

New York State Division of Criminal Justice Services  
**SECURITY GUARD PROGRAM – SECURITY GUARD TRAINING WAIVER APPLICATION**

**STOP! READ THE BELOW DIRECTIONS BEFORE PROCEEDING WITH THE APPLICATION.** THIS FORM IS USED TO APPLY FOR A WAIVER OF REQUIRED TRAINING FOR SECURITY GUARDS. FORMS PRESENTED FOR FILING MUST CONTAIN ORIGINAL NOTARIZED SIGNATURES. ALTHOUGH THE BLANK FORM MAY BE DUPLICATED, PHOTOCOPIES OF COMPLETED FORMS, OR FORMS WITH PHOTOCOPIED SIGNATURES WILL NOT BE ACCEPTED. OMMISSIONS OR LACK OF INFOMRATION WILL STOP THE APPROVAL PROCESS.

The following law enforcement personnel are in the **EXEMPT CLASS**. If the applicant is in one of the below titles, **DO NOT COMPLETE THIS FORM**. Contact the Department of State, Division of Licensing directly at (518) 474-7569 or [licensing@dos.ny.gov](mailto:licensing@dos.ny.gov) to inquire about the *exemption* process. **Do not use the term “waiver” when communicating with Department of State.**

- Active Police Officers in New York State (as defined in Criminal Procedure Law (CPL) §1.20(34)),
- Former Police Officers,\*
- New York State Correction Officers (NYS DOCCS) as defined in CPL §2.10 (25).
- Bridge and Tunnel Officers, Sergeants, and Lieutenants from the Triborough Bridge and Tunnel Authority as defined in CPL §2.10 (20),
- Uniformed Court Officers and Court Clerks of the Office of Court Administration as defined in CPL §2.10(21)(a)(b), and
- Sheriffs, Undersheriffs, and Deputy Sheriffs of the New York City Sheriff’s Office and sworn officers of the Westchester County Department of Public Safety as defined in CPL §2.10 (2).

**Peace Officers enumerated in CPL §2.10 and §2.16\*\***

All other peace officers enumerated in CPL §2.10 and §2.16, who have completed the MPTC Basic Course for full-time peace officers or equivalent per CPL §2.30(1), may apply for a waiver of the 8 Hour Pre-Assignment Training Course for Security Guards and the 16 Hour On-the-Job Training Course for Security Guards.\*\*\*

Armed peace officers seeking a waiver of the 47 Hour Firearms Training Course for Armed Security Guards must present documentation showing the applicant:

1. Is authorized to carry a firearm in the performance of their official duties.
2. Possesses a valid New York State or New York City pistol permit. Pistol permit required for all separated/retired officers.
  - (a) Active peace officers not exempted from provisions of Penal Law Article 400, must provide a copy of their pistol license when applying for a waiver of the 47 Hour Firearms Training Course for Armed Security Guards.
3. Has been employed as an armed peace officer for at least 18 months. The 18-month timeframe starts upon completion of the initial firearms course per CPL §2.30(3)
4. Provide proof of successful firearms qualification within the previous 12 months.
  - (a) Qualification can be completed through an active-duty annual firearms qualification course provided by the employing agency, or the completion of the 8 Hour Annual In-Service Training Course for Armed Guards.
  - (b) The Division of Criminal Justice Services is unable to accept a LEOSA (HR 218) qualification for the purposes of waiver eligibility.

**Federal Law Enforcement Officers enumerated in CPL §2.15**

Current and former Federal law enforcement officers enumerated in CPL §2.15 who have completed the basic law enforcement officer training for their title at an agency training academy or the Federal Law Enforcement Training Center may apply for a waiver of the 8 Hour Pre-Assignment Training Course for Security Guards and the 16 Hour On-the-Job Training Course for Security Guards. Current and former Federal law enforcement officers seeking a waiver of the 8 Hour Pre-Assignment and 16 Hour On-the-Job Training course for Security Guards must present:

1. Certificate demonstrating successful completion of basic law enforcement officer training.
2. Employment verification letter showing dates of employment and that officer is or has separated in good standing.

New York State Division of Criminal Justice Services  
**SECURITY GUARD PROGRAM – SECURITY GUARD TRAINING WAIVER APPLICATION**

Armed current and former Federal law enforcement officers seeking a waiver of the 47 Hour Firearms Training Course for Armed Security Guards must additionally present documentation showing the applicant:

1. Is authorized to carry a firearm in the performance of their official duties.
2. If separated or retired, possesses a valid New York State or New York City pistol permit.
3. Completed initial firearms training required for their title at an agency training academy or the Federal Law Enforcement Training Center.
4. Has been employed as an armed Federal law enforcement officer for at least 18 months. The 18-month timeframe starts upon the completion date of the initial firearms course.
5. Certificate showing successful completion of the 8 Hour Annual In-Service Training Course for Armed Guards.
  - a. The Division of Criminal Justice Services is unable to accept a LEOSA (HR 218) qualification for the purposes of waiver eligibility.
  - b. Federal law enforcement officers **cannot** demonstrate qualification through an active-duty firearms qualification course provided by their employing agency.

