

Who Should I Contact To Report Unlicensed Activity or File A Complaint?

The Department of Agriculture and Consumer Services, Division of Licensing, investigates complaints regarding the security industry. If you have a complaint, contact the regional office in your area as shown on the map in this pamphlet, or:

Write to:

Bureau of Regulation and Enforcement
Post Office Box 3927
Tallahassee, Florida, 32315-3927

Internet:

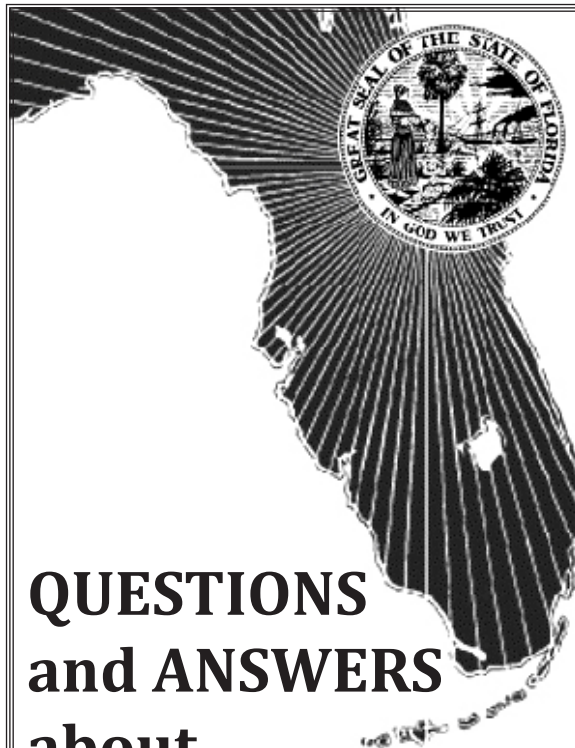
<http://licgweb.doacs.state.fl.us/contacts/filecomplaint.html>

Call:

(850) 245-5499



Florida Department of Agriculture
and Consumer Services
Division of Licensing
P.O. Box 3927
Tallahassee, Florida 32315-3927
www.mylicensesite.com



QUESTIONS and ANSWERS about Security Agencies and Security Officers

FLORIDA
DEPARTMENT OF AGRICULTURE
AND CONSUMER SERVICES
Division of Licensing

Adam H. Putnam
Commissioner

The Department of Agriculture and Consumer Services, Division of Licensing, licenses and regulates the private security industry in accordance with Chapter 493, Florida Statutes. Security officers and security agencies serve in positions of trust. Untrained and unlicensed persons or businesses, or persons not of good moral character are a threat to the public's safety and welfare. The private security industry is regulated to ensure the interests of the public are adequately served and protected. The purpose of this pamphlet is to inform Florida citizens about licensing requirements.

What Is A Security Officer? What is a Security Agency?

A security agency is any business that, for consideration, advertises as providing or is engaged in the business of furnishing security services described below. In order to perform those services, a security officer must own or work for a licensed security agency.

- Acts as a bodyguard
- Guards property
- Transports prisoners
- Guards armored cars
- Attempts to prevent theft, misappropriation or concealment of property or other valuables
- Seeks the return of such stolen valuables

Types of Licenses

For Individuals

"D" – Security Officer
"M" or "MB" – Manager of a Security Agency

For Agencies

"B" – Security Agency
"BB" – Security Agency Branch Office
"AB" – Combined Security and Private Investigative Agency Branch

For Schools

"DI" – Security Officer School or Training Facility Instructor
"DS" – Security Officer School or Training Facility

Firearms

To carry a firearm in the performance of regulated security duties, security officers and agency managers must obtain a Class "G" Statewide Firearm License. No employee may carry or be furnished a firearm unless it is required by her or his duties and it is carried only in connection with those duties. The firearm must be encased in full view at all times unless otherwise provided by law.

How Do I Apply For A License?

Go to our web site's home page - www.mylicensesite.com and click on the link for [Chapter 493 Form and Publications](#) to download forms or request to have them mailed to you.

An applicant for a Class "D" Security Officer License must have completed 40 hours of training at a licensed school or training facility.

Security officers or agency managers who are required to carry a firearm in the performance of regulated duties must also have a Class "G" Statewide Firearm License.

A Class "G" Statewide Firearm License requires an additional 28 hours of range and classroom training administered by a licensed Class "K" Firearms Instructor.

Agency managers must have a minimum of two years of full-time, verifiable security-related experience.

All applicants must include a full set of fingerprints with his or her application. The fingerprints are processed by the Florida Department of Law Enforcement and the Federal Bureau of Investigation to determine if the applicant has a criminal history that will disqualify him or her from licensure.

