

**SECURITY SYSTEMS & PROTECTIVE SERVICES AGENCY
LICENSING PROCEDURES NEW APPLICATIONS**

1. Complete the Security Systems & Protective Services Agency application #1 – Licensing Fee \$25.00.
Note: You must have a Delaware Office address unless you are a Monitoring Only company.
2. Each owner, partner and/or corporate officer must complete the Owner/Partner/Corporate Officer application #2 and submit two sets of fingerprints – Processing Fee \$65.00 for each application.
3. The surety bond shall be from a Surety company authorized to be Surety in Delaware. The bond amount shall be \$10,000 and made payable to the State of Delaware. Please use the Security Systems & Protective Services Agency Bond form #3.
4. All Owner/Partner/Corporate Officers physically coming into the state of Delaware to perform any security systems and protective service transactions, must have an identification card issued to them. The picture for the identification card will be taken during the time of your appointment. We **can not** accept mailed in photos. The identification card fee will be \$20.00 and renewed with the company license every two years.
5. If the Owner/Partner/Corporate Officer is located out of state and will not physically enter Delaware to perform security system and protective services transactions; they may obtain two sets of fingerprints from their local police department and mail them with the application packet to our office. Federal applicant cards are accepted.
6. All fees may be combined – make check payable to *Delaware State Police*.
7. Once you have completed all applications and have obtained the surety bond, please contact Mrs. Gail Willoughby, Professional Licensing at 302-672-5337 or gail.willoughby@state.de.us for an appointment for IN STATE agencies. Out of State agencies may mail their completed application packet by using these instructions:

Federal Express UPS Any Overnight Service: 655 South Bay Road Suite 1B Dover, DE 19901	US Postal Service: P.O. Box 430 Dover, DE 19904
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