

**THE TOWN OF GARDEN CITY, COLORADO  
PRIVATE SECURITY SERVICE APPLICATION  
EMPLOYEE/AGENT**

In order to be processed, this application must be completely filled out and all applicable fees attached. Processing time for this private security service application is five (5) business days.

**New Application**  
**Fee \$43.00**

**Renewal Application**  
**Fee \$38.00**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone No.:(\_\_\_\_) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security No.: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Name, address and phone number of firm employing applicant:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does applicant have a current license issued by Evans, Fort Collins, Greeley or Loveland? \_\_\_\_\_

Employment for the past ten years:

COMPANY	ADDRESS	CITY	STATE	DATES

(Attach any additional pages, if necessary)

**YOU MUST COMPLETE BOTH SIDES OF THIS APPLICATION**

Please complete the following:

Have you **ever** been convicted of a felony, misdemeanor, or ordinance violation in any City or State? \_\_\_\_\_

If yes, list conviction and year: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A prior conviction does not automatically deny your application. Providing false information on this application is grounds for denial of the permit and possible criminal prosecution.**

Have you ever had an application for security service employee or agent denied? \_\_\_\_\_

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

If this is a new application, you must also submit proof of completion of 24 hours of security guard training. Military experience is not a substitute for the training unless the experience was in a military police role.

If this is a renewal application, attach documentation of completion of at least 24 hours of in-service training which you received during the past year.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Armed Guard Applicants Only**

The applicant's employer must request, in writing, that the applicant be licensed to carry a firearm as part of employment. Complete the following:

Firearm furnished by: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Caliber: \_\_\_\_\_ Serial #: \_\_\_\_\_ If you

furnish your own firearm, how long have you owned it? \_\_\_\_\_

Attach evidence of satisfactory completion of an approved sixteen (16) hour training course or acceptable equivalent (renewal application requires four (4) hours of refresher firearms training).

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

**Administrative Action**

Background Check Acknowledgement signed:

Fingerprint card submitted on: \_\_\_\_\_ Mailed to CBI: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

# Colorado Bureau of Investigation

## Privacy Act Notification



I, \_\_\_\_\_ state that on  
(Full Name of Applicant)

\_\_\_\_\_, I submitted my fingerprints to the Town of Garden City for the purpose of a background check  
(Date) and have received a copy of the Privacy Act Notification. I understand that my fingerprints will be retained by the Colorado Bureau of Investigation and the Federal Bureau of Investigation.

\_\_\_\_\_  
(Signature of applicant)

\_\_\_\_\_  
(Signature of Garden City employee)

## Privacy Act Notification

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety. **[If other agencies are involved in processing this application, they may have additional routine uses; specifically, some state agencies may share potentially pertinent information, including criminal history information between and among other employing, investigating, or otherwise responsible agencies within that state.]**