

Private Security Guard Employee Application

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

Fees: \$30.00 – City license

Guard License No. _____

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

\$47.00 - KBI background check

This fee **must** be submitted in the form of a cashier's check, company check, or money order made payable to KBI.

Name _____
Last First Middle

Alias (including all former last names) _____

Address _____ Phone () _____
Street City State Zip code Area Code

Date of Birth _____ Age _____ Sex _____ Race _____ Height _____ Weight _____

Hair Color _____ Eye Color _____ Citizenship _____ Birthplace _____

Social Security # _____ Driver's License _____
State Number

Background Information

FAILURE TO DISCLOSE PRIOR CRIMINAL HISTORY MAY RESULT IN THE DENIAL OF THIS APPLICATION

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

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

Name of Company employing you: _____

Have you previously been employed with a security guard company? YES No

If so, list company name: _____

I hereby authorize a pre-employment investigation and the taking of photographs and fingerprints. I also authorize the Topeka Police Department to make any record or employment checks that may be necessary, and to release any information obtained to the aforementioned employer and/or 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 certify, under penalty of perjury, that the information contained in this application is true, complete, and correct.**

Signature of Applicant

This application has been reviewed by a representative of the below listed company. It is the company's intent to hire the applicant upon successful completion of the application process.

Name _____ Title _____

Company Name _____

Signature _____

<<For Office Use Only>>

Date application received by the Police Department _____ Date Fees Paid: _____

Temporary license: Approved Denied Date Issued _____ Date Expires _____

Recommend Approval: Yes No _____
Investigator Date

Application: Approved Denied _____
Representative from Chief's Office Date

If Denied

Registered Letter Sent to Applicant _____
Date sent Date signed for

Company Notified _____
Date

Topeka Police Department Legal Advisor Notified _____
Date