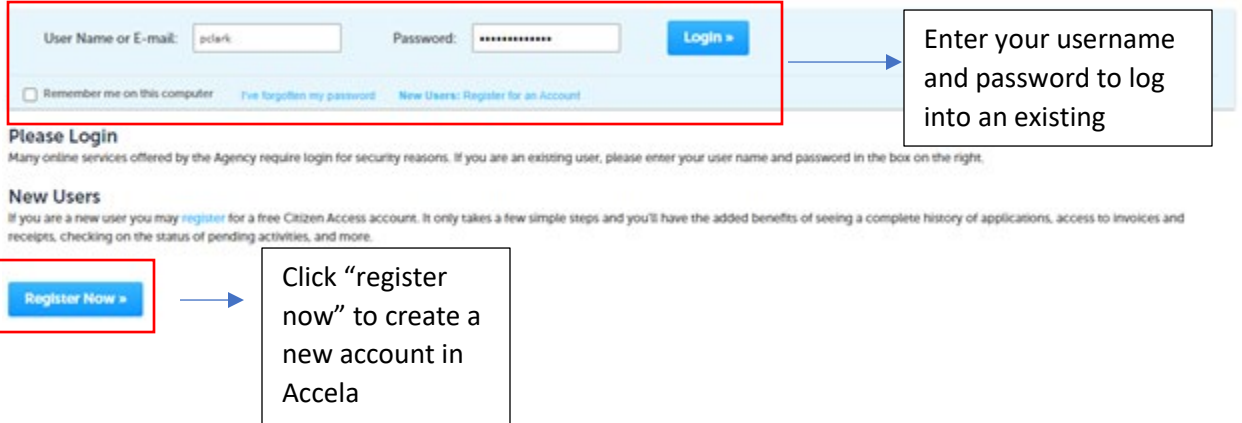


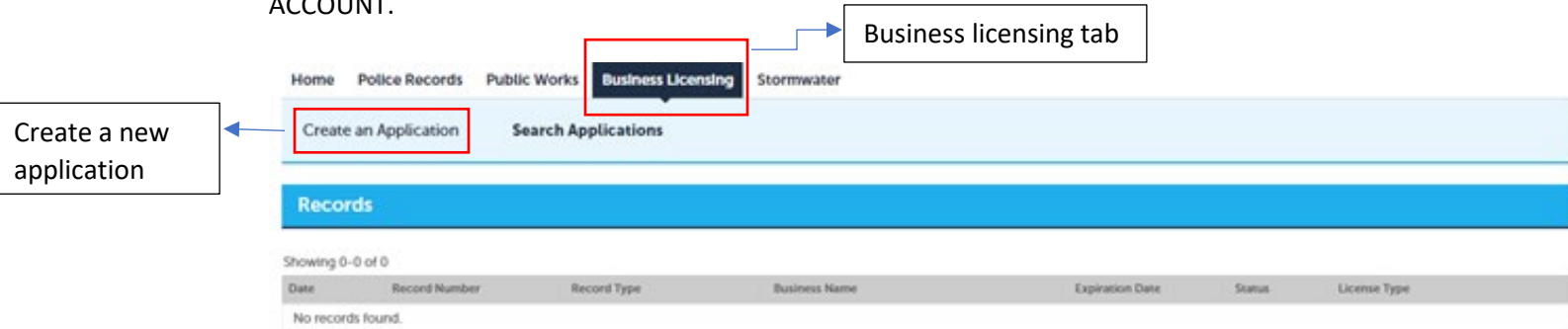
Private Security Guard How To Guide

1. To apply for a Private Security Guard License, either login to your Accela account or create a new account to get started.



