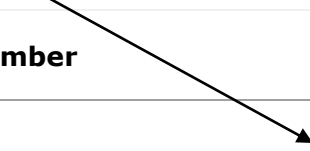


Security Guard Application Instructions:

1. From the North Star Security website (<http://www.northstar-security.org>) or from NYS Department of State (<http://www.dos.state.ny.us/LCNS/licensing.html>) download the L-1 Enrollment Services "Request for NYS Fingerprinting Services - Information Form." Customer Service: (518) 474-7569
2. **Schedule an Appointment with L-1 Enrollment Services:**
Applicants should schedule an appointment with L-1 Enrollment Services to get their fingerprints captured electronically. To schedule an appointment at a location near you, visit their website at <http://www.L1enrollment.com> or call 1-877-472-6915. For scheduling purposes, **YOU MUST** utilize the appropriate listed Department of State required ORI Number:

License Type and ORI Number	
License Type: Security Guard	ORI Number: SecGuard



3. Call L-1 Enrollment Services and make an appointment for electronic fingerprinting: 1.877.472.6915
4. Bring two forms of ID with you to your appointment.
5. L-1 Enrollment Services takes checks, money orders, cash and credit cards. Make checks and money orders out to L1- Enrollment Services.
6. *You will receive two receipts.*

What to Send to the State:

1. Your completed Security Guard Application.
2. A money Order in the amount of \$36 payable to NYS Dept. of State
3. One receipt from L-1 Enrollment Services
4. **Your Original 8 Hr. Pre-Assignment Certificate.** Be sure to make copies for your personal use. (Do not send your 16Hr. OJT Certificate)
5. Mail everything certified mail and demand a signed receipt from the State.
6. Within 3-6 weeks you should have your license.

Where?

NYS Department of State Division of Licensing Services

P.O. Box 22001 Albany, NY 12201-2001

Customer Service: 1.518.474.7569 website:
(<http://www.dos.state.ny.us/LCNS/licensing.html>)