



**940 Grand Blvd, Deer Park, NY 11729**

**631-351-6473 / [www.gstny.com](http://www.gstny.com)**

To become a Security Guard, unarmed or Armed

Form for registration: <https://dos.ny.gov/system/files/documents/2021/03/1206-f-a.pdf>

Fingerprints <https://uenroll.identogo.com/> use service # 1545R1 for unarmed and armed guards

1. Copy of your retirement letter, commonly referred to as a “good guy letter”.
2. Copy of your basic academy certificate or proof of completion.
3. Letter stating you are a retired police officer, or other qualifying title, and are requesting an exemption for an armed, or unarmed, security guard registration card.
4. If applying for armed, you must provide proof of qualification within the previous 12 months. This can be accomplished through a letter from your department showing on duty qualification (if retired less than 12 months) or the completion of an 8 Hour Annual Firearms Training Course from an approved NYS armed security guard training school. LEOSA qualification, commonly referred to as HR 218, is not acceptable as proof.
5. A money order made payable to NYS Department of State, Division of Licensing for \$36.

Mail packet to: NYS Department of State:

New York State Department of State  
Division of Licensing Services  
P.O. Box 22052  
Albany, NY 12201-2052