*The 8 Hour Pre-Assignment Training Course for Security Guards, 16 Hour On-the-Job Training Course for Security Guards, and 47 Hour Firearms Training Course for Armed Security Guards do not expire. Applicants who have previously completed these courses will not receive a waiver and may contact DCJS at [dcjsopssecurityguard@dcjs.ny.gov](mailto:dcjsopssecurityguard@dcjs.ny.gov) to request a copy of their DCJS Training Record. The request must include name, date of birth and last 4 digits of their Social Security Number.*

*Applicants who have been **separated from their qualifying peace employment more than 10 years are ineligible for a waiver and will need to complete the required security guard classes through an approved security guard training school.***

**\*Police and peace officers from a state other than New York are not eligible for an exemption through Department of State or a waiver through the Division of Criminal Justice Services.**

**\*\*Decertified peace officers are not eligible for a training waiver.**

**\*\*\* Applicants who only completed the MPTC Basic Course for part-time peace officers are not eligible for a training waiver.**

**†Applicants obtaining the security guard license through the DCJS waiver process will be required to attend two 8 Hour Annual In-Service Courses and, if armed, two additional 8 Hour Annual In-Service Training Courses for Armed Guards during their two-year registration period to renew.**

**‡Military veterans with qualifying MOS's may be eligible for the Experience Counts Program waiver. For more information go to: <https://veterans.ny.gov/experience-counts> or contact Department of Labor at: [Ask.Vets@labor.ny.gov](mailto:Ask.Vets@labor.ny.gov)**

## **SECTION I: APPLICANT INFORMATION**

This section must be completed by the applicant. Only individuals who meet the requirements on the previous page may apply for a waiver.

Type or print **legibly**, the applicant's last name, first name, middle initial, date of birth, Social Security Number (last 4 digits), sex, telephone number, address information, and pistol license information (if applying for armed guard waiver). Enter the complete home address, mailing address if different, and sworn title and agency where employed or separated. If the applicant is temporarily living away from home, **DO NOT** list the temporary address. Incomplete submissions will be returned.

## **SECTION II - EMPLOYMENT EXPERIENCE**

Fill in the number of years and months being claimed as work experience. **The applicant is required to submit a letter from the employer verifying employment dates and experience. The employment letter must be on agency letterhead, contain employment dates, attest to good standing, state if the officer is/was armed in the performance of their official duties, and be signed by the commanding officer or their designee.** Verification of New York State law enforcement employment will be confirmed through the Central State Registry of Police Officers and Peace Officers. Federal law enforcement officers must include a copy of their agency credentials or retired ID.

New York State Division of Criminal Justice Services  
**SECURITY GUARD PROGRAM – SECURITY GUARD TRAINING WAIVER APPLICATION**

**SECTION III - TRAINING COURSE FOR WHICH APPLICANT IS REQUESTING A WAIVER**

Check the box(es) for the course(s) for which you are applying for a waiver. Documentation requirements are listed in the directions above. **Submit documentation of pertinent employment only.**

If applying for a waiver of the 47 Hour Firearms Training Course for Armed Security Guards, include a photocopy of a valid pistol license issued pursuant to NYS Penal Law §400.00, unless currently employed in exempt title.

**SECTION IV – ATTESTATION**

This is an attestation to the accuracy of information supplied on the application. **This must be signed and sworn to by the applicant before a notary public.** Failure to complete this section will **STOP** the training waiver process.

**Checklist of required documents:**

- Letter from employer verifying employment experience and employment dates (see sample letter on next page).
- Course completion certificate(s) or documentation verifying satisfactory completion with dates of course(s).
- Active officers not exempt from provisions of NYS Penal Law Article 400 and all separated/retired officers applying for initial armed guard firearms waiver, enclose copy of New York State or New York City pistol license.
- If applying for a waiver of the initial armed guard firearms course, proof of qualification within the previous 12 months.
- Federal law enforcement officers applying for initial armed guard firearms waiver – copy of 8 Hour Annual In-Service for Armed Guards certificate.
- Federal law enforcement officer applicants – copy of agency credentials or retired ID.

Other than this application and employment verification letter, **do not submit original documentation.** Applicant should make copy of application and supporting documents for their records. Submitted documents will not be returned.

**DO NOT ENCLOSE – RETAIN FOR SUBMISSION TO DEPT. OF STATE**

- Identogo fingerprint receipt.
- Department of State Employee Statement and Security Guard Application
- \$36 money order payable to Department of State

**MAIL TRAINING WAIVER APPLICATION TO:**

**NYS Division of Criminal Justice Services  
OPS - Security Guard Program, 3<sup>rd</sup> Fl.  
80 South Swan Street  
Albany, NY 12210**

**QUESTIONS:**

If you have any questions regarding this form, call (518) 457-2667 for assistance.