Any person applying for a license must:

- Be at least 18 years of age
- Be a citizen of the United States or a permanent legal resident of the United States or have been granted authority to work by the U.S. Citizenship and Immigration Service
- Have no disqualifying criminal history
- Be of good moral character
- Have no disqualifying history of mental illness or alcohol or controlled substance abuse

The applicant must provide the following:

- Name
- Date of birth
- Social Security Number or Alien Registration Number
- Place of Birth
- Statement regarding any history of alcohol or controlled substance abuse

- Statement regarding whether he or she has been adjudicated incapacitated or committed to a mental institution
- A statement of all criminal convictions, findings of guilt, and pleas of guilty or nolo contendere, regardless of adjudication of guilt
- One passport type color photograph
- Full set of fingerprints
- Personal inquiry waiver
- Appropriate fees

Fort Walton Regional Office

8 a.m. to 5 p.m. (CST)
212 Eglin Parkway S.E., Suite A
Fort Walton Beach, Florida 32548
Phone: (850) 833-9146
Fax: (850) 833-9149

Jacksonville Regional Office

8 a.m. to 4:30 p.m. (EST)
7825 Baymeadows Way
Suite 106A, Center Building
Jacksonville, Florida 32256
Phone: (904) 448-4341
Fax: (904) 448-4345

Miami Regional Office

8 a.m. to 4:30 p.m. (EST)
401 Northwest 2nd Avenue
Suite 720-N
Miami, Florida 33128
Phone: (305) 377-5950
Fax: (305) 377-5129

Orlando Regional Office

8 a.m. to 4:30 p.m. (EST)
400 West Robinson Street
Room 110
Orlando, Florida 32801
Phone: (407) 245-0883
Fax (407) 317-7324

Punta Gorda Regional Office

8 a.m. to 4:30 p.m. (EST)
230 Bal Harbor Boulevard
Suite 111
Punta Gorda, Florida 33950
Phone: (941) 575-5770
Fax: (941) 575-5775

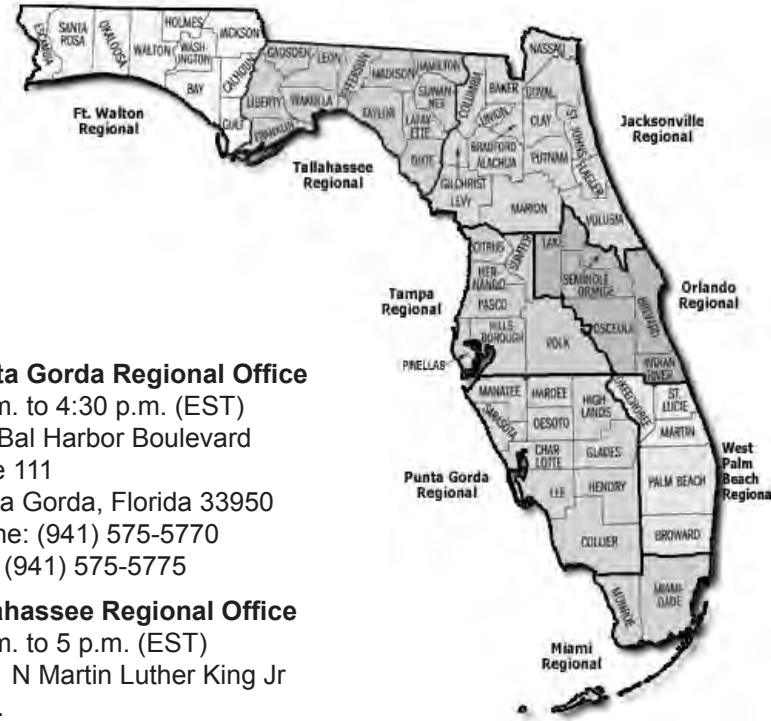
Tallahassee Regional Office

8 a.m. to 5 p.m. (EST)
1851 N Martin Luther King Jr Blvd.
Tallahassee, FL 32303
Phone: (850) 245-5498
Fax: (850) 414-6159

Tampa Regional Office

8 a.m. to 4:30 p.m. (EST)
1313 Tampa Street, Suite 712
Tampa, Florida 33602
Phone: (813) 272-2552
Fax: (813) 272-2252

Division of Licensing Regional Offices



West Palm Beach Regional Office

8 a.m. to 4:30 p.m. (EST)
The Forum, Tower A, Suite 100
1675 Palm Beach Lakes Blvd.
West Palm Beach, Florida 33401
Phone: (561) 640-6144
Fax: (561) 640-6149

Violations

The Department has the power to enforce the provisions of Chapter 493, F.S. and initiate administrative action when violations occur. The following are examples of violations that may result in a reprimand, fine, probation, or suspension or revocation of the license.

Security Officers

- Impersonating a law enforcement officer or representative of the state
- Using force or acts of violence except in the lawful protection of the licensee or another from physical harm
- Conducting security officer duties without a Class "D" Security Officer License
- Carrying a firearm without a Class "G" Statewide Firearm License
- Performing security duties in a uniform which does not have at least one clearly visible patch or emblem identifying the employing licensed security agency
- Not possessing an identification card and license while on duty
- Committing a crime directly related to the license held, such as theft
- Leaving an assigned post or sleeping on duty

Security Agencies

- Using badges, credentials, or identification cards that include any portion of the Great Seal of Florida or the words "State of Florida," or badges in the shape of a five-pointed star
- Failure to maintain a \$300,000 commercial general liability insurance policy
- Operating without a licensed manager
- Not posting the security agency license and disclosure notice to the public in a conspicuous place