



APPLICATION INSTRUCTIONS SPECIAL POLICE OFFICER

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.
 - ▶ ***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 Special Police Officer under the "**SPECIAL POLICE OFFICER**" section
8. Click "**Begin**"
9. Select an application type: Special Police Officer (Armed) **OR** Special Police Officer (Unarmed)
10. Read the prompt and record the Unique Identifier for your reference
11. Click "**Proceed to Application**"
 - ▶ Please read and follow the instructions under each [blue section](#)
 - ▶ Click on the small plus sign (+) to view detailed instructions
 - ▶ **DO NOT** click on "Save" unless you will continue the application at a later time



- ▶ Once you complete all the required sections the application will turn **green**

12. 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**"

13. Agree that all information in the application is true by selecting "**Yes**"

14. Click "**Proceed to Payment**"

- ▶ **If the agency pays for your application, you will need to log back into your account in order to submit your application for review.**
- ▶ **If you are paying for your own license fee, please move to the next step.**

15. Click "**Proceed to Payment**"

16. Enter payment information

17. Agree to the terms and conditions by clicking "**Continue**"

18. View receipt and print **OR** keep a copy on your mobile device to present at SOMB – see part 2



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 “MPD 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
 - ▶ Fingerprinting will be conducted at 300 Indiana Ave. *by appointment only.*
 - ▶ Please [CLICK HERE](#) in order to schedule an appointment.
- Authorization to Release form ([click here to download document](#))
 - ▶ Notarized
 - ▶ Dated within 90 days
- Arrest Affidavit ([click here to download document](#))
 - ▶ 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