

# Private Security Guard Company Application

Topeka Police Department, Licensing Clerk, 320 S. Kansas Ave. Suite 100, Topeka, KS 66603, (785)368-9456

**Fees: City License \$300**

Company License No. \_\_\_\_\_

License fee may be cash, credit/debit card, check or money order made payable to the City of Topeka.

**KBI \$47.00**

KBI payment must be a cashier's, company check, or money order.

## Business Information

Business Name: _____
Business Address: _____
Business Telephone: (    ) _____ Fax: (    ) _____
Email address (Main contact person) _____
Mailing Address for Certificate and renewal information: _____
Explain type of services to be offered: _____
Explain geographic area where services will be offered: _____
Number of persons employed or to be employed by company: _____
Company contact person and email address: _____

Please provide the following information for all company officers, directors, principal stockholders, or partners along with **photocopy of current driver's license**.

Position	Name	DOB	SSN	Driver's License Number & State

## Background Information

Provide the answer the following questions as they apply to the above listed individuals.

- YES     NO    ◀ Have any of these individuals **ever** been convicted of a felony?
- YES     NO    ◀ Have any of these individuals **ever** been convicted of fraud, deceit, or misrepresentation?
- YES     NO    ◀ Have any of these individuals **ever** been convicted of a crime involving a firearm?
- YES     NO    ◀ Have any of these individuals **ever** been convicted of a crime of violence?
- YES     NO    ◀ Have any of these individuals **ever** been convicted of a crime involving any controlled substance?
- YES     NO    ◀ Are there any criminal charges currently pending against any of these individuals which may result in one of the convictions listed above?
- YES     NO    ◀ Are any of the above listed officers currently subject to a restraining order, protection from abuse order, or another other court order?

If you answered yes to any of the previous questions, please provide details as to when and where the conviction occurred. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ADDITIONAL REQUIRED INFORMATION

#### Attach the Following:

1. A photocopy of the driver's license for the applicant and each company officer, director, principal stockholder or partner.
2. A description of the type, color and number of vehicles to be used in the conduct of business.
3. A description and photo of the uniform, if any, to be worn by company employees.
4. 2 sets of fingerprints and a company check, cashier's check, or money order made payable to the "KBI" for KBI processing fee (\$47.00) for each company officer, director, principal stockholder, or partner. KBI fees for more than one individual may be combined into one check.
5. A Certificate of Insurance showing compliance to the insurance requirement of the code of the City of Topeka section 5.90.150.

I hereby authorize the Topeka Police Department to make any record or employment checks that may be necessary, and to release any information obtained to the officials of the City of Topeka as may be needed for the ultimate approval of this application. **I understand the information on this application will be relied upon in determining whether to grant or deny a Private Security Guard license. Therefore, I verify, under penalty of perjury, that the information contained in this application is true, complete, and correct.**

\_\_\_\_\_  
Signature of Company Representative

\_\_\_\_\_  
Date

<<For Office Use Only>>

Date this application was received by the Police Department \_\_\_\_\_

Date Fees Paid: \_\_\_\_\_

Records Clerk: \_\_\_\_\_

Recommend Approval:  Yes  No \_\_\_\_\_  
Investigator Date

Application:  Approved  Denied \_\_\_\_\_  
Representative from Chief's Office Date

#### If Denied

Company Notified \_\_\_\_\_  
Date

Topeka Police Department Legal Advisor Notified \_\_\_\_\_  
Date