



Professional Licensing
600 South Bay Road Suite 1
DOVER, DE 19901

STATE OF DELAWARE
DEPARTMENT OF SAFETY AND HOMELAND SECURITY
DIVISION OF STATE POLICE

PHONE: 302-739-5991
dsp-prolicense@delaware.gov
www.dsp.delaware.gov

LICENSE/IDENTIFICATION CARD - CHANGE OF STATUS

- ☐ Security Guard ☐ Private Investigator ☐ Armored Car Guard
- ☐ Alarm Industry Employee ☐ Bail Enforcement Agent

	Agency Name Change: (Alarm & Private Invest only)	Prior Agency Name:	
	New Agency Name:		
Agency Approving Person		Date	Signature

	Licensee Name Change:	Prior Name:	
	New Name:		

Legal Name change documentation is required – please attach (marriage, divorce, updated Driver license, ID, etc.)

Employer: _____

Full Name: _____
Last Suffix First Middle

Date of Birth: _____

Mailing Address: _____

City/State/Zip/County: _____

Cell Phone Number: _____

E-Mail Address: _____

Driver's License (state/number): _____

Industry Applicant Name	Date	Signature

(Electronic Signatures accepted)

11/2024



**Professional Licensing Identification Card (ID Card) – Request for Replacement –
LICENSE/IDENTIFICATION CARD - CHANGE OF STATUS**

Payment Options

- [] – Company Check (made out to Delaware State Police) – In-Person at Dover office only or mailed
- [] - Money Order (made out to Delaware State Police) – In-Person at Dover office or mailed
- [] – Cash – In-Person at Dover office only
- [] - Credit Card* or Debit Card* - provide payment information below

Authorized Name on Card:	
Type of Card:	
Card #:	
Card Expiration Date:	

By my signature below I acknowledge being the authorized user of the card and understand the Delaware State Police will charge this card \$5.00 for a License Replacement fee.

Printed Name	Signature	Date Signed

* - Visa, Master Card or Discover (American Express not accepted)



Individuals who are licensed under Professional Licensing and are requesting a Change of Status (Legal Name Change or Agency Name Change) have two (2) options for making this request.

Option #1 – In-Person at Dover/SBI Office – *please contact before traveling

- The license holder will present themselves in person at the Dover SBI office to request a replacement. No appointment is necessary; however individuals are recommended to contact Professional Licensing at 302-739-5991 prior to their travel to confirm staffing and technology resources are available.
- The license holder must have their current ID Card and surrender the same.
- The valid License holder will fill out the Change of Status form (use the link below). There are forms available at SBI however Agency Changes require the Agency Approving Person signature.
- Name Changes require legal documentation to prove the new legal name.
- Agency Name Changes must be approved the agency.
- An ID Card must be valid to be replaced, and the license holder may be requested to provide another form of valid, photo identification to verify their identity.
- License Identification Cards will be printed on site.
- There is a \$5.00 fee for a replacement ID Card payable by cash, credit/debit card or company issued check.

Option #2 – Submitted via EMAIL – please anticipate 14 days for processing

- The license holder or their agency will email the entire Change of Status Request to dsp-prolicense@delaware.gov - subject line License Change of Status Request.
- Name Changes require legal documentation to prove the new legal name.
- Agency Name Changes must be approved the agency.
- The license holder or agency is required to return the prior ID Card to Professional Licensing within ten (10) business days.
- The license holder or the agency must include the \$5.00 fee which must be made payable by a debit/credit card. Should the license holder be submitting a money order or a company check, the application will need to be mailed (US Postal) to Professional Licensing to the address outlined at the top of the Request Form.