



Richard C. Smith
Chief of Police

Century Towers

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REQUIRED LICENSING MATERIAL FOR PRIVATE SECURITY/INVESTIGATORS IN KANSAS CITY, MISSOURI

Each new/upgrade applicant will be required to provide the following documents at the time of application as stipulated in Title 17 of the Code of State Regulations:

- Completed Employer's Application for Employment of Private Security Officer, Form 5409 P.D. – Required with EVERY transaction
- Photo Identification Card (valid driver's license or state ID)
- Original Social Security Card or printout from the social security office (must have your social security number on the printout)
- Birth Certificate or United States Passport – (Proof of citizenship – **MUST** have state issued copy of birth certificate)
- Applicants under refugee status **MUST** have a valid Permanent Resident Card
- Valid Permanent Resident Card with Birth Certificate (applicants under refugee status must have a valid Permanent Resident Card.)
- Naturalization Papers
- Military DD214 (**MUST STATE TYPE OF DISCHARGE**)
- Most recent name change documentation from a court of competent jurisdiction (Adoption/Marriage/Divorce Decree/Change Name – Must have certified copy)
- Verification of Firearms Training, Form 5715 P.D.
- Post Location (Name and address of location you are working)

Each applicant will submit to photographing, fingerprinting and must successfully pass a written examination. Only cash, credit cards, money orders, cashier's checks or checks drawn on accounts of licensed companies (no personal checks) are accepted in payment of fees. All fees are NONREFUNDABLE. **Hours of operation are Monday-Friday 7:30 a.m. to 3:30 p.m. – New applicants are accepted until 2:30 p.m.** We are located at 635 Woodland Avenue, Suite # 2104, Kansas City, Missouri 64106, 816-889-6600, www.kcpd.org.

The Private Officers Licensing Unit