The screenshot shows the Accela login interface. A red box highlights the login form with fields for "User Name or E-mail" (containing "pclarke"), "Password" (masked with asterisks), and a "Login" button. Below the form are links for "Remember me on this computer", "I've forgotten my password", and "New Users: Register for an Account". A callout box with an arrow points to the "Login" button, containing the text "Enter your username and password to log into an existing". Below the login form, the "Please Login" section explains that many services require login. The "New Users" section offers a "Register Now" button, which is also highlighted with a red box. A callout box with an arrow points to this button, containing the text "Click 'register now' to create a new account in Accela".

2. To create a new Private Security Guard application, select the "create application" option located under the "business licensing" tab. IF YOU ARE RENEWING A LICENSE, STOP HERE AND CALL THE CITY CLERK'S OFFICE AT 719-385-5901 SO WE CAN LINK YOUR LICENSE TO YOUR ACCOUNT.



The screenshot shows the Accela application page. A navigation bar at the top includes "Home", "Police Records", "Public Works", "Business Licensing", and "Stormwater". The "Business Licensing" tab is highlighted with a red box and a callout box containing the text "Business licensing tab". Below the navigation bar, there are two main options: "Create an Application" and "Search Applications". The "Create an Application" option is highlighted with a red box and a callout box containing the text "Create a new application". Below these options is a "Records" section with a blue header. Under "Records", it says "Showing 0-0 of 0". A table with columns "Date", "Record Number", "Record Type", "Business Name", "Expiration Date", "Status", and "License Type" is shown, with the text "No records found." below it.

3. Read the General Disclaimer and check the box below to acknowledge you read the General Disclaimer.

The screenshot shows the 'Business Licensing' section of a website. At the top, there is a navigation bar with links for Home, Police Records, Public Works, Business Licensing (highlighted), and Stormwater. Below this is a light blue bar with 'Create an Application' and 'Search Applications' buttons. The main content area is titled 'Online Application' and contains a welcome message and a red warning about renewals. A red-bordered box highlights the 'General Disclaimer' text, which states that the agency does not warrant the accuracy or functionality of its website. Below the disclaimer is a checkbox labeled 'I have read and accepted the above terms', which is currently unchecked. A blue 'Continue Application' button is located at the bottom left. Two callout boxes with arrows point to the disclaimer text and the checkbox, providing instructions for the user.

Home Police Records Public Works **Business Licensing** Stormwater

Create an Application Search Applications

Online Application

Welcome to the City Clerk's Online Business Application System. Using this system, you can submit and update information, pay fees, and track the status of your application.

If you are applying for a renewal application, please make sure you have worked with the City Clerk's office to link your accounts PRIOR to creating an application.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms

Continue Application »

The box containing the General Disclaimer

Check the box to state you have read the General Disclaimer

4. Select "General Business" from the drop-down menu. Then proceed with the application.

The screenshot shows a dropdown menu titled "Business" with four options: "Contractor Application", "General Business Application", "Pedal Cab Application", and "Security License Application". The "Security License Application" option is selected with a blue radio button. A blue arrow points from this option to a text box that says "Select 'Security License Application' from the drop down menu". Below the dropdown menu is a blue button with the text "Continue Application »".

5. Provide the name business trade name in the "Business/Applicant Name" box. If your business does not use a trade name, just provide the entity name. If you are applying as a sole proprietor, provide the name of the sole proprietor. LEAVE THE GENERAL DISCRPTION BOX BLANK

The screenshot shows the "Detail Information" section of the application form. It has a blue header with the text "Detail Information". Below the header, there is a grey background area with the following text: "If applying for a company license, enter the business trade name below. If applying as an individual, enter your name. Please leave the 'General Description' section blank." There are two input fields: "Business/Applicant Name:" and "General Description:". The "Business/Applicant Name:" field is highlighted with a red box, and a blue arrow points from it to a text box that says "Put the business' trade name in this box or entity name if you aren't using a tradename. If a sole proprietor, put the name of the proprietor." The "General Description:" field is also highlighted with a red box, and a blue arrow points from it to a text box that says "Leave this box BLANK".

