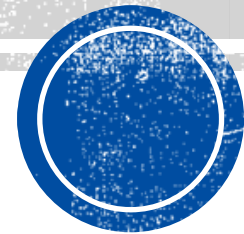


# NEW CLEET LICENSE APPLICATION

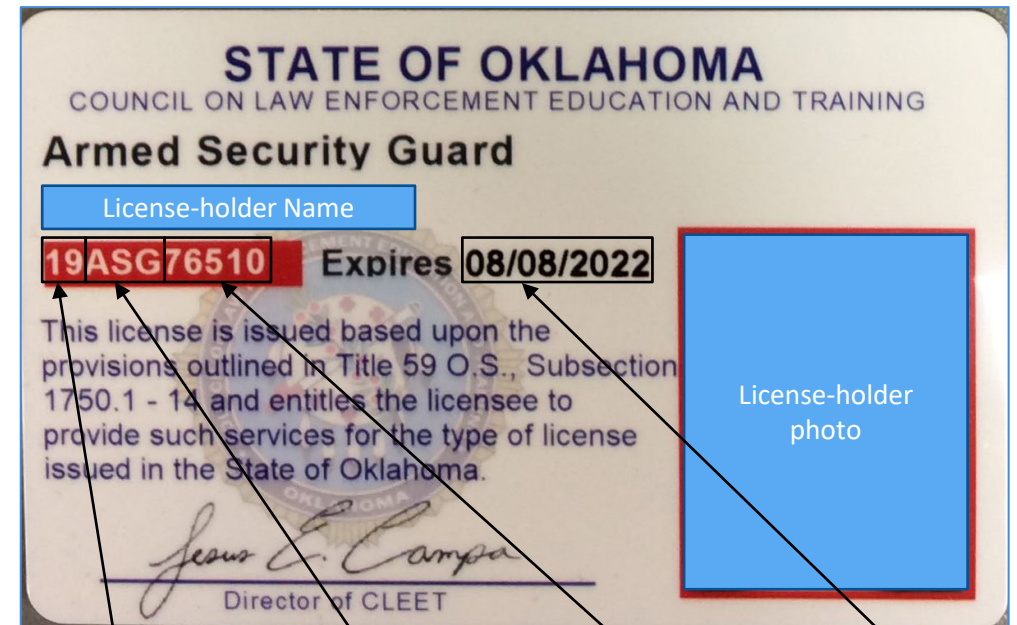
How to Apply for an Armed, Unarmed, or Conditional Private  
Security CLEET License in Oklahoma



# TYPES OF LICENSES

- There are three types of Private Security CLEET Licenses (does not include Private Investigator):
  - Conditional (information on next slide)
  - Unarmed
  - Armed
- Unarmed License: requires Phases I & II (good for life).
- Armed License: requires Phases I, II, & IV.

The example license on this slide is an Armed license.



The number indicates the year the license was issued.

“ASG” or “USG” indicates Armed Security Guard or Unarmed Security Guard.

This is the license-holder’s CLEET number. It does not change.

Expiration date



# CONDITIONAL LICENSE VS. UNARMED LICENSE

- The Conditional License is a 6-month license.
- Conditional License holders have 180 days to complete Phases I & II and the exams.
- Once applicant sends results to CLEET, the applicant will receive their Unarmed License.
- To receive a Conditional License:
  - Completely fill out application & collect all incidentals.
  - Check “Conditional/Provisional License” on page 3.
  - Send application to CLEET. When approved, you will receive paper license.
  - You then have 180 days to take the necessary classes to get an Unarmed License.

STATE OF OKLAHOMA  
COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING  
2401 Egypt Road • Ada, Oklahoma 74820-0669  
Telephone: (405) 239-5100 • Fax: (580) 239-5182  
www.cleet.ok.gov

Jesus E. Campa, Director

July 10, 2020

\*\*\*\*\*Conditional License\*\*\*\*\*

Dear Licensee,

The Private Security Division of the Council on Law Enforcement Education and Training has issued  
License-holder name conditional license number #20USG77858

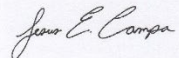
This sheet of paper is your conditional license, please carry with you at all times while working on the job site. This license is for you to work as an unarmed security guard or unarmed private investigator.

Title 59 O.S. 1750.5(E)(2) states “the holder of a conditional license shall complete the necessary training requirements within one hundred eighty (180) days from the effective date of the conditional license”. The conditional license expires on 01/10/2021. Please be aware, that all training and testing requirements must be met and notice of completion received by CLEET within the specified time frame. If the requirements are not met within the specified time frame then the licensee will have to reapply for a license.

