



## Application Instructions for an Agency License

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

**\*NOTE: If you plan to work under your own agency, you are required to be licensed as a Private Detective. Please [click here](#) for the instructions.**

### 1. DCRA – CORPORATIONS DIVISION:

Please ensure you are registered with the corporations division before moving forward in the process.

- Address: **1100 4<sup>th</sup> ST. SW, Washington, DC, 20024**
- Website: <https://corp.dcra.dc.gov>
- Phone number: **202.442.4432**

### 2. OCCUPATIONAL & PROFESSIONAL LICENSING ADMINISTRATION

**\*\* 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**

1. Visit <http://www.dcra.dc.gov/security>
2. Access the licensing portal under Licensing Services by clicking “+” sign
3. Click the link “click here”
  - Click “**Register**” under “**New AGENCY Applicant**” heading on the left side of the screen.
  - Follow the prompts to register for a new account by entering your personal information and click “**save**”
  - Start a new application by clicking “**My Applications**”
    - Navigate to your desired agency license type (SAB, SAI, PDB, or PAI)
  - Click “**Begin**”
    - Read the prompt and record the Unique Identifier for your reference
  - Click “**Proceed to Application**”
  - Please read and follow the instructions under each [blue section](#)
    - Click on the small plus sign (+) to view detailed instructions
    - Once you complete the section, it will turn [green](#)



- Click “**Complete Affidavit**” located at the bottom right of the application
- Verify that your address, phone number, and email are correct
- If you need to make a correction, click “**Update Address**”
- Once you are done correcting the information, return to your application by clicking on “**My Applications**” and then “**Current Applications**”
- Agree that all information in the application is true by selecting “**Yes**”
- Click “**Proceed to Payment**”
- Enter payment information
- Agree to the terms and conditions by clicking “**Continue**”
- View receipt and print QR keep a copy on your mobile device to show SOMB.



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**NOTE**

**YOUR APPLICATION WILL BE IN "MPD REVIEW" UNTIL YOU COMPLETE THE REQUIREMENTS ON THIS PAGE.**

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**3. SECURITY OFFICER'S MANAGEMENT BRANCH**

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 <http://www.dcra.dc.gov/security>  
(Present on your smart device or print out receipt)

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*\*The licensing process involves two agencies, as a result, please email **OPLA.SECURITY@DC.GOV** once you mail required documents to the address below.*

**Security Officer's Management Branch**

**ATTN: DCRA REPRESENTATIVE**

**2000 14th Street NW, Suite 302**

**Washington, DC 20009**

**AS OF NOVEMBER 2019, FBI INK FINGERPRINT CARDS ARE NOT ACCEPTED FOR OUT OF STATE APPLICANTS. TO SCHEDULE AN APPOINTMENT ONLINE WITH CIVILIAN FINGERPRINTING, [CLICK HERE](#).**

**SHOULD YOU HAVE FURTHER QUESTIONS, PLEASE CONTACT CIVILIAN FINGERPRINTING AT (202) 727-4409.**

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**\*NOTE:** You may find a blank arrest affidavit template and authorization to release information form on our website <http://www.dcra.dc.gov/security>.

- ▶ Navigate to the bottom of the page under the section "Documents & 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.**