signed by your company stating your intent to hire. A processing fee of $10 is required at the time of submitting the application.

Should you have further questions, please do not hesitate to contact this office.

Sincerely,

Andrew Schafer
Licensing and ID Tech
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