Security Guard Registry User Guide

This Guide will help you navigate the Security Guard Registry website to determine the qualification of an applicant for employment as a Security Guard.

Access the site by clicking on the following url:

http://securityguardregistry.ny.gov

Services News Government

NYS Department of State



Security Guard Registry

AVAILABLE: MONDAY - FRIDAY 6:00AM TO 7:30PM

Division of NYS Department of State

Security guard companies must exercise due diligence to determine the qualification of an applicant for employment as a security guard. Employers must utilize this online Security Guard Registry to search an individual's eligibility for hire PRIOR to hiring the candidate. Further information for requirements can be found under §174.6 of Article 7-A of the General Business Law

Begin Search

To get started,
Click on the
"Begin Search" Button

RESOURCES

If you require assistance using the Security Guard Registry, please call (518) 474-7569



Services

News

Government

Local

NYS Department of State





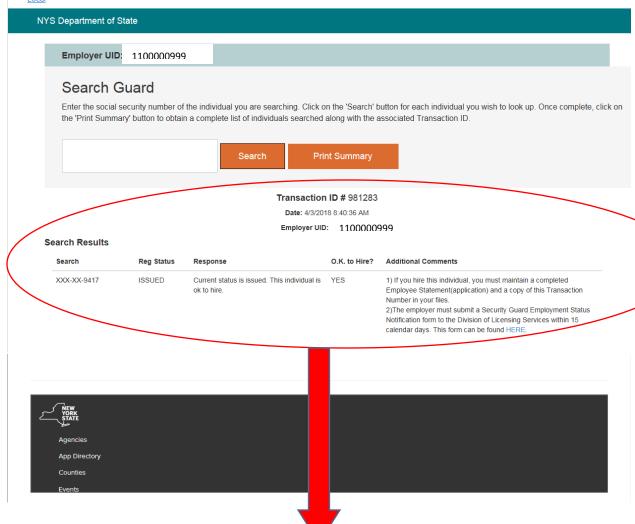
Security Guard Registry AVAILABLE: MONDAY – FRIDAY 6:00AM TO 7:30PM Division of NYS Department of State Only authorized security guard employers are permitted access to perform lookup. Please enter your Employer UID to begin. Submit Agencies App Directory Countles Events

The Following Search Engine will appear.

In this Search Box, you will enter your Employer UID Number. This is an Elevendigit number that will start with the numbers "11". You were issued this number when you first had your Business licensed with the Department of State.

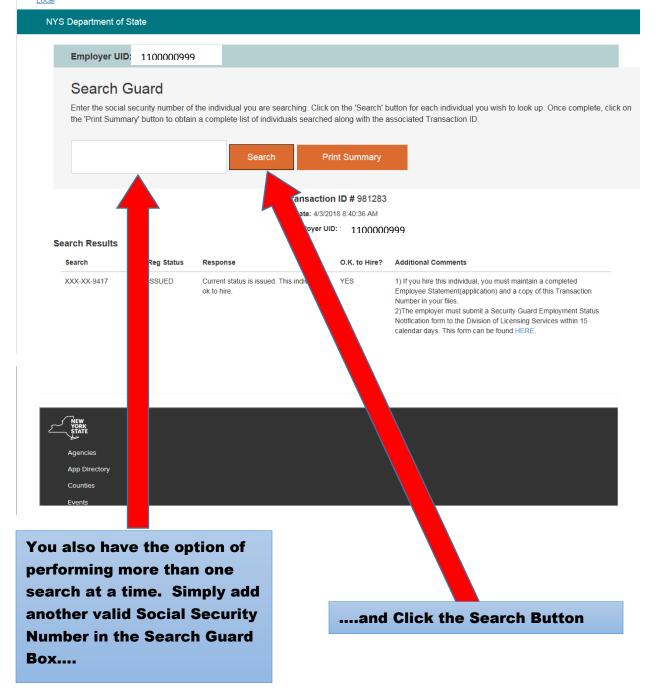
Above is an example of a valid Employer UID that has been entered correctly into the Search Box.