If this conditional license expires prior to the completion of the requirements for a regular license, the licensee must cease working in a security capacity until a regular license is issued. Operating with an expired conditional license will subject an individual to monetary fines, denial of license, and/or other administrative or district court actions.

Should you have questions, please contact our offices at 405.239.5100.

**\*\* CARRY THIS WITH YOU AT ALL TIMES WHILE WORKING \*\***

Sincerely,  
  
Jesus E. Campa  
Director

JC/ba

Expiration date 180 days after license is issued

Conditional CLEET number

# CLEET CLASSES

- [SOR Class Schedule Link](#)
- Metrotech
  - Phase I: [Course link](#)
  - Phase II: [Course link](#)
  - Phase IV: [Course link](#)
- [Goodwill Unarmed Security Training \(online!\)](#)
- Moore Norman Technology Center
  - Phase I: [Course Link](#)
  - Phase II: [Course Link](#)
  - Phase IV: [Course Link](#)

**S.O.R.** *Training Center*



**Metro Technology Centers**  
Preparing for Life

**Goodwill**   
**Industries of Central Oklahoma**



**MOORE NORMAN**  
TECHNOLOGY CENTER



# CLEET EXAM

- Examinations are available through Career Tech at 44 Oklahoma testing centers.
- There is a \$25 fee.
- <http://www.okcareertech.org/technology-centers>
- Click on the link and call the testing center closest to you for more information about exams.



# DOWNLOAD THE NEW LICENSE APPLICATION

- Go to our website:

EliteProtectionServicesOKC.com

- Hover over “Applications” tab and click “CLEET Applications”
- Click on “Download New License Application”

**C.LE.E.T. LICENSING REQUIREMENTS**

The Security Guard license issued by CLEET is a three-year renewable license. Applicants wanting to apply for a Security Guard license must first complete the necessary training, submit an application for a license, and undergo a fingerprint background check.

[Download New License Application](#)

[Download Renewal Application](#)

[Download Upgrade Application](#)

[Download MMPI Form \(Armed only\)](#)



# LOOK AT THE NEW LICENSE APPLICATION CHECKLIST

- Go to page 2 of the application (Private Security Checklist for Completed Application).
- This is a list of items you need to collect in order to have a complete application.
- The next few slides describe each item and how to accomplish them.

PRIVATE SECURITY CHECKLIST FOR COMPLETED APPLICATION

Please read the following check list making sure each requirement has been met. An incomplete application will result in your application being returned to you for completion causing delay in the licensure process. All documents printed and mailed, must be sent to CLEET in a single envelope. Documents dated older than 90 days will not be accepted.

PRIVATE SECURITY CHECKLIST FOR COMPLETED APPLICATION

- Completed application with attachments including signatures and dates where applicable. \* Required forms can either require just the signature of the applicant and/or the signature of an employer. Any associated fees are the responsibility of the applicant. Please ensure that applicable forms or attestations are completed before submitting the application to CLEET for processing.
- Application fee. The following payment types are accepted: Money Order, Cashier's Check, or Company Check. Make all checks and money orders payable to CLEET. No Cash or Personal Checks will be accepted via mail; however, EXACT CASH will be accepted if delivered in person.
- Two (2) current passport size color photographs (paper or plastic are NOT acceptable).
- Copy of your Identogo receipt (Results are only good for 30 days.) \*To comply with CLEET's fingerprint requirement, please schedule an appointment with Identogo. CLEET will no longer accept fingerprints cards.
- Certified court documents showing the disposition of each arrest and or charge or a letter stating there is no record, if applicable. Please also include any certified court documents regarding Protective Orders in which you were the Respondent. If your case was dismissed, you still must provide the dismissal showing said dismissal.
- Release of Information Authorization; Oklahoma Department of Mental Health and Substance Abuse Services Consent to Release of Confidential Information, and Certification.
- If not a United States citizen, verifiable documentation of legal status (front and back of card).
- Local Police and Sheriff Department Records Check; (the city and county in which you reside.)
- Notice of employment, if applicable, or current bond.  
\*It is important to notify CLEET if at any point you are no longer covered by said bond or insurance policy. Each licensee is responsible for obtaining and maintaining insurance and/or bond when not employed by an agency and/or if the licensee is self-employed. Failure to maintain compulsory insurance and/or bond could result in disciplinary action including fines and revocation of the license.
- MMPI (Armed License ONLY)
- An OSBