

**SECURITY SYSTEMS & PROTECTIVE SERVICES AGENCY
LICENSING PROCEDURES RENEWALS**

1. Complete the Security Systems & Protective Services Agency application – Renewal Fee \$10.00.
2. Renewal notice will indicate if the owner/partner/corporate officers are due for fingerprinting. If so, each owner/partner/corporate officer will be required to submit to fingerprinting. If the agency is located out of state the owner/partner/corporate officer may obtain FBI fingerprint cards at their local police agency. Each owner/partner/corporate officer must also complete Owner/Partner/Corporate Officer application. Processing fee(if applicable) \$65.00. ID card fee (if applicable) \$20.00.
3. Renewal notices will be sent for expiring bonds. All renewal bonds must use Security Alarm Business bond form. All renewed bonds can be emailed to ashley.hughes@delaware.gov.
4. 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: 655 South Bay Road Suite 1B Dover, DE 19901	US Postal Service: P.O. Box 430 Dover, DE 19904
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