

To Whom It May Concern:

Below you will find a list of instructions for licensing a private security company. When all the documents are submitted to our office it will take approximately 3 days for company approval.

**To establish a company you need to submit the following:**

1. A completed, Form 5486 P.D., company application with copies of the birth certificate or United States passport of all company representatives stipulated on #12 and #13.
2. The annual company fee of \$300.00
3. A picture of the uniform, head to toe, front, back, and a side view. The company name and the word "SECURITY" must appear on the uniform or patch and clearly displayed on the outermost clothing. (No uniforms, badges or other insignia using the word "POLICE" will be approved. Also no uniform identical to or bearing resemblance to any uniform used by KCPD)
4. All those licensed will be required to furnish a photograph and description of the company vehicle and all vehicles MUST state "SECURITY" and display the company's name. (No vehicles displaying the word "POLICE" )
5. A certificate for a fictitious name from the Missouri Secretary of State, and/or Articles of Incorporation. (816) 889-2925
6. A certificate of insurance with policy # issued in the amount of one (1) million dollars general liability or the equivalent naming the Kansas City Missouri Board of Police Commissioners as additional insured and the certificate holder. The insurance must stipulate whether you are insured to employ armed/unarmed personnel.
7. Once the company has been approved, your company will be given a letter to procure an occupational license for Kansas City, Missouri. (816) 513-1096
8. Submit a list of all your company's contract accounts with addresses.

If you have any questions please contact Elaine Kaullen [elaine.kaullen@kcpd.org](mailto:elaine.kaullen@kcpd.org) 816-889-6602 or Rochonda Campbell [rochonda.campbell@kcpd.org](mailto:rochonda.campbell@kcpd.org) 816-889-6605.