Application Instructions

□ Security Agency Business (SAB)
□ Security Agency Individual Business (SAI)
□ Private Detective Agency Business (PDB)
□ Private Detective Agency Individual Business (PAI)
□ Campus/University Security Agency

DCRA – CORPORATIONS DIVISION:
• Please ensure you are registered with the corporations division before moving forward in the process.
  - Address: 1100 4th ST. SW, Washington, DC, 20024
  - Website: https://corp.dcra.dc.gov
  - Phone number: 202.442.4432

OCCUPATIONAL & PROFESSIONAL LICENSING ADMINISTRATION
• After registration with the corporations division, proceed with the steps below:
  2. Access the licensing portal under Licensing Services on the right hand side by selecting “Click here”
     a. **NOTE: if you have created an account, please do not create a new one. You may call our customer service to reset your password – 1-866-270-9817
  3. Click “Register” under “New AGENCY Applicant” heading on the left side of the screen.
  4. Follow the prompts to register for a new account by entering your personal information and click “save”
  5. Start a new application by clicking “My Applications”
     a. Navigate to your desired agency license type (SAB, SAI, PDB, or PAI)
  6. Click “Begin”
  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. Once you complete 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. Click “**Proceed to Payment**”
14. Enter payment information
15. Agree to the terms and conditions by clicking “**Continue**”
16. View receipt and print **OR** keep a copy on your mobile device to show SOMB.

**NOTE**
YOUR APPLICATION WILL BE IN “OPLA REVIEW” UNTIL YOU COMPLETE THE REQUIREMENTS ON PAGE 3.
SECURITY OFFICER’S MANAGEMENT BRANCH

SUBMISSION OF REQUIRED DOCUMENTS
Report to 2000 14th St NW, Suite 302, Washington, DC 20009
Hours: Monday- Thursday – 8:00am to 2:00pm

If the responsible party on the license is local in the DMV area
- Click here to set an appointment to process fingerprints at the Civilian Fingerprinting Section located at:
  300 Indiana Ave. NW
  Room 3054
  Washington, DC, 20001
- Following the fingerprints, responsible party will need to report to SOMB to submit the required documents:
  □ Notarized Arrest Affidavit
   ► Notarized and dated within 90 days
  □ Notarized Authorization to Release Information Form
   ► Notarized and dated within 90 days
  □ Fingerprint receipt from Civilian Fingerprinting Section
  □ Confirmation of payment from www.dcopla.com/security
   (Present on your smart device or print out receipt)

If the responsible party on the license IS NOT local in the DMV area, they must mail the following documents to:

Security Officer’s Management Branch
ATTN: DCRA REPRESENTATIVE
2000 14th Street NW, Suite 302
Washington, DC 20009

□ Notarized Arrest Affidavit
   ► Notarized and dated within 90 days
□ Notarized Authorization to Release Information Form
   ► Notarized and dated within 90 days
□ $35 company check or money order made payable to DC TREASURER
□ (2) Ink FBI fingerprint cards from the local jurisdiction
□ Confirmation of payment

*NOTE: You may find a blank arrest affidavit document and authorization to release information form on our website: www.dcopla.com/security.
  ► Navigate to the bottom right corner under the section “Resources”.
  Please print out, fill out in its entirety as well as notarized before submitting.

Should you have any questions, please don’t hesitate to contact a DCRA staff member at the SOMB office (202) 671-0500.