

## MEMORANDUM

TO: Training Personnel Applicants

FROM: Sr. Cpl. Ricky Briggs, Administrator, Arkansas Board of Private Investigators and Private Security Agencies

RE: Required Documentation

DATE: November 5, 2008

The following items must accompany an Application for Approval of Training Personnel:

- A. A copy of a high school diploma, college diploma, or GED certificate.
- B. A detailed letter from the company, agency, or detailed documentation from a branch of the military, documenting the applicant's qualifications. (Qualification requirements are: two (2) consecutive years experience in the capacity of a supervisor performing security related duties, or a certified law enforcement officer, or a member of the armed services performing security related duties).
- C. Two fingerprint cards and forty one dollars and twenty five cents (\$41.25) for background check fees, (if a background check was conducted within (six) 6 months of submitting Application for Approval of Training Personnel, the background fee is waived and fingerprint cards are **not** required. The background check fees and fingerprint cards are also waived for **current (active)** certified law enforcement officers **only**).