

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

1. Complete the Security Systems & Protective Services Agency application – New Licensing Fee \$25.00.
2. Each owner, partner and/or corporate officer must complete the Owner/Partner/Corporate Officer application and submit to fingerprinting. If the business is located out of state the fingerprints may be obtained through the local police agency using FBI fingerprint cards. Fingerprints must be completed every six years. – Processing fee \$65.00.
3. All Owner/Partner/Corporate Officers physically coming into the state of DE to perform any security systems and protective service transactions must have an ID card issued to them. - Fee of \$20.00. If your business is located out of state you may send in a passport style photo for the ID card. The ID card will expire every six years in conjunction with the officer fingerprints.
4. A \$10,000 Surety Bond from a company authorized to be Surety in Delaware is required. Please utilize the Security Alarm Business Bond form.
5. If the business is located in Delaware please contact Ms. Ashley Hughes at 302-672-5337 or ashley.hughes@delaware.gov to schedule an appointment for Owner/Partner/Corporate Officer fingerprinting and ID card photos.
6. All fees may be combined and all checks should be made payable to *Delaware State Police*.

*****Please note that we do not accept personal checks*****

8. Application packages may be mailed to the following addresses below:

*****Please address all packages to Delaware State Police-Professional Licensing Attn: Ashley Hughes*****

FedEx, UPS or any overnight mailing service:	US Postal Service:
655 South Bay Road Suite 1B Dover, DE 19901	P.O. Box 430 Dover, DE 19904