



WESTMINSTER
COLORADO

CITY CLERK'S OFFICE
CITY OF WESTMINSTER
4800 WEST 92ND AVENUE
WESTMINSTER, CO 80031-6387
303-658-2162
www.cityofwestminster.us

**SECURITY GUARD BUSINESS LICENSE
Application Packet**

Fill out **all forms** completely. Any errors or omissions may result in the application being returned to you thus delaying the time necessary to receive your license. The full application is reviewed and approved by our Police Department.

There is a **\$30 investigation fee per new application, plus a \$60 yearly fee**, payable to the City of Westminster, for the license. The license expires December 31st of each year. Please read the City's ordinance pertaining to security guard businesses included in this packet.

Each applicant (owner/officer/director and/or manager) of the security guard business must individually complete and sign the **personal information section** of the application. In addition, **each** applicant must also submit the two attached affidavits notarized.

After the application and necessary documents have been **submitted to the City Clerk's office, each applicant is required to be fingerprinted** (two cards) in order to request a CBI and FBI background check. Fingerprinting is done at the Westminster Police Department, 9110 Yates Street, from 1 p.m. to 6 p.m. Tuesday, Wednesday and Thursday weekly. Call 303-658-4264 in regards to any fingerprinting questions. The total processing fee for fingerprints is \$34.50 (subject to change).

If you have any questions, please call the City Clerk's office at 303-658-2162. *City offices are open Monday through Thursday 7 a.m. to 6 p.m., closed Friday.*

The following items are required as part of your original application and renewal each year:

Security Guard Business License Fee	\$60 each year
First Year only	\$30 Investigation fee

Color photographs of each:

BADGE	PATCH	UNIFORM	PATROL VEHICLE
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Certificate of Insurance naming Westminster as additional insured for activities conducted within the City, and City to be notified at least 30 days prior to cancellation, and indicating the amount of insurance carried. (Minimum coverage) Comprehensive General Liability Bodily Injury and Property Damage: \$500,000 each person; \$1,000,000 each occurrence



SECURITY GUARD BUSINESS LICENSE

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CITY OF WESTMINSTER
4800 WEST 92ND AVENUE
WESTMINSTER, CO 80031
303-658-2162
ACCOUNT NUMBER

Legal/True Name of Business		
DBA Business Name	FEIN #	
Business Address		
BUSINESS PHONE	MAIN OFFICE PHONE	
FAX #	EMAIL ADDRESS	
MAILING ADDRESS		
CITY	STATE	ZIP CODE
OWNER NAME		
OWNER ADDRESS		
MANAGER NAME	PHONE	
TYPE OF OWNERSHIP	___Corporation ___LLC ___Partnership ___Sole Proprietor	
Describe services to be offered:		

**LICENSE FEES: \$60/YEAR FOR BUSINESS
\$30 ONE TIME INVESTIGATION FEE**

BUSINESS ACCOUNTS IN THE CITY OF WESTMINSTER

BUSINESS NAME	
BUSINESS ADDRESS	ZIP CODE:
BUSINESS PHONE	CONTACT PERSON

BUSINESS NAME	
BUSINESS ADDRESS	ZIP CODE:
BUSINESS PHONE	CONTACT PERSON

FOR CITY USE ONLY

POLICE DEPARTMENT APPROVAL	
ACCOUNT NUMBER	DATE RECEIVED

Each applicant (owner/officer/director and/or manager) of the Security Guard Business **must individually complete** and sign the **personal information section** of this application. In addition, **each** applicant must also submit the **two attached affidavits notarized**. Make copies as needed.

After the application and necessary documents have been **submitted to the City Clerk's office**, each applicant is **required to be fingerprinted** (two cards) in order to request a CBI and FBI background check. Fingerprinting is done at the Westminster Police Department, 9110 Yates Street, from 1 p.m. to 6 p.m. Tuesday, Wednesday and Thursday weekly. Call 303-658-4264 in regards to any fingerprinting questions. The total processing fee for fingerprints is \$34.50 (subject to change).

