SUBMIT **COMPLETED** APPLICATIONS TO THE RECORDS UNIT AT THE KANSAS CITY, KANSAS POLICE DEPARTMENT HEADQUARTERS LOCATED AT 700 MINNESOTA AVE.

APPLICATIONS ACCEPTED:

MONDAY – FRIDAY

8:30 – 11:00 A.M.
1:30 – 3:30 P.M.

700 Minnesota Ave. Kansas City, Kansas 66101-3064
3. The applicant must have a valid State issued ID card (ID) or Driver’s license (DL) that displays the current address that he/she resides at. If the address on the ID or DL is incorrect, the ID or DL must be updated by the state that supplied the same before a security officer permit will be issued. NO EXCEPTIONS.

4. The applicant must declare any and all felony, misdemeanor or traffic citation convictions on the application. If the applicant is unsure of any traffic or misdemeanor charges, they may purchase a copy of their criminal history from the Kansas City, Kansas Police Department Records Unit for $10. If this question is not filled out properly, the applicant will be denied. NO EXCEPTIONS.

NOTE: The information contained in the application is of a personal nature and will be treated as confidential. A background investigation will be conducted on each applicant. Any false, misleading or incomplete information will result in the denial of the permit.

Submission of the application for a permit for a private security officer does not automatically infer that the permit will be granted. City ordinance requires that the application for such permit be approved or denied within twenty (20) days of the receipt of the application.

PERMITS WILL NOT BE ISSUED AT THE TIME OF APPLICATION

Upon being denied a permit, the applicant may appeal to the County Administrator, in writing, within ten (10) days of the notice of denial. The County Administrator must then act upon the appeal within thirty (30) days of the notice of appeal.

Applicants: If you have any questions in regard to the application, please contact the office of the Records Unit at (913) 573-6100.
Application for Private Security Officer Permit
Kansas City, Kansas Police Department

☐ New Application  ☐ Transfer  ☐ Renewal

<table>
<thead>
<tr>
<th>DO NOT WRITE IN THIS BOX</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Received</td>
<td>Check Number</td>
</tr>
<tr>
<td>Date Issued</td>
<td>Permit Number</td>
</tr>
<tr>
<td></td>
<td>Permit Issued By</td>
</tr>
</tbody>
</table>

☐ APPROVED  ☐ DENIED

TYPE OR PRINT LEGIBLY IN INK

Full Name (Last, First, Middle)

Current Address  

City  

State  

Zip  

DOB  

Age  

Social Security No.  

Height  

Weight  

Hair  

Eyes  

Home Phone  

(  )  

Business Phone  

(  )  

Are you required to have a firearm on your person while engaged in security duties?  ☐ Yes  ☐ No  

Security Company to be Employed By

Address  

City  

State  

Zip  

Contact Person  

Phone  

(  )  

Have you previously received a private security officer's permit?  ☐ Yes  ☐ No  

Have you had a private security officer's permit/license revoked or suspended?  ☐ Yes  ☐ No  

<table>
<thead>
<tr>
<th>Revocation and/or Suspension History</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Employed From (Date)</td>
<td>To (Date)</td>
</tr>
<tr>
<td>Name of Security Company</td>
<td></td>
</tr>
<tr>
<td>Reason for Inactivation</td>
<td></td>
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</tbody>
</table>

List all names you have ever used including married, maiden, nicknames and aliases:

Are you a citizen of the United States?  ☐ Yes  ☐ No  

<table>
<thead>
<tr>
<th>List all addresses you've lived at in the last five (5) years</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From (Mo/yr)</td>
<td>To (Mo/yr)</td>
</tr>
<tr>
<td>City/State</td>
<td></td>
</tr>
</tbody>
</table>

KORPOS # 411 (09/15)  1
<table>
<thead>
<tr>
<th>From (Mo/Yr)</th>
<th>To (Mo/Yr)</th>
<th>Employer</th>
<th>Address</th>
<th>City/State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

List all past employers you’ve had in the last five (5) years:

<table>
<thead>
<tr>
<th>Branch</th>
<th>From (Mo/Yr)</th>
<th>To (Mo/Yr)</th>
<th>Type of Discharge</th>
<th>Rank upon Discharge</th>
</tr>
</thead>
<tbody>
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</table>

Have you ever served in the United States military?

