

Please print out and fax the following, along with your receipt, to 1.866.888.8026

GEORGIA BOARD OF PRIVATE DETECTIVE & SECURITY AGENCIES

APPLICANT NAME

(Print clearly)

APPLICANT TRACKING CODE

(Found on receipt page)

**DOCUMENTATION WHICH MUST BE INCLUDED WITH APPLICATION FOR
CERTIFICATION AS A TRAINING INSTRUCTOR**

The following documentation must be submitted in support of your application for certification as a training instructor:

- 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.
- 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.**

In addition to this documentation, all applicants for certification as training instructors must register with Cogent Services and submit to LiveScan fingerprinting at an approved GAPS print site. Register with Cogent Services by accessing their website, <http://www.ga.cogentid.com/index.htm>. You may also locate an approved GAPS print site near you on the Cogent Services website.

**PLEASE USE THIS PAGE AS A COVER SHEET FOR SUBMITTING YOUR
DOCUMENTATION.**