CBI's processing fee is \$16.50 (Public Search). They **do accept** cashiers checks, money orders and business checks (**no personal checks**). These forms of payments are to be made out to CBI.

FBI's processing fee is \$18.00 (Security Guard Licensee Record Request). They **only** accept money orders and certified bank checks (**no personal or business checks**). These forms of payments are to be made out to FBI. FBI requires that a **notarized Affidavit of Authorization (see enclosed)** be completed and submitted with the Record Request.

The Westminster Police Department will take possession of the completed fingerprint cards, Affidavit of Authorization and processing fees and will mail them to CBI and FBI.

CIRCLE ALL THAT APPLY: Owner / Officer / Director / Manager		
NAME	DATE	
Residence Address	PHONE	
CITY	STATE	ZIP CODE
DATE OF BIRTH	PLACE OF BIRTH	
SS NUMBER	HEIGHT	WEIGHT
DRIVERS LICENSE #	STATE	
Have you ever been convicted of any crime, misdemeanor or violation of any Federal, State or Municipal Law? _____ YES _____ NO If YES, attach a statement regarding the nature of offense and the punishment or penalty assessed.		
SIGNATURE		



WESTMINSTER

AFFIDAVIT OF AUTHORIZATION TO RELEASE IDENTIFICATION RECORD

I, _____, being the applicant for a Security Guard Business License within the City of Westminster, Colorado, do hereby consent to the release of my Identification Record, often referred to as Criminal History, to the City of Westminster. I understand that the City will make this Record Request from the Federal Bureau of Investigation.

I understand that the request for my Identification Record is for the background investigation conducted by the City of Westminster, Colorado in order to process my application to become a licensed security guard business within their City.

I further understand and agree that any information found during the inquiry conducted by the Federal Bureau of Investigation can be forwarded to the City of Westminster Police Department, Attention: Detective Gordanier, 9110 Yates Street, Westminster, CO 80031.

Deadline: Time Sensitive- License Application Processing

Applicant Signature

STATE OF COLORADO
COUNTY OF

The foregoing affidavit was subscribed and sworn to before me this ___ day of _____, 20__

by _____

WITNESS MY HAND AND OFFICIAL SEAL.

Notary Public
My Commission Expires: _____

A F F I D A V I T A N D A C K N O W L E D G E M E N T

State of _____)
County of _____) ss.

I, _____ being first duly sworn, state that I am an
Name of Applicant

applicant for a Security Guard Business License in Westminster, Colorado and that in connection with said application, I hereby state that I have not been convicted of a crime, fined, imprisoned, placed on probation, received a suspended sentence or forfeited bail for any offense in criminal or military court involving felony conviction within ten years immediately preceding the date of application and convicted of misdemeanor or ordinance violation involving moral turpitude or violence within five years immediately preceding the date of application.

This Affidavit is made for purposes of inducing the City of Westminster, Colorado, to issue a Conditional Security Guard Business License for a period of 75 days so that the City can be furnished with an investigative report from the Federal Bureau of Investigation concerning any record that I may have with said agency. This Affidavit is intended to be a part of my application and is made with my knowledge and consent. I understand and acknowledge that if this Affidavit for any reason proves to be false or the Federal Bureau of Investigation shows that I have been convicted of a crime, fined, imprisoned, placed on probation, received a suspended sentence or forfeited bail for any offense in criminal or military court involving felony conviction within ten years immediately preceding the date of application and convicted of misdemeanor or ordinance violation involving moral turpitude or violence within five years immediately preceding the date of application, the City of Westminster may rescind the Conditional License previously issued to me in reliance upon this Affidavit and said rescinded license may be accomplished administratively and without the necessity of any hearing with the Special Permit and License Board.

Applicant Signature

STATE OF COLORADO
COUNTY OF

The foregoing affidavit was subscribed and sworn to before me this ____ day of _____, 20__

by _____

WITNESS MY HAND AND OFFICIAL SEAL.

Notary Public
My Commission Expires: _____