



STATE OF DELAWARE
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
DIVISION OF STATE POLICE
PROFESSIONAL LICENSING
dsp-prolicense@delaware.gov

SECURITY SYSTEMS & PROTECTIVE SERVICES AGENCY
Licensing Procedures – Agency Renewal
SSPSA License Expires every 2 years

Agencies are strongly encouraged to review both the law and regulations under 24 Del.C. Ch. 12 - Security Alarm Systems and Protective Services prior to re-applying. Below is the process to renew an existing Delaware Security System & Protective Services Agency (SSPSA) License.

Step #1

Complete the **Security Systems & Protective Services Agency Renewal Application** – check the Renewal box and provide the Agency License # at the top of the page – *the link is provided on the front webpage* – the New Agency Application Fee is \$10.00. SSPSA Licenses expire two (2) years from the date originally licensed.

Step #2

Complete the **Agency Roster** (Page #4 on the Renewal Application). Include Alarm Agency Employees licensed in Delaware.

Step #3

Each owner, partner and/or corporate officer listed on Page #2 of the Agency Application must complete an **Alarm Agency Corporate Officer Application ONLY IF THEIR FINGERPRINTING IS EXPIRED**. Alarm Agency Corporate Officers expire every six (6) years – *the link is provided on the front webpage*

Corporate Officer fingerprint expirations are outlined on Renewal Notices, however if you wish to confirm this information, please contact Professional Licensing.

If the Agency has no expired Corporate Officer(s) – proceed to Step #4.

SSPSA Licensing Procedures – Agency Renewal – Continued

Step #3 (continued)

Each owner, partner and/or corporate officer listed on Page #2 of the Agency Application **WHO HAS HAD THEIR FINGERPRINTS EXPIRE** must **schedule a fingerprint/Photo ID appointment with *IdentoGO*** – *using the link below*, then present themselves in-person at the appointment location selected. Once fingerprints are obtained *IdentoGO* will then forward all relevant background information to Delaware State Police/Professional Licensing for review.

The Corporate Officer Application Fee is paid directly through *IdentoGO* at the time of application. The Application Fee within the state of Delaware is \$105. Application Fees for applicants using an *IdentoGO* location outside of Delaware will vary.

<https://uenroll.identogo.com/>

- Use Service Code **27S48X**

Step #4

The renewing Agency must obtain a **\$10,000 Surety Bond** from a company authorized to be Surety in Delaware is required. Please update the Bond during the lifetime of the license and re-check it again when it expires. Please utilize the Security Alarm Business Bond form – *the link is provided on the front webpage*

Step #5

The renewing Agency will **prepare and submit** all the following and forward the same to Delaware State Police Professional Licensing:

- ✓ **SSPSA Agency Application** – fully completed
- ✓ **Enclose the Agency Roster** – only employees who are assigned to work in Delaware must be included.
- ✓ Enclose the **Renewal Agency Fee of \$10.00** which can be paid by Company Check (personal checks are not accepted) or by providing card payment information on Page # 5 of the Renewal Application.
- ✓ **Corporate Officer Application(s) for EACH individual Corporate Officer.** It is highly recommended for Corporate Officer to have completed their Fingerprint/Photo Appointment so information from *IdentoGO* and the Agency arrive at Professional Licensing within the same timeframe. Applications without Fingerprints or vice versa will delay Application processing. Remember – the Corporate Officer fee has already been paid to *IdentoGO*
- ✓ Enclose the updated Security Alarm Business Bond form

SSPSA Licensing Procedures – Agency Renewal – Continued

Step #5 – continued

The New Alarm Agency Application Packet can be sent via US Mail or any delivery service...

**Delaware State Police
Professional Licensing – Attn: Alarm Licensing
600 South Bay Road
Suite 1
Dover, DE 19901**

Please Note...

Remember – Fingerprints and ID Card Photographs are now submitted to the Delaware State Police through *IdentoGO*. Fingerprint cards not submitted from *IdentoGO* will be returned and will delay application processing.

Processing of the agency application will begin once all information outlined is received including fingerprints from *IdentoGO*. Failure to submit requested information in a timely manner will result in processing delays.

Agencies are strongly encouraged to understand when licenses and/or license holder fingerprints expire. Failures to renew in a timely manner may result in licensing being delayed. Such delays may result in an interruption to agency operations.

Questions or other information

For questions or other information, please contact Professional Licensing:

- 302-739-5991
- dsp-prolicense@delaware.gov

Thank you.

Updated 10/24