



APPLICATION INSTRUCTIONS

Campus Special Police Officer's License

PART 1: OCCUPATIONAL AND PROFESSIONAL LICENSING ADMINISTRATION

1. Visit <http://www.dkra.dc.gov/security>
2. Access the licensing portal under Licensing Services by clicking "+" sign
3. Click the link "click here"
4. Click "**Register**" under "New Individual Applicant" heading on the left side of the screen.
 - a. *If you have held a professional license, contact a customer service representative at 1.866.270.9817 for assistance with accessing your existing license record.*
5. Follow the prompts to register for a new account by entering your personal information and click save
6. Start a new application by clicking "**My Applications**"
7. Scroll down to locate the application for Campus/University Special Police Officer under the "**Campus/University Special Police Officer**" section
8. Click "**Begin**"
 - a. Select an application type: Campus/University Special Police Officer (Armed) **OR** Campus/University Special Police Officer (Unarmed)
9. Read the prompt and record the Unique Identifier for your reference -- Click "**Proceed to Application**"
10. Please read and follow the instructions under each [blue section](#)
 - a. Click on the small plus sign (+) to view detailed instructions
 - b. **DO NOT** click on "Save" unless you will continue the application at a later time
 - c. If you have completed the section, it will turn [green](#)
11. Click "**Complete Affidavit**" located at the bottom right of the application



12. 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"**
13. Agree that all information in the application is true by selecting **"Yes"**
14. Click **"Proceed to Payment"** - Enter payment information
 - a. **If the agency paid for your application, you will need to log back into your account in order to submit your application for review.**
 - b. **If you are paying for your own license fee, please move to the next step.**
15. Agree to the terms and conditions by clicking **"Continue"**
16. View receipt and print QR keep a copy on your mobile device to present at SOMB



PART 2: SECURITY OFFICER'S MANAGEMENT BRANCH

Report to **2000 14th St NW, Suite 302, Washington, DC 20009**

Hours: **Monday- Thursday – 8:00am to 2:00pm**

REQUIRED DOCUMENTS

NOTE

YOUR APPLICATION WILL BE IN “OPLA REVIEW” UNTIL YOU SUBMIT THE BELOW DOCUMENTS TO SOMB

- Confirmation of completed application
 - ▶ Bring a copy of the receipt or show to staff from smart phone/tablet
- Confirmation of fingerprint receipt from Civilian Fingerprinting
 - ▶ *As of 05/14/2018, fingerprinting will be conducted at 300 Indiana Ave. by appointment ONLY.*
 - ▶ Visit us at <http://www.dkra.dc.gov/security> or [click here](#) to retrieve the link in order to schedule an appointment
- Authorization to Release form
 - ▶ Notarized
 - ▶ Dated within 90 days
- Arrest Affidavit
 - ▶ Notarized
 - ▶ Dated within 90 days
- Drug Screening Report
 - ▶ Dated within 90 days
 - ▶ If drug screen report results are **positive** – must submit supporting document
- Physical Examination
 - ▶ Dated within 90 days
- Range Certification (**ARMED SPO APPLICANTS ONLY**)
 - ▶ Dated within 90 days