



APPLICATION INSTRUCTIONS

HOW TO TRANSFER YOUR LICENSE TO ANOTHER SECURITY AGENCY

If you have an active license, please do not create a new account.

Please contact a customer service representative at 1.866.270.9817 for assistance with accessing your existing license record.

- 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) Log in using license number and password
- 5) Click “**Applications**” on the top left of the page
- 6) Navigate to “**Security Agency Transfer Request**” and click “**Begin**”
- 7) Type in the name of your new security agency
- 8) Click “**Submit**”
 - a. Contact your new agency to notify them. The Agency must confirm your employment

PLEASE NOTE:

At this time our system does not allow for MULTIPLE UPDATES to your license. If you are transferring AND adding or removing a designation – submit your required documents to SOMB first.
