



## **How to obtain your Security Guard Card...**

As you are aware, you must now possess a CT Security Guard Card to attempt to obtain work as a Contract Security Officer and or In-House Security Officer. Now that you have passed the Security Guard Card Course, you have a few more steps before you can attempt to gain employment.

1. Take your completed DPS-135-C Security Guard Certificate, Blue & Green Fingerprint Cards and photo copy them. Set the copies aside in a folder with the receipt from your course for the future if needed.
2. Include the following in a Manila letter sized envelope;
  - I. DPS-135-C Security Guard Certificate (with photo affixed)
  - II. Blue & Green Fingerprint Cards
  - III. (3) Personal checks and or money orders.
    - a. \$50.00 payable to "Department of Public Safety"
    - b. \$19.25 payable to "Department of Public Safety"
    - c. \$25.00 payable to "Department of Public Safety"\*\*Be sure to print clearly your Full Name and correct mailing address in the memo line with the words "Security Guard Card App."
3. A copy of your current Drivers License or State ID
4. Copy of your Naturalization Papers

### **My envelope is ready to go...now what?**

You must either mail or drive ([www.mapquest.com](http://www.mapquest.com)) the application packet to:

**Department of Public Safety  
Special Licensing and Firearms Unit  
111 Country Club Road  
Middletown, CT 06457  
Attention: Security Guard Application**

If you are mailing your application packet, be sure to purchase a Certified Return Receipt at the US Postal Service. This will help ensure delivery and location if the packet is misplaced. Feel free to contact the Department of Public Safety, Special Licensing & Firearms Unit, Monday-Friday 9am-4:30pm at (860) 685-8046 or [www.CT.gov/DPS](http://www.CT.gov/DPS)

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Michael C. Pietrantuono President