



SECURITY GUARD BUSINESS LICENSE

City Clerk's Office
4800 West 92nd Avenue
Westminster, CO 80031

licensing@westminsterco.gov
www.westminsterco.gov
303.658.2161

Fill out all forms completely. Any errors or omissions may result in the application being returned to you thus delaying the time necessary to receive your license. The full application is reviewed and approved by our Police Department.

To apply for your license, you must first complete a business and sales tax license application in our online portal. To do so, please visit <http://etaxwestminster.gentaxcpc.net> and click on "Complete an Online License Application" under the Registration heading.

Once logged into the portal, go to the Manage Specialty Licenses section and select "Apply for a New Specialty License."

There is a \$30 application fee per new application, plus a \$60 yearly fee, payable to the City of Westminster, for the license. The license expires December 31st of each year. Please read the City's ordinance pertaining to security guard businesses included in this packet.

Each applicant (owner/officer/director and/or manager) of the security guard business must individually complete and sign the personal information section of the application. In addition, each applicant must also submit the two attached affidavits notarized.

THE FOLLOWING ITEMS ARE REQUIRED WITH YOUR ORIGINAL APPLICATION AND RENEWAL EACH YEAR:

FEES

Investigation Fee - \$30 (first year only)
Security Guard Business License Fee - \$60 (annually)

COLOR PHOTOGRAPHS OF THE FOLLOWING

Badge
Patch
Uniform
Patrol Vehicle

CERTIFICATE OF INSURANCE SHOWING THE FOLLOWING

Westminster named as additional insured for activities conducted within the City
City to be notified at least 30 days prior to cancellation
Amount of insurance carried - (Minimum coverage) Comprehensive General Liability Bodily Injury and Property Damage: \$500,000 each person; \$1,000,000 each occurrence

FINGERPRINTS

After the original application and necessary documents have been submitted to the City Clerk's Office, each applicant is required to be fingerprinted. All fingerprinting is done through the CABS program. The cost for fingerprinting with the CABS program will be \$53.50 (State \$16.50 + FBI \$22.00 + Rolling Fee \$15.00). Westminster's unique ID **7301LLQH**.

If you have any questions, please call the City Clerk's Office at 303-658-2161.
City offices are open Monday through Friday 8 am to 5 pm.



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LICENSE FEES

Application Fee - \$30 (one time/first year only)

Security Guard Business License Fee - \$60 (due annually)

APPLICANT INFORMATION

LEGAL/TRUE NAME OF BUSINESS:	
DBA BUSINESS NAME:	FEIN #:
Customer ID:	

BUSINESS ACCOUNTS IN THE CITY OF WESTMINSTER
If you need more space, please attach additional documentation.

BUSINESS NAME:

BUSINESS ADDRESS:

ZIP CODE:

BUSINESS PHONE:

CONTACT PERSON:

BUSINESS NAME:

BUSINESS ADDRESS:

ZIP CODE:

BUSINESS PHONE:

CONTACT PERSON:

BUSINESS NAME:

BUSINESS ADDRESS:

ZIP CODE:

BUSINESS PHONE:

CONTACT PERSON:

FOR CITY USE ONLY

Police Department Approval:	
Account Number:	Date Received:



WESTMINSTER
COLORADO

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Each applicant (owner/officer/director and/or manager) of the Security Guard Business must individually complete and sign the personal information section of this application. In addition, each applicant must also submit the two attached affidavits notarized. Make copies as needed.

After the application and necessary documents have been submitted to the City Clerk's office, each applicant is required to be fingerprinted (two cards) in order to request a CBI and FBI background check. Fingerprinting is done at the Westminster Police Department, 9110 Yates Street, Monday through Thursday from 8 a.m. to 3 p.m. by appointment only. Call 303-658-4264 in regards to any fingerprinting questions. The total processing fee for fingerprints is \$34.50 (subject to change).

CBI's processing fee is \$16.50 (Public Search). CBI accepts cashier's checks, money orders and business checks (no personal checks). These forms of payments are to be made out to CBI.

FBI's processing fee is \$18.00 (Security Guard Licensee Record Request). The FBI only accepts money orders and certified bank checks (no personal or business checks). These forms of payments are to be made out to FBI. FBI requires that a notarized Affidavit of Authorization (see enclosed) be completed and submitted with the Record Request.

The Westminster Police Department will take possession of the completed fingerprint cards, Affidavit of Authorization and processing fees and will mail them to CBI and FBI.

