

MEMORANDUM

To: All license renewal applicants
From: Sr. Cpl. Ricky Briggs, Administrator
Re: Company Renewal Applications Polygraph, and Employee Applications
Date: October 5, 2004

All renewal applications must be completed in their entirety.

This office requests that all applications be typed (if you can make a template please do so, however the application cannot be changed and it must contain the lines to be filled in). Unreadable or changed applications will not be accepted.

In the space to list any convictions, **please DO NOT enter N/A.** You must make a statement. Either state any convictions requested or place the word **NONE** in the space provided if there are no convictions.

Remember, you can submit a company renewal application ninety (90) days prior to license/registration expiration. If applications are not received by this office before the expiration date this office **must** charge the late fee. Company Renewal applications will be returned if the required liability insurance is not in force and for the required amount. Employee registration renewals that are received late cannot be renewed. The employee must reapply on an Original Application. Polygraph applicants must provide a current bond (if applicable) and training certificates (if a current one is not on file).

To all Class A, B, C, E, F, & G licensees: Please review all employee applications to assure completeness. Assure that the space to list convictions is properly completed as described above. **If an employee has a question about an application, he/she should contact the company manager, who may then contact this office. Employees should not contact this office unless they receive a letter from this office directing them to do so.**

If you desire a new or different picture on your identification card, you may include it in your renewal application.

Two fingerprint cards **must** be submitted with **ALL** applications, **including renewals.** Although in the past any fingerprint card was acceptable, this is no longer the case. The fingerprint cards are now submitted to the FBI and all fingerprinting must be done on cards from this office. If you do not have the proper cards this office can provide them. To ensure a classifiable set of prints is submitted, it is suggested that fingerprinting be done by someone trained to take fingerprints; otherwise they may be rejected by the FBI.