



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

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

302-731-5991
dsp-prolicense@delaware.gov
www.dsp.delaware.gov

**Professional Licensing Identification Card (ID Card) – Request for Replacement –
Lost/Stolen**

- ☐ Security Guard ☐ Private Investigator ☐ Armored Car Guard
- ☐ Alarm Industry Employee ☐ Bail Enforcement Agent ☐ Constable
- ☐ In-Person / Dover Office – complete Page #1
- ☐ Submitted via Email – complete Page #1, form of payment Page #2, Affidavit – Page #3

Employer: _____

Full Name: _____
Last Suffix First Middle

Alias, Previous or Maiden Name: _____

Date of Birth: _____

Mailing Address: _____

City/State/Zip/County: _____

Phone Number: _____

E-Mail Address: _____

Driver's License (state/number): _____

Date ID Missing: _____

Location ID Missing: _____

Reported to Police? Which Dept.? _____

Signature

Date



**Professional Licensing Identification Card (ID Card) – Request for Replacement –
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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 \$10.00 for a License Replacement fee.

Printed Name	Signature	Date Signed

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

AFFIDAVIT (not required if appearing in person)

STATE OF _____

BE IT REMEMBERED that on this _____ day of _____, 20____, personally appeared before me, a Notary Public in and for the State aforesaid,
_____, known to me personally to be such, who
after being duly sworn does swear:

1. He/She is no longer in possession of an Identification Card issued by the Delaware State Police as of today's date.
2. He/She has provided me with valid federal, state or other photo identification to prove their identity.

Person making Request full name

Signature

SWORN TO and subscribed
before me the day aforesaid.

Notary Public



Individuals who are licensed under Professional Licensing and have lost or otherwise no longer physically possess their valid (non-expired) ID Card have two (2) options to replace their Identification Card.

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 another form of valid, photo ID to confirm their identity (Driver License, State ID, etc.)
- The license holder cannot have another person(s) make this request on their behalf.
- The valid License holder will fill out the Lost/Stolen form (use the link below or there are copies at SBI).
- An ID Card must be valid to be replaced, and the license holder must present another form of valid, photo identification to verify their identity.
- License Identification Cards will be printed on site.
- There is a \$10.00 fee for a replacement ID Card payable by cash, credit/debit card or company issued check.
- The Affidavit is NOT required should the license holder appear in-person with proper identification.

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

- The license holder will email the entire Lost/Stolen Request for Replacement to dsp-prolicense@delaware.gov - subject line Lost/Stolen Replacement Request.
- The license holder must complete the entire Request Form including the notarized Affidavit.
- The license holder must include the \$10.00 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.