APPLICATION INSTRUCTIONS
HOW TO ADD OR REMOVE A DESIGNATION FROM YOUR LICENSE

**NOTE**
If you are adding a designation AND transferring your license at the same time, please submit your documentation to SOMB first.

Ensure you have the correct documents before submitting a request to update a designation to your license. Submit supporting documentation to SOMB.

1. Updating designation for **ARMED STATUS**
   - requires a valid range certification (obtained within 90 days of training)

2. Updating designation for **DCPS**
   - Original drug screening report within 90 days of urinalysis
   - Fingerprint receipt from Civilian fingerprint
   - Click [here](#) to schedule an appointment
   - Official document from agency stating you are working on DCPS site.

**If you have an active license, please do not create a new account.**
Please contact a customer service representative at 1.866.270.9817 for assistance with accessing your existing license record.

2. Access the licensing portal under Licensing Services on the right hand side by selecting “**Click here**”
3. Log in using license number and password
4. Click **Applications**
5. Navigate to “**License Update Request**” and click “**Begin**”
6. Click “**Request License Update**”
7. Select the correct designation
   - Please choose either “**ARMED**” OR “**D.C. Public School**”
8. Click the orange “**Pay Fees**” button
   - **Submit payment**