NEW YORK STATE | Division of Criminal Justice Services

Dear Applicant:

Because you are a former/retired police officer or other qualifying exempt title and, as such, are entitled to an exemption directly from the NYS Department of State, Division of Licensing Services.

To apply for the exemption, please submit the following to the Division of Licensing Services.

1) Completed Employee Statement and Security Guard Application, available here: https://www.dos.ny.gov/licensing/securityguard/sguard.html or, if applying to upgrade from unarmed to armed, complete the Change of Status Application, Available here: https://www.dos.ny.gov/forms/licensing/1619-f.pdf

2) Original receipt of fingerprinting. For information on fingerprinting please go here: https://www.dos.ny.gov/licensing/fingerprinting.html

3) Copy of your retirement letter, commonly referred to as a “good guy letter”.

4) Copy of your basic academy certificate or proof of completion.

5) 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.

6) 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.

7) A money order, made payable to NYS Department of State, Division of Licensing for $36.

8) 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

Exempt titles are:

Former Police Officer
Current and former NYS DOCCS Correction Officer
Current and former Bridge and Tunnel Officer, Sergeant or Lieutenant of the TBTA
Current and former Court Officer or Clerk of the Unified Court System
Current and former Sheriff, Undersheriff, or Deputy Sheriff of the NYC Sheriff's Office

*Currently serving police officers are exempt from training and licensing requirements.