CHECK ALL THAT APPLY:	OWNER	OFFICER	DIRECTOR	MANAGER
NAME:				DATE:
RESIDENCE ADDRESS:				PHONE:
CITY:			STATE:	ZIP CODE:
DATE OF BIRTH:				PLACE OF BIRTH:
SS NUMBER:			HEIGHT:	WEIGHT:
DRIVER'S LICENSE #:				STATE:
HAVE YOU EVER BEEN CONVICTED OF ANY CRIME, MISDEMEANOR OR VIOLATION OF ANY FEDERAL, STATE OR MUNICIPAL LAW? _____ YES _____ NO				
IF YES, ATTACH A STATEMENT REGARDING THE NATURE OF OFFENSE AND THE PUNISHMENT OR PENALTY ASSESSED.				
SIGNATURE:				



WESTMINSTER
COLORADO

AFFIDAVIT OF AUTHORIZATION TO RELEASE IDENTIFICATION RECORD

I, _____, being the applicant for a Security Guard Business License within the City of Westminster, Colorado, do hereby consent to the release of my Identification Record, often referred to as Criminal History, to the City of Westminster. I understand that the City will make this Record Request from the Federal Bureau of Investigation.

I understand that the request for my Identification Record is for the background investigation conducted by the City of Westminster, Colorado in order to process my application to become a licensed security guard business within their City.

I further understand and agree that any information found during the inquiry conducted by the Federal Bureau of Investigation can be forwarded to the City of Westminster Police Department, Attention Detective Gordanier, 9110 Yates Street, Westminster, CO 80031.

Deadline: Time Sensitive- License Application

Applicant Signature

STATE OF COLORADO
COUNTY OF

The foregoing affidavit was subscribed and sworn to before me this ___ day of ___, 20___
by _____

WITNESS MY HAND AND OFFICIAL SEAL.

Notary Public
My Commission Expires: _____

CHAPTER 13. SECURITY GUARD BUSINESSES

5-13-1. Definitions.

The following words, terms, and phrases, when used in this Chapter, shall have the following meanings, unless the content clearly indicates otherwise:

Security guard shall mean any person employed by a security guard business, as defined in this Section, who is directly engaged in providing protection for the clients of such business, or any person employed by another type of business for the purpose of providing protection to persons or property or to preserve the peace in the conduct of such business, which protection or preservation of the peace is incidental to the primary purpose of such business.

Security guard business shall mean any business whose primary purpose is to provide protection to persons or property or to preserve the peace in the conduct of a business. The term "security guard business" shall not include a business or operation where security is merely incidental to the primary purpose of the business.

(1959 3563)

5-13-2. License Required.

It shall be unlawful for any person to engage in or conduct a security guard business without first obtaining a license pursuant to this Chapter.

(1959 2041 3563)

5-13-3. Exemptions.

- (A) Security guards employed by any common carrier engaged in interstate commerce, maintenance workers, custodians, janitors, and repair persons are exempted from the provisions of this Chapter.
- (B) A business may hire a security guard without being licensed as a security guard business if:
 - (1) The need for a security guard is incidental to the primary purpose of the business;
 - (2) The security guard wears a uniform that plainly identifies the business as the employer of the security guard; and
 - (3) The security guard complies with all provisions of this Chapter, except the requirement of obtaining a license as a security guard business.

(1959 2041)

5-13-4. License Application.

- (A) Applicants for a security guard business license shall file a verified application with the City Clerk on forms to be provided by the City Clerk for that purpose that shall contain at least the information specified in this Section.
- (B) An applicant for a security guard business license shall provide:
 - (1) The name of the licensee;

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- (2) The business address;
 - (3) A description of the nature and type of business to be conducted, and the services to be offered, by the security guard business;
 - (4) A color photograph depicting the uniform and badge to be worn by security guards employed by the security guard business; and
 - (5) Any other pertinent information requested by the City Clerk.
- (C) If the applicant for a security guard business license is other than a sole proprietor, the information required under subsection (B) of this Section must be supplied by each owner, officer or director of the business applying for the license.
- (D) A license for a security guard business is not transferable.
- (1959 2041 3563)

5-13-5. Application Review.

- (A) Upon receipt of an application filed pursuant to this Chapter, the City Manager or his designee shall review the application, refer the application to the Chief of Police for review, and within 30 days shall either issue or deny the license. The 30 day period shall not begin to run until all information required under this Chapter has been submitted.
- (B) Any of the following circumstances may be considered cause for denial of a license:
- (1) The applicant is under 21 years of age;
 - (2) The applicant was convicted of a felony within ten years immediately preceding the date of application;
 - (3) The applicant was convicted of a misdemeanor or ordinance violation involving moral turpitude or violence within five years immediately preceding the date of application;
 - (4) The applicant has failed to comply with any of the provisions of this Chapter;
 - (5) The applicant's character and reputation is not satisfactory to the City Manager;
 - (6) The applicant does not have the basic skills to speak and to comprehend the spoken English language as determined by the City Manager or his designee;
 - (7) The required fees have not been paid;
 - (8) The application is incomplete or contains false, misleading or fraudulent statements;
 - (9) Nonconformance of the business, premises, building or land use with this Code; or
 - (10) Any reason stated in Chapter 1 of this Title.
- (C) Upon review and approval by the City Manager or his designee, and payment of the required fee, the security guard business license shall be issued. The application fee paid for any license shall be nonrefundable.
- (D) The grounds specified for denial in this Section shall apply to individual applicants, as well as directors, officers or general partners of any applicant.
- (E) An application for a security guard business license shall be accompanied by an investigation fee of \$30.00.
- (F) The annual fee for a security guard business license shall be \$60.00.