- Yes
- No

Have you ever been convicted of any felony or misdemeanor crime, traffic citations, or any violations of the uniform code of military justice that would be equivalent to a felony or misdemeanor conviction in a state or local court?

- Yes
- No

If so, complete the following section...

Connection History

<table>
<thead>
<tr>
<th>Date (Mo/Yr)</th>
<th>Charge</th>
<th>Disposition</th>
<th>Jurisdiction</th>
<th>Misd/Felony</th>
</tr>
</thead>
<tbody>
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Are you required to drive as part of your security duties?

- Yes
- No

Do you currently have a valid driver’s license?

- Yes
- No

If so, complete the following section...

Driver’s License Number

<table>
<thead>
<tr>
<th>State of Issue</th>
<th>Expiration Date</th>
<th>Restrictions</th>
</tr>
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STATE OF KANSAS

COUNTY OF WYANDOTTE

ACKNOWLEDGEMENT

I, ____________________________, know and fully understand that the issuance of this permit to perform as a private security officer in Kansas City, Kansas, confers, grants or bestows absolutely no governmental relationship or police authority whatsoever. I hereby declare that I have read the “Private Security Business” and “Private Security Officers Ordinance” of the Unified Government, in its entirety, and understand all of the criteria and provisions therein. I also acknowledge that a private security officer permit confers no more authority on the permit holder than that same permit holder otherwise possesses under law.

I am aware that a private security officer has no legal power or authority to enforce ordinances, statutes or rules other than those possessed by any other citizen of this State. I am also aware that as a private security officer I can not lawfully convey in any manner, either expressed or implied, that I am a law enforcement officer; and I acknowledge and understand that I can not lawfully convey that I have any
agency or other relationship with the Unified Government or the Kansas City, Kansas Police Department. I acknowledge and willingly agree that by issuing me a private security officer permit, the Unified Government accepts no responsibility or liability for my actions or conduct, and I am in all respects a private citizen.

I acknowledge and understand that any and all persons issued a private security officer permit by the Unified Government are required to immediately notify in writing the Kansas City, Kansas Chief of Police of any change or residence or change in employment as a private security officer.

I agree that I will not wear a security officer uniform that is identical to or closely resembles the official uniform of the Kansas City, Kansas Police Department, and that it is contrary to the private security officer ordinance to wear a uniform that closely resembles the uniform of the Kansas City, Kansas Police Department.

I fully acknowledge and understand that there must be in effect at all times that I am employed as a private security officer, a policy or policies of general liability insurance issued by an insurance carrier licensed to do business in this state, which has and maintains a local officer or agent in the state upon whom service or process may be held and which carries a Best’s policyholder rating of B+ or better. I understand that the security company where I am employed, in which case I do not have to furnish individual insurance on my own, can provide this insurance. I further understand that my security officer’s permit will be automatically suspended or revoked if I leave the employment of a licensed security officer company and am no longer covered by their policy unless I acquire and keep in effect my own approved liability insurance coverage.

I hereby acknowledge and understand that a private security officer permit is not a license to engage in the business of being a private security officer company, and that I must be employed by a company that currently holds a valid private security officer license to operate as a business in the City of Kansas City, Kansas.

I hereby willingly and of my own volition agree to discharge the Unified Government and all of its agents and employees from any and all suits, actions or causes at law, claims, demands or liability either in law or equity, which I, my successors, assigns, heirs, executors or administrators, may have now or in the future, resulting directly or indirectly from my words, deeds or actions as a private security officer.

I hereby certify that I have answered the private security officer application truthfully and accurately, to the best of my knowledge and ability and that this application does not contain any errors or misrepresentation. I realize that any willful discrepancies or falsehoods in this application will disqualify me from obtaining a private security officer permit, now, or in the future, in the City of Kansas City, Kansas. I also do hereby give my consent and permission for the Kansas City, Kansas Police Department to investigate and to make the inquires deemed necessary or proper to determine the validity and/or accuracy of the information provided on this application. I hereby give my permission for former employers, doctors and other persons with knowledge about me to release any information relating to this application to the Police Department’s designee.

And therefore

I, ____________________________________________, attest that I have read and completed the application for a private security officer permit, understand the requirements and obligations commensurate to holding such permit and willingly agree to all provisions contained therein.

________________________________________
Applicant’s Signature