

## INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR TRAINING INSTRUCTOR CERTIFICATION

**IMPORTANT: All applicants should read Board Rule 509-3-.07 carefully for the minimum qualifications for training instructor certification, and for information regarding the documentation of experience and/or education required to be submitted with the application.**

### 509-3-.07 Certification of Instructors. Amended.

- 1) Firearms and classroom training instructors must complete application for certification on form provided by the Board. Classroom training instructors shall submit a resume and a course outline with application.
- 2) Qualifications. Any applicant for certification as an instructor must meet one of the following qualifications:
  - a) minimum four years supervisory experience with a contract or industrial security organization;
  - b) Minimum four years experience with a law enforcement agency;
  - c) Any other experience or education comparable to (a) or (b) above which may qualify applicant for certification upon the discretion of the Board.
- 3) A non-refundable fee shall be submitted with the application for certification as a training instructor. Refer to the fee schedule for the appropriate fee. The application fee should be payable to the Private Detective & Security Agencies Board.
- 4) All licensees shall submit to the board appropriate notarized documentation and qualifications verifying that such instructor is qualified to teach the basic curriculum as outlined in these rules along with the application. Such documentation shall include but not be limited to the following:
  - a) education;
  - b) previous courses taught;
  - c) work experience.
- 5) Any licensee who contracts for or has training provided through other means shall so indicate on the application for license.
- 6) Effective June 30, 1993, firearms and classroom training instructors must be re-certified every two years. A penalty fee will be imposed on any instructor renewing between July 1 and July 31 of the year of re-certification. A new application for certification will be required after July 31 of the year of re-certification.

### CHECKLIST OF ITEMS TO BE SUBMITTED WITH APPLICATION

- Resume
- Course Outline of training program to be used in your classes. **If you are applying for Classroom & Firearms Training Instructor license, you must submit a course outline for both the classroom instruction and the firearms instruction.**
- Notarized** documentation verifying that you are qualified by experience or education to teach the curriculum. Documents submitted by persons having knowledge of your training experience must be **notarized**. Other qualifications may include instructor certificates and course transcripts.
- Letters of experience, certificates, and transcripts must be notarized.**
- Fingerprinting for all applications is required through Cogent Services. The ORI number to use when registering is **GA920240Z**. The Verification Code is **920240Z**. The website to register is <http://www.ga.cogentid.com/index.htm>.
- Photograph, full face.
- Application fee (See Fee Schedule included with this package.)
- Certification of Range Scores (Minimum Score: 90%), if applying for certification as a firearms instructor. **Qualification must be under the instruction of a Board-certified firearms instructor.**

**All items must be submitted with the application, even if you have previously submitted some items with another application.**

## 509-3-.10 Firearm Training Curriculum for Handguns.

- (1) This curriculum is intended to meet the minimum requirements of the Georgia Board of Private Detective and Security Agencies. A passing score of 80% must be achieved.
- (2) The holders of weapon permits must qualify with the same type weapon carried. A minimum of 144 rounds of ammunition must be fired as practice and two (2) strings of 48 rounds with the highest score to be used for qualification. A minimum of 15 hours of instruction is required for the firearm training curriculum for revolvers consisting of the following:
  - (a) One (1) hour of instruction in the use of deadly force. The instruction shall include Georgia Laws 16-3-21& 17-4-20, Official Code of Georgia Annotated;
  - (b) Two (2) hours of instruction in liability issues. The instruction shall include Georgia Laws 16-1-3(5), 16-1-3(6), Title 42, USC Sec. 1983;
    - (1) Issues to be covered shall include three (3) situations which justify use of deadly force. Three (3) situations are as follows:
      - (i) Defense of self from great bodily harm of death;
      - (ii) Defense of a third person from great bodily harm of death; and
      - (iii) To prevent the commission of a forcible felony.
    - (c) One hour of instruction in ballistics to include selecting the proper ammunition and factors that affect trajectory;
    - (d) Three hours of instruction in types of handguns. This instruction shall include the following:
      - (1) Nomenclature;
      - (2) Selection of a handgun;
      - (3) Choosing proper ammunition;
      - (4) Care and cleaning of a handgun;
      - (5) Proper techniques for loading and unloading a handgun;
      - (6) Selection of the proper holster and equipment for your weapon;
      - (7) Weapon retention techniques.
    - (e) Eight (8) hours of instruction in firearm range qualifications. This instruction shall include the following:
      - (1) Proper stance;
      - (2) Proper grip and draw;
      - (3) Sight alignment, sight picture, and trigger control;
      - (4) Firearm range safety;
      - (5) Range procedures and rules of conduct;
      - (6) Course of fire as set by instructor to include, but not limited to, the following;