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- (G) All security guard business licenses issued pursuant to this Chapter shall expire on December 31st of the year in which the license was issued, unless cancelled, suspended or revoked, and shall be renewed annually upon application for renewal and payment of the required fees. Renewal may be denied as provided below.

(1959 2041 2574 3563)

5-13-6. License Denial, Suspension, Cancellation, Non-Renewal, or Revocation.

A license may be denied, cancelled, denied renewal, suspended or revoked for any violation of the provisions of this Chapter, or for any reason set forth in Chapter 1 of this Title.

(1959 2041 2574 3563)

5-13-7. Insurance Required.

- (A) Before any license shall be issued an applicant for a license for a security guard business, the applicant shall file with the City Clerk a certificate of insurance indicating current insurance coverage as follows:

Comprehensive general liability:

- (1) Bodily injury \$500,000.00
..... (each person)
..... \$1,000,000.00
..... (each occurrence)
- (2) Property damage \$500,000.00
..... (each person)
..... \$1,000,000.00
..... (each occurrence)

- (B) Such certificate of insurance must name the City of Westminster as an additional insured for activities conducted by the licensee within the City, and must be approved by the risk manager, both as to form and as to the responsibility of the surety. The certificate of insurance shall also provide that coverage shall not be cancelled without at least 30 days' notice to the City. Cancellation shall result in automatic suspension of the security guard business license.

(1959 2041 3563)

5-13-8. Badges, Uniforms and Equipment.

- (A) The City Manager or his designee may, in his discretion, require that any licensee or employee of a security guard business wear an identification badge or uniform, but no badge or uniform shall be worn by any licensee or employee that is a colorable imitation of badges or uniforms or could be confused with those worn by officers of the Westminster Police Department, Adams County Sheriff's Office, Jefferson County Sheriff's Office, or the Colorado State Patrol.
- (B) No vehicle used in a security guard business or by a security guard while on duty shall be used or identified in any way that may be confused with those used by the Westminster Police Department, Adams County Sheriff's Office, Jefferson County Sheriff's Office, or the Colorado State Patrol, nor shall any vehicle be equipped with a siren or emergency lights in violation of local or state law.

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- (C) The words "police" or "officer" or other similar words that might be confused with or represent a municipal, county, state or federal law enforcement agency shall not be used in any advertisement upon any premises within the limits of the City, nor on any clothing, vehicles or equipment used by the licensee.
 - (D) The City Manager or his designee may issue an order denying use of any item that is in violation of the provisions of this Section.

(1959 2041 3563)

5-13-9. Change of Location or Personnel.

- (A) Any licensee changing its place of business shall immediately notify the City Clerk of such fact, together with the new place of business, but a change of location shall not be deemed a transfer of a license or require payment of a new fee.
- (B) Each security guard business required to be licensed pursuant to this Chapter shall maintain a current record of all employees and of their assignments. These records shall be open to the City Manager or his designee for inspection at any time during regular business hours.

(1959 2041 3563)

5-13-10. Rules and Regulations.

The City Manager or his designee may issue and promulgate from time to time rules and regulations to provide for the health, safety and welfare of the City in relation to security guard businesses. Such rules may include duties of the licensees, manner of conduct, reports to be furnished and any other regulations deemed necessary by the Chief of Police.

(1959 2041 3563)

5-13-11. Prohibited Acts.

- (A) It shall be unlawful for any licensee or an employee of a licensee:
 - (1) To arrest any person, except when that person commits a criminal offense in the presence of the person making the arrest;
 - (2) To fail to release an arrestee immediately to the Westminster Police Department;
 - (3) To fire a firearm in the performance of his duties, except when necessary to protect himself or another from great bodily harm;
 - (4) To hinder or interfere with any action or investigation under the jurisdiction of the Westminster Police Department;
 - (5) To fail to report to the Westminster Police Department any violations of city, state or federal laws of which he has knowledge;
 - (6) To represent himself to be an officer of the Westminster Police Department or any municipal, county, state or federal law enforcement agency;
 - (7) To fail to identify himself or take any action that would obscure his presence from a police officer inspecting an area where the licensee is assigned;

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- (8) To wear a badge or uniform or use any vehicle or equipment not authorized for use under Section 5-13-8, W.M.C.;
 - (9) To interfere with the performance of any police officer or city official in the performance of their official duties;
 - (10) To advertise, represent or identify himself as a police officer or use any acronym or initials that could cause him to be mistaken to be a member of a federal, state or municipal law enforcement agency.
- (B) No licensee or an employee of a licensee shall have any greater authority to arrest than would another private citizen. Nothing in this Chapter shall be construed to mean that a licensee may conduct criminal investigations, make arrests or reports of criminal activity, use deadly force, or take any other action on behalf of, under color of laws of, or under the authority of the City of Westminster.

(1959 2041 3563)