



## How do I apply for a Special Police Officer's License?

1. Click [here](#)
2. Click "**Register**" under "New Individual Applicant" heading on the left side of the screen.
  - a. *If you have held a professional license, contact a customer service representative at 1.866.270.9817 for assistance with accessing your existing license record.*
3. Follow the prompts to register for a new account by entering your personal information and click save
4. Start a new application by clicking "**My Applications**"
5. Scroll down to locate the application for Special Police Officer under the "**Special Police Officer**" section
6. Click "**Begin**"
  - a. Select an application type: Special Police Officer (Armed) **OR** Special Police Officer (Unarmed)
7. Read the prompt and record the Unique Identifier for your reference
8. Click "**Proceed to Application**"
9. Please read and follow the instructions under each [blue section](#)
  - a. Click on the small plus sign (+) to view detailed instructions
  - b. **DO NOT** click on "Save" unless you will continue the application at a later time
  - c. If you have completed the section, it will turn **green**
10. Click "**Complete Affidavit**" located at the bottom right of the application
11. Verify that your address, phone number, and email are correct
  - a. If you need to make a correction, click "**Update Address**"
  - b. Once you are done correcting the information, return to your application by clicking on "**My Applications**" and then "**Current Applications**"
12. Agree that all information in the application is true by selecting "**Yes**"
13. Answer ADA accommodations question
14. Click "**Proceed to Payment**"
15. Enter payment information
16. Agree to the terms and conditions by clicking "**Continue**"
17. View receipt and print [OR](#) keep a copy on your mobile device to present at SOMB