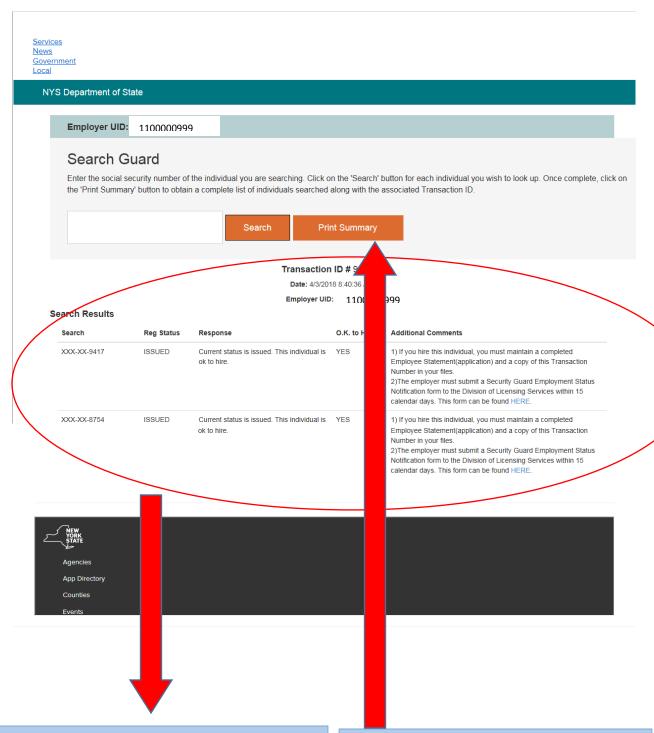
Once you have entered your Employer UID, click the Submit Button to continue. <u>Services</u>



You will now see your search results displayed beneath the Search Engine Box.

You will be able to see the Transaction ID, Current Registration Status, if the Security Guard applicant is OK to Hire, and any Additional Comments/Instructions on the proper procedure and next required steps that would need to be followed.



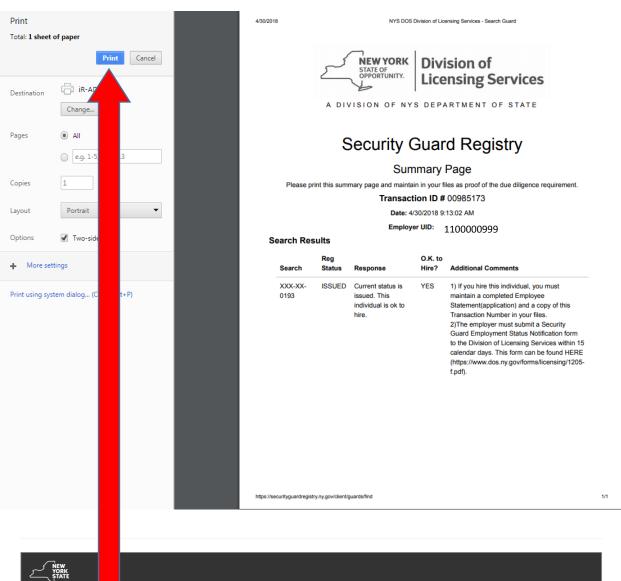


Now you will see that both searches appear.

You may repeat this process until you have received the Registration Status results for each Security Guard Applicant that you wish to employ.

Once your searches are completed, you should print your results by clicking the Print Summary Box.

This summary should be maintained in your files as proof of the due diligence requirement.





The Print Screen will appear where you can then click print.

Use the Below Links to Find:

Security Guard Application

https://www.dos.ny.gov/forms/licensing/1206-f-a.pdf

Status Notification

https://www.dos.ny.gov/forms/licensing/1205-f.pdf