DISTANCE	TOTAL ROUNDS
3 YARDS	24
7 YARDS	18
15 YARDS	6

**GEORGIA BOARD OF PRIVATE DETECTIVE & SECURITY AGENCIES**

**FEE SCHEDULE**

**ALL APPLICATION FEES ARE NON-REFUNDABLE**

**COMPANY LICENSURE FEES**

<b>INITIAL LICENSURE</b>	<b>APPLICATION FEE</b>	<b>LICENSE FEE</b>	<b>TOTAL FEE</b>
Detective Company	\$100.00	\$300.00	\$400.00
Security Company	\$100.00	\$500.00	\$600.00
Detective & Security Company	\$100.00	\$700.00	\$800.00

**ADDITIONAL COMPANY FEES**

Replacement Fee for Lost or Destroyed License	\$ 25.00
Application Fee for Change of Company Name (Change in ownership structure, such as from a sole proprietorship to a partnership or corporation, requires a new application and licensing fees.)	\$ 25.00 per license & employee registration card reprinted
Application Fee for Change of Address (Change of address requires an updated bond or certificate of liability insurance, indicating the new address.)	\$ 25.00 per license & employee registration card reprinted
Renewal Fee - Detective Company	\$ 300.00
Late Renewal Fee – Detective Company	\$400.00
Reinstatement Fee – Detective Company	\$450.00
Renewal Fee - Security Company	\$500.00
Late Renewal Fee – Security Company	\$600.00
Reinstatement Fee – Security Company	\$750.00
Renewal Fee - Detective & Security Company	\$700.00
Late Renewal Fee – Detective & Security Company	\$800.00
Reinstatement Fee – Detective & Security Company	\$1050.00

**EMPLOYEE REGISTRATION FEES**

Unarmed Detective Employees	\$ 45.00
Armed Detective Employees	\$ 70.00
Armed Security Guard Employees	\$ 70.00
Armed Detective/Security Guard Employees	\$ 70.00
Renewal Fee – All Employee Registrations	\$ 65.00
Late Renewal Fee – All Employee Registrations	\$ 80.00
Fee for Additional Weapon, or Change of Weapon Type	\$ 25.00
Replacement Fee for Lost or Destroyed License	\$ 25.00

**TRAINING INSTRUCTOR FEES**

Certification of Training Instructor Fee	\$100.00
Renewal Fee	\$100.00
Late Renewal Fee	\$150.00
Replacement Fee for Lost or Destroyed License	\$ 25.00

**GEORGIA BOARD OF PRIVATE DETECTIVES  
& SECURITY AGENCIES  
237 COLISEUM DRIVE  
MACON, GA 31217  
TELEPHONE 478.207.2440  
www.sos.ga.gov/plb/detective**

**DO NOT WRITE IN THIS SECTION**  
RECEIPT # \_\_\_\_\_  
AMOUNT \_\_\_\_\_  
APPLICANT # \_\_\_\_\_  
INITIAL \_\_\_\_\_ DATE \_\_\_\_\_

**APPLICATION FOR TRAINING INSTRUCTOR CERTIFICATION**

**APPLICATION FEE: \$100.00 (NON-REFUNDABLE)**

**CERTIFICATION APPLIED FOR:**

CLASSROOM INSTRUCTOR     FIREARMS INSTRUCTOR     CLASSROOM & FIREARMS INSTRUCTOR

NAME:

FIRST

MIDDLE

LAST

SOCIAL SECURITY NO.\*: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
\*THIS INFORMATION IS AUTHORIZED TO BE OBTAINED & DISCLOSED  
TO STATE & FEDERAL AGENCIES PURSUANT TO O.C.G.A. § 19-11-1 &  
O.C.G.A. § 20-3-295, 42 U.S.C.A. § 551 & 20 U.S.C.A. § 1001.

PLACE OF BIRTH:

CITY \_\_\_\_\_ STATE OR COUNTRY \_\_\_\_\_

GENDER : \_\_\_\_\_ MALE    \_\_\_\_\_ FEMALE

DATE OF BIRTH : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**MAILING ADDRESS (THIS ADDRESS WILL BE USED TO MAIL YOUR CERTIFICATION TO YOU)**

STREET OR P.O. BOX    CITY    COUNTY    STATE    ZIP CODE    TELEPHONE NUMBER

EMAIL ADDRESS (FOR COMMUNICATION FROM THE BOARD)    FAX NUMBER

**PHYSICAL LOCATION ADDRESS (THIS ADDRESS WILL APPEAR ON YOUR CERTIFICATION AND ON THE INTERNET)**

STREET(INCLUDE APT/LOT #)    CITY    COUNTY    STATE    ZIP CODE    TELEPHONE NUMBER

FAX NUMBER

## BACKGROUND INVESTIGATION QUESTIONNAIRE

As part of a background investigation to determine your suitability for the issuance of a certification by the Georgia Board of Private Detective & Security Agencies, you are required to answer the following questions. If you answer “Yes” to any questions, give a brief explanation of your answer, including dates and places of arrest(s) &/or conviction(s). Attach additional pages, if necessary. **Convictions will require certified copies of final court dispositions to be included with this application. Failure to provide final dispositions will delay consideration of your application.**

