

## MEMORANDUM

TO: All Security Guard, Alarm, and Private Investigative Companies

FROM: Senior Corporal Ricky Briggs, Administrator, Arkansas Board of Private Investigators and Private Security Agencies

RE: Transfers

DATE: September 5, 2006

As of August 21, 1997, all Security Officers, Alarm Technicians, Alarm Agents, Alarm Monitors, and Registrant Private Investigators who transfer to another company must present an employee transfer form to this office within 14 days of transfer.

Note: All companies are required to submit a New Employee Notification Form to this office within 7 (seven) days of employing the above mentioned individual. The company is also required to obtain the training records from the former company and retain them in the employee's file. If an employee has not had a background check within 6 (six) months of the transfer, the background check fees will apply, and fingerprint cards must be submitted.