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## **REQUIRED LICENSING MATERIAL FOR PRIVATE SECURITY/INVESTIGATORS IN KANSAS CITY, MISSOURI**

Each new/upgrade applicant will be required to provide the following documents at the time of application as stipulated in Title 17 of the Code of State Regulations;

Form 5409 P.D. – required with EVERY transaction and must be COMPLETELY filled out

Photo Identification Card (valid driver's license or state ID)

Original Social Security Card

Birth Certificate or United States Passport – (Proof of citizenship – **MUST** have state issued copy on birth certificate)

Valid Permanent Registration Card with Birth Certificate (Applicants under refugee status **MUST** have a valid permanent registration card)

Naturalization Papers

Military DD214 (**MUST STATE TYPE OF DISCHARGE**)

Most recent name change documentation from a court of competent jurisdiction (Adoption/Marriage/Divorce Decree/Change Name – must have certified copy)

Verification of Firearms Training Form 5715 P.D.

Post Location (name & address of location you are working)

Each applicant shall submit to photographing, fingerprinting and successfully pass a written examination. Only cash, credit cards, money orders, cashier's checks or checks drawn on accounts of licensed companies are accepted in payment of fees. All fees are **NONREFUNDABLE. NO PERSONAL CHECKS**

**Hours are Monday-Friday 7:30 a.m. to 4:00 p.m. – New applicants are accepted until 3:00 p.m.. Our office will close @ 12:00pm day before each holiday – New applicants are accepted until 11:00am.** We are located at 635 Woodland Avenue, Suite #2104, Kansas City, Missouri 64106, 816-889-6600 [www.kcmo.gov/police/private-security-officers](http://www.kcmo.gov/police/private-security-officers)