A company that hires security guards is required to comply with Articles 7 and 7a of the NYS General Business Law.

Please refer to the License Law for complete requirements.

A BUSINESS LICENSE IS REQUIRED

To employ security guards, you must obtain a business license (one or more of the following):

Private Investigator- hired to obtain information about another and to conduct investigations.

Requirements:

- ☐ 25 years of age or older
- ☐ Must be a principal in the private investigator business
- ☐ Must pass the NYS written private investigator examination
- ☐ Have the required experience
- ☐ Provide proof of Fingerprint completion
- ☐ Provide proof of a $10,000 surety bond
- ☐ Provide proof of liability insurance

For more information and to Apply: **https://dos.ny.gov/system/files/documents/2023/02/dos-0075-f-a-pi-bea-wgp-application_02.2023.pdf**

Watch, Guard or Patrol Agency- hired to provide security guards to another person or entity.

Requirements:

- ☐ 25 years of age or older
- ☐ Be a principal in the business
- ☐ Pass the Watch, Guard or Patrol examination
- ☐ Have 2 years of required experience
- ☐ Proof of Fingerprint completion
- ☐ Proof of a $10,000 surety bond
- ☐ Proof of liability insurance.

For more information and to Apply: **https://dos.ny.gov/system/files/documents/2023/02/dos-0075-f-a-pi-bea-wgp-application_02.2023.pdf**

Proprietary Security Guard Employer- A private or public entity that employs security guards.

Requirements:

- Provide proof of self-insurance or liability insurance coverage
- Must designate a security guard coordinator

For more information and to Apply: **https://dos.ny.gov/system/files/documents/2023/02/dos-1628-f-proprietary-security-guard-employer_02.2023.pdf**

LIABILITY INSURANCE REQUIREMENT

If you employ security guards, you must obtain liability coverage in the minimum amount of $100,000 per occurrence and $300,000 in the aggregate and a statement that coverage includes false arrest, false imprisonment, malicious prosecution, libel, slander, and violation of the right to privacy.

You must submit proof of insurance to the Department of State with your completed application.

SECURITY GUARDS MUST BE REGISTERED BY THE DEPARTMENT OF STATE

Before employing a security guard, you must ensure they hold a valid NYS security guard registration.

The DOS Online Security Guard Registry allows employers to determine the qualification of a security guard applicant to comply with their due diligence requirements under 19 NYCRR §174.6 License Law.

To access the Online Security Guard Registry, you will log in using your employer unique identification number (UID). The eleven-digit registration number issued to you by the Division of Licensing Services begins with an '11' and is followed by nine additional digits (i.e., 11000000999).

To search the eligibility of a potential hire, an employer will enter the social security number of the individual they are looking to hire and will be returned with the registration status, a determination of whether the individual is ok to hire and a transaction number. Employers should print the summary of the transaction keeping it in their business records as proof of their due diligence.

The Online Security Guard Registry is available to employers from 6:00 AM to 7:30 PM, Monday through Friday.

A security guard application can be found here: Employee Statement and Security Guard Application.

STATUS NOTIFICATIONS MUST BE FILED FOR EVERY SECURITY GUARD EMPLOYED BY YOUR BUSINESS

All employment, retirement, resignation, or termination of security guards are required to be reported to the NYS Department of State, Division of Licensing Service within 15 calendar days. Reports shall be filed on a Security Guard Employment Status Notification Form Employment Status Notification (Security Guard).

EMPLOYEE STATEMENTS MUST BE FILED FOR ALL NON-SECURITY GUARD EMPLOYEES

For all other staff, you must complete and submit a support staff/employee statement along with proof of fingerprint completion Support Staff/Employees Statement (PI/WGP/BEA).

EMPLOYEE IDENTIFICATION CARD REQUIREMENTS

Each employee of your company must be issued a laminated company identification card 2" in height and 3 ¼" in width, with the following information:

- ☐ The business name and address as indicated on the business license issued by the New York Department of State
- ☐ The word "Employee" followed by the Employee's full name and registration title – Security Guard or Armed Security Guard.
- ☐ Date of hire
- ☐ A 1 ½" by 1 1/2" current photograph of the employee (Photo must be positioned in the upper left-hand of the identification card)

For more information, please click the link and refer to Title 19 NYCRR, §170.9 License Law.

Security Guard Employee RECORD KEEPING REQUIREMENTS

You must maintain for the duration of employment plus a period of one year following the retirement, resignation, or termination of the security guard's employment:

- ☐ Copy of the application for registration
- ☐ Proof of due diligence to verify the information contained in the application
- ☐ Security Guard photograph
- ☐ Security Guard training records