

**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 by obtaining FBI fingerprint cards (FD 258). These cards **MUST** be submitted with the New Application packet. 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 Mrs. Ashley Bauguess at 302-672-5337 or [ashley.bauguess@delaware.gov](mailto:ashley.bauguess@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\*\*\***

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

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

FedEx, UPS or any overnight mailing service:  600 South Bay Road Suite 1 Dover, DE 19901	US Postal Service:  P.O. Box 430 Dover, DE 19903
--	---