6. The next step is adding contacts to the business license. Each license requires at a minimum an “Applicant” (this will be the business if an entity. Provide business information) and a “Resident Agent for Service” (this is who would accept legal service on behalf of the business. The individual or entity listed as the Resident Agent MUST be located in the State of Colorado).

Required Contact Type	Minimum
Applicant	1
Resident Agent for Service 1	1

[Select from Account](#) [Add New](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type
No records found.		

Shows the required contacts. One Applicant and one Resident Agent for Service. The triangle warning next to each contact type means the minimum number has not been created.

You can select contacts that were previously created on the account, or you will “Add New” to create new contacts.

- When adding a new contact, follow the prompts and complete all sections with a red asterisk. The "CC Address, City, State, and Zip Code" all reference the City, State, and Zip Code associated with the credit card that will be used to pay. When you scroll down to the bottom of the "Contact information screen" you will see an "Add Additional Contact Address" option. That is where you will put the either mailing/physical address for the business or the residential address for individuals. INFORMATION LISTED FOR CONTACTS ON THE BUSINESS LICENSE MUST BE PERSONAL INFORMATION TO COMPLY WITH CITY CODE.

Contact Information [X]

*First: John Middle: Last: Doe

Name of Business: John Doe Enterprises

Country: United States

*CC Address: 123 Main Street

*CC City: Colorado Springs

*CC State: CO

*CC Zip: 80903

Home Phone: (719) 555-5555 Work Phone: Mobile (or Primary) Phone:

Fax:

Provide the name of who this contact is for

Provide the Street, City, State, and Zip Code of the credit card that will be used to pay for the application

Contact Information

Country/Region:
United States

Address Type:
Business

Address Line 1:
123 Main Steet

Address Line 2:

Address Line 3:

City:
Colorado Springs

State:
CO

ZIP Code:
80903

Save and Close Save and Add Another Clear Discard Changes

You will want to provide a physical and mailing address (if different for the business)

Provide the Street, Unit Number, City, and Zip Code for the address type being completed

8. Your created contacts will populate. Once you've met the minimum requirements for contacts on the license, a green checkmark will appear next to the contact type. Once all of the required contacts are made, you can proceed with the application. If you see a red triangle instead of a check mark, you have not made the required minimum entries for that contact.

Required Contact Type	Minimum
✓ Applicant	1
✓ Resident Agent for Service 1	

Select from Account

Add New

The green checkmarks show that the minimum number of required contacts have been created. If you see a red triangle instead of a check mark, you have not made the required minimum entries for that contact.

Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
John Doe	John Doe Enterprises	Applicant			johndoe@email.com	Edit Delete
Jane Doe		Resident Agent for Service			janedoe@email.com	Edit Delete

This is where your created contacts will appear.

9. In this section, you will choose which type of general business license you are applying for.

LICENSE INFORMATION

* Type of License:

Colorado SOS Entity ID:

FEIN:

Website:

Business Type:

Have you submitted for uniform approval: Yes No

Please check if you provide On-Site services:

Please check if you provide Vehicle Patrol services:

Please check if you provide armed services:

Please check if you provide unarmed services:

Use of Autos: Yes No

Applicant date of birth:

Have you completed a Basic Security Officer Training Program with a minimum score of seventy-five percent (75%): Yes No

Do you intend to complete Basic Security Officer Training Program within the next ninety (90) days: Yes No

Firearm: Yes No

Concealed Firearm: Yes No

Are you seeking CEW (Conductive Energy Weapon) Endorsement?: Yes No

CRIMINAL HISTORY

Has applicant ever been arrested, charged or convicted of ANY criminal offense: Yes No

Has the applicant or any principal or managing agent ever been convicted of operating as an individual or a business without a license: Yes No

Has the applicant or any principal or managing agent ever been arrested, charged, or convicted of any criminal offense: Yes No

Select "private security guard" as the type of license

Answer the following questions related to the private security guard license.

This section is where you will provide the last 5 years of work and residential history and also criminal and licensing history.