- |     |  |  |
|-----|--|--|
| 1.  | Are there currently any charges pending against you for a criminal offense?<br>_____   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2.  | Are you under indictment or information in any court for a felony, or any other crime, for which a judge could imprison you for more than one year?<br>_____   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.  | Have you been convicted in any court of a felony, or any other crime, for which the judge could have imprisoned you for more than one year, even if you received a shorter sentence including probation?<br>_____<br>_____ | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4.  | Have you ever entered a plea pursuant to the provisions of the “Georgia First Offender Act”, or any other first offender act? <b>You must respond “Yes”, if you pled and completed probation as a First Offender.</b>      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5.  | Are you a fugitive from justice? _____   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6.  | Are you an unlawful user of, or addicted to, marijuana, or any depressant, stimulant, or narcotic drug, or any other controlled substance? _____<br>_____  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 7.  | Have you ever been adjudicated mentally defective (which includes having been adjudicated incompetent to manage your own affairs), or have you ever been committed to a mental institution? _____<br>_____                 | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 8.  | Have you been discharged from the Armed Forces under dishonorable conditions?<br>_____   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 9.  | Are you subject to a court order restraining you from harassing, stalking, or threatening your child or an intimate partner or child of such partner?<br>_____   | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 10. | Have you been convicted in any court of a misdemeanor crime of domestic violence?<br>_____<br>_____  | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 11. | Have you ever renounced your United States citizenship?  | <input type="checkbox"/> YES <input type="checkbox"/> NO |

12. Are you an alien illegally in the United States? \_\_\_\_\_  YES  NO
- 
13. Have you, or any company in which you are or were a principal, ever been the subject of an investigation or litigation that was conducted by a federal, state, or local agency? \_\_\_\_\_  YES  NO
- 
14. Have you ever had a professional license or certification revoked, suspended, or modified for any reason? \_\_\_\_\_  YES  NO
- 
15. Have you ever been reprimanded, placed on probation, or otherwise disciplined by a professional licensing or certification body? \_\_\_\_\_  YES  NO
- 
16. Have you ever been disciplined or cited for a breach of ethics or unprofessional conduct? \_\_\_\_\_  YES  NO
- 
17. Have you ever resigned or been discharged from any position with criminal or administrative charges pending against you? \_\_\_\_\_  YES  NO
- 
18. Have you ever been prohibited from doing business with the State of Georgia, the United States Government, or any local or state government? \_\_\_\_\_  YES  NO
- 
19. Have you ever been registered with a licensed company as a private detective or security guard employee in this state? If so, list registration number, company, and approximate date of registration: \_\_\_\_\_  YES  NO

**AFFIDAVIT**

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the Georgia Board of Private Detective & Security Agencies, and I agree to abide by these laws and rules, as amended from time to time.

I also understand that if I have made a false statement on the application, or if I am found to have been convicted of a felony and have not had all of my civil rights restored pursuant to the law, **the Board may suspend my registration without a prior hearing.** I shall be entitled to a hearing after the suspension of my registration.

By signing this application, electronically or otherwise, I hereby swear and affirm one of the following to be true and accurate pursuant to O.C.G.A. § 50-36-1:

1) \_\_\_\_\_ I am a United States citizen 18 years of age or older. **Please submit a copy of your current Secure and Verifiable Document(s) such as driver’s license, passport, or other document as indicated on pages 8 and 9 of the application.**

2) \_\_\_\_\_ I am not a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. **Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number.**

STATE OF GEORGIA  
COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF THE APPLICANT

SUBSCRIBED AND SWORN TO BEFORE ME THIS  
\_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
NOTARY PUBLIC  
MY COMMISSION EXPIRES: \_\_\_\_\_

\_\_\_\_\_  
DATE

**Secure and Verifiable Documents Under O.C.G.A. § 50-36-2**  
Issued August 1, 2011 by the Office of the Attorney General, Georgia

The Illegal Immigration Reform and Enforcement Act of 2011 (“IIREA”) provides that “[n]ot later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law’s website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General.” O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.

The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A driver’s license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm> [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
- A Free and Secure Trade (FAST) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]

- A NEXUS card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card [O.C.G.A. § 50-36-2(b)(3); 22 CFR § 41.2]
- A driver's license issued by a Canadian government authority [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
  
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570) [O.C.G.A. § 50-36-2(b)(3); 6 CFR § 37.11]
  
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit. [O.C.G.A. § 50-36-2(c)]