***Please allow 6 weeks from date mailed for processing by DCJS staff. If approved, the applicant will receive a waiver letter in the mail. Upon receipt, enclose a copy of the waiver letter with the security guard license application and supporting materials then mail to the Department of State PO Box address shown on the upper right of the security license application.***

New York State Division of Criminal Justice Services  
**SECURITY GUARD PROGRAM – SECURITY GUARD TRAINING WAIVER APPLICATION**

Sample employment verification letter:

***To be submitted on agency letterhead.***

Date

NYS Division of Criminal Justice Services  
OPS – Security Guard Program, 3<sup>rd</sup> Fl  
80 South Swan Street  
Albany, NY 12210

**(Applicant Name)** has been/was continuously employed as **(position)** with the **(department/agency name)** from **(start date)** to **(end date)**. They **(are/are not)** authorized to carry a firearm in the performance of their official duties and have been since **(date armed)**. They are in good standing with the agency and are not under any disciplinary proceeding.

*<Current/Active armed peace officers registered in New York State applying for the initial armed guard waiver need to include the below, or complete an 8 Hour Annual In-Service for Armed Guards prior to application>*

Our records indicate **(Applicant Name)** last completed annual training in firearms as of **(date of completion)**.

*<All current and separated Federal law enforcement officer applicants>*

Our records indicate **(Applicant Name)** completed initial agency law enforcement training on **(date)** and completed initial firearms training on **(date)**.

Sincerely,

Agency  
Title

New York State Division of Criminal Justice Services  
**SECURITY GUARD PROGRAM – SECURITY GUARD TRAINING WAIVER APPLICATION**



**SECTION I - APPLICANT INFORMATION** (Type or print *legibly*)

Last Name	First Name	MI	Date of Birth	Social Security No.* (last 4 required)	Sex
Home Residence Address		Apt #	City, State, Postal Code		
Mailing Address (if different)		Apt #	City, State, Postal Code		
Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, attach explanation & disposition report		Pistol permit county and number		
sworn title and agency	Home Telephone Number (Area Code First)		Cellular Telephone Number (Area Code First)		

\*Pursuant to the New York State Personal Privacy Protection Law, DCJS is authorized to collect personal identifying information as part of a public safety agency record. Personal identifying information on this form shall not be revealed, released, transferred, disseminated, or otherwise communicated orally, in writing, or by electronic means other than to the registrant. Disclosure of personal identifying information is voluntary. Refusal to provide personal identifying information shall not result in the denial of any right, benefit, or privilege.

**SECTION II – EMPLOYMENT EXPERIENCE**

<input type="checkbox"/> <b>Peace officer</b> <u>Yrs./Mos</u>	<input type="checkbox"/> <b>Armed</b> <u>Yrs./Mos</u>	<input type="checkbox"/> <b>Initial Firearms Date:</b>
<b>An original copy of the letter from the employer verifying dates and type of employment must be included.</b>		

**SECTION III – TRAINING COURSE FOR WHICH THE APPLICANT IS REQUESTING A WAIVER**

<input type="checkbox"/> <b>8 Hour Pre-Assignment Training Course for Security Guards</b>	
<input type="checkbox"/> <b>16 Hour On-the-Job Training Course for Security Guards</b>	
<input type="checkbox"/> <b>47 Hour Firearms Training Course for Armed Security Guards</b>	
<b>A copy of the course completion certificate for relevant peace officer training must accompany the application.</b>	
<b>Active officers not exempt from the provisions of NYS Penal Law Article 400 and all separated/retired officers applying for the initial armed guard firearms waiver, must enclose copy of New York State or New York City pistol license.</b>	

**SECTION IV – ATTESTATION**

*Applicant Attestation: This affidavit must be signed and sworn to by the Applicant before a Notary Public. I hereby attest that the information provided in this application is true to the best of my knowledge and belief. I understand that any omission or inaccuracy may be deemed sufficient reason to deny approval. I understand that the Division of Criminal Justice Services may ask for additional information/documentation.*

_____ Applicant Signature	Notary Stamp   Sworn and subscribed before me this _____ day of _____ 20_____.  Notary Signature
------------------------------	--

<b>FOR DCJS USE ONLY</b>	<b>FOR DCJS USE ONLY</b>
Reviewed By: _____	Date: _____

DCJS USE ONLY	DCJS USE ONLY	DCJS USE ONLY
Course Title	Waiver Date	Academy
<input type="checkbox"/> 700 8 Hour Pre-Assignment	Date (mm/dd/yyyy):	
<input type="checkbox"/> 701 16 Hour On-the-Job	Date (mm/dd/yyyy):	
<input type="checkbox"/> 702 47 Hour Firearms Training	Date (mm/dd/yyyy):	
<input type="checkbox"/> Firearms Training Pending	Date (mm/dd/yyyy):	<input type="checkbox"/> Current Peace Officer (CPL §2.10 or §2.16) or Federal officer (CPL §2.15)