Custom Lists

EMPLOYER AGENCIES
Employer Agency's license number can be found on the Request for Issuance form or contact your Agency.

Showing 0-0 of 0

Agency License Number
No records found.

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

WORK HISTORY
List applicant work history for the past five years.

Showing 0-0 of 0

First Name	Middle Name	Last Name	Employer	Job Title	City	State	Zip Code	Start Date	End Date
No records found.									

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

CRIMINAL AND LICENSE HISTORY
Has the applicant or any principal or managing agent ever been arrested, charged, or convicted of a

Showing 0-0 of 0

First Name	Middle Name	Last Name
No records found.		

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

ADDRESSES LAST FIVE YEARS
List applicant address history for the past five years.

Showing 0-0 of 0

First Name	Middle Name	Last Name	Address	City	State	Zip Code	Start Date	End Date
No records found.								

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Provide the license number of the security agency you are working for.

Click "add row" to enter 5 years of work and residential history and any criminal or licensing history.

10. Next step is to upload the required documents. All the required documents for each license type can be found on our website coloradosprings.gov/license. For a Private Security Guard License, we will require: Request for Issuance (completed and provided by your employer), Supplemental Application, Lawful Presence Affidavit, Headshot for the license (free of any glasses, hats, etc. w/ distraction free background), Copy of a government issued ID, and any applicable training certificates.

Attachment

Please attach the applicable general liability insurance Acord document, lawful presence affidavit (if sole proprietor), secretary of state certificate, and City bond form. Please reference the City Clerk's website to obtain required documents.

The maximum file size allowed is 20 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;plf;scr;scrt;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

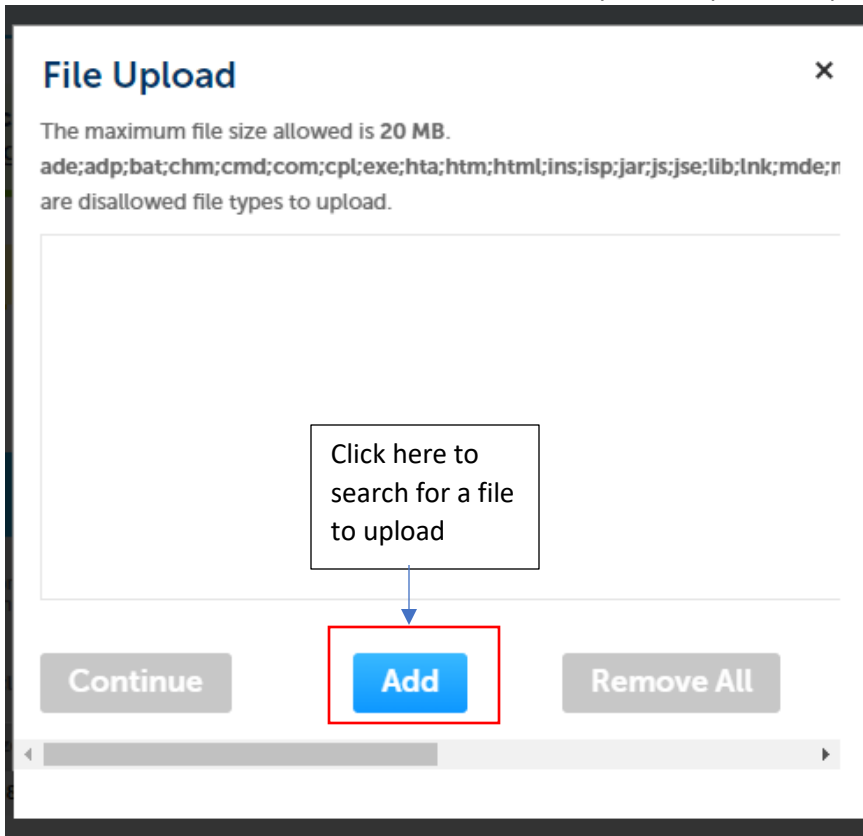
Name	Type	Size	Latest Update	Action
No records found.				

Add

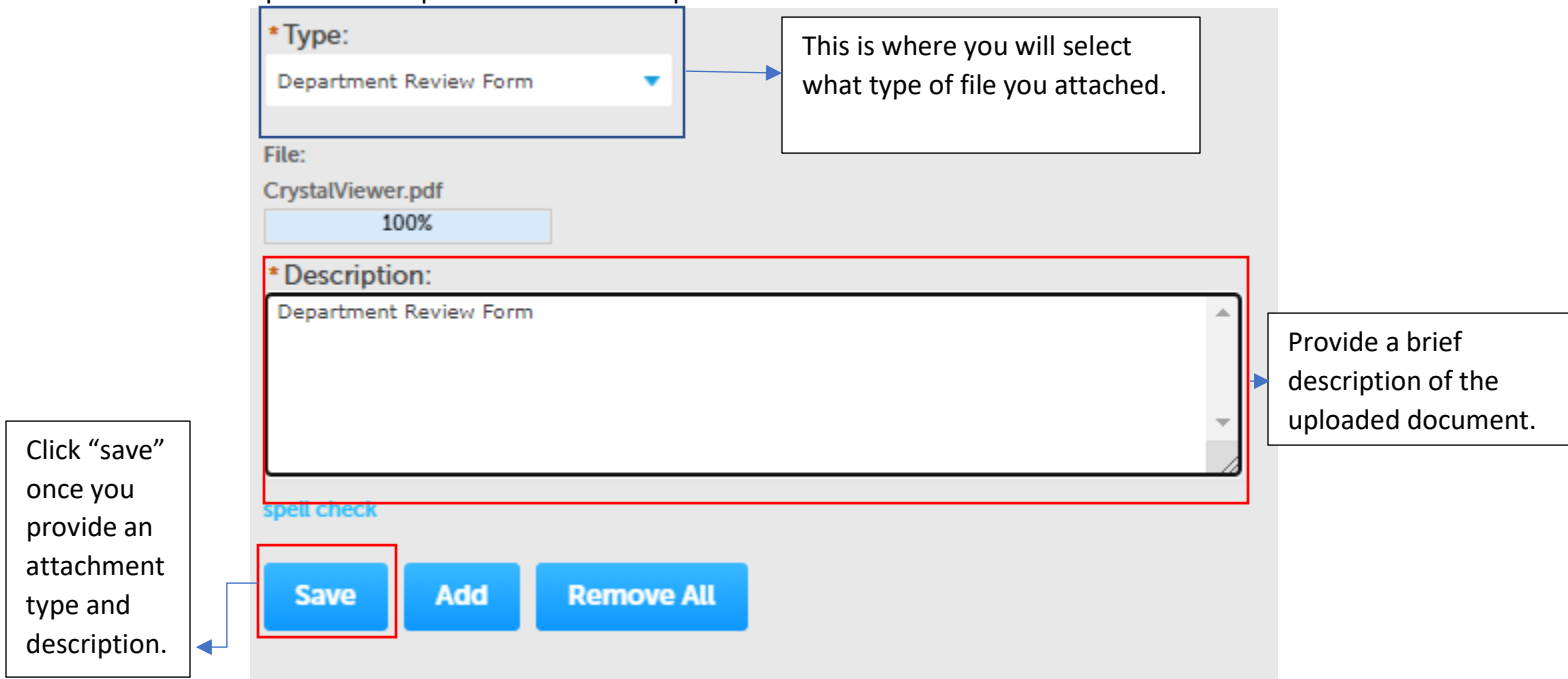
Click "add" to find a document on your computer to upload

Documents will automatically populate once uploaded in this area

11. You will want to click “add” to search for a file on your computer to upload.



12. Select the file you would like to upload. You will get to distinguish the type of file being uploaded and provide a brief description



13. The next screen will be a review of the application. Look over the screen to confirm the information presented is accurate. At the bottom of the screen, you will see an affirmation. Please read what is in the box and then check the required box.

By submitting this application, you understand and acknowledge that the City Clerk's Office may request other relevant information from you in connection with this application. Failure to provide the requested information may result in denial of this application. You also acknowledge and understand the City Clerk's Office cannot accept an application unless it is accompanied by the required fees. The failure to pay the required fees or provide other required information may result in denial of this application. By signing below, I affirm under penalty of perjury that the statements contained in this application and any attachments hereto are true, correct and complete.

By checking this box, I agree to the above certification.

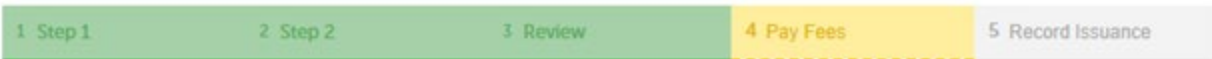
Date:

The box that you will check to state you have read the affirmation and agree

The required affirmation stating that was is included in the application is true, correct, and complete

14. The final step will be to pay the associated fees for the application. Follow the prompts through out to add a credit/debit card and to pay for the application. FOR THE PAYEE, PLEASE PROVIDE THE GUARD'S FIRST AND LAST NAME AS THE RECEIPT DOUBLES AS A TEMPORARY LICENSE. Once paid, you will receive a confirmation and the Clerk's Office will begin to review the application. If any corrections are needed to the application, the Clerk's Office will reach out via email to the email addresses listed for the business.

Contractor Application



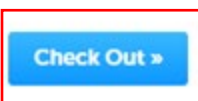
Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees		
Fees	Qty.	Amount
Concrete Contractor License Fee	1	\$110.00

TOTAL FEES: \$110.00

Note: This does not include additional inspection fees which may be assessed later.



Click "check out" to start the payment process.

Here will list the application(s) that you will make payment for. Fees will vary based on the application being applied for.

Cart

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address
1 Application(s) | \$110.00
▶ Contractor Application
22TMP-004420

Your application will be listed here.

Total amount to be paid: \$110.00

Note: This does not include additional inspection fees which may be assessed later.

The cost of the application will be listed here. The fee depends on the type of license being applied for.

Checkout ▶

Edit Cart ▶

Continue Shopping ▶

Click the "checkout" button to proceed with payment.

Payment Options

Amount to be charged: \$110.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⓘ

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Auto-fill with Peter Clark

Country: United States

* Street Address:

* City: * State: * Zip:

* Phone:

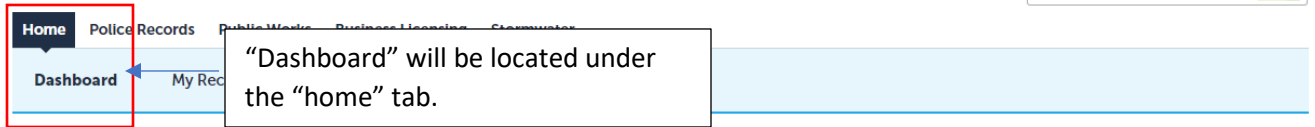
E-mail:

Provide the asked for card information.

Submit Payment ▶

"Submit payment" will submit the application which will be reviewed by the City Clerk's Office.

15. If you save an application to continue later, it will appear in the “Work in Progress” section on your dashboard. “Resume Application” will get you back in the application right where you left off.



Hello, Peter Clark

A screenshot of the dashboard content area. It features three main sections: 'Saved in Cart (0)' with a 'View Cart' link, 'My Collection (0)' with a 'View Collections' link, and a 'Work in progress' section. The 'Work in progress' section is highlighted with a red box and contains a table with one row of data. Below the table is a 'View All Records' link.

Record Name	Record ID	Module	Creation Date	Action
Contractor Application	22TMP-009034	Licensing	3/28/2022	Resume Application

Your applications saved for later will be in this section titled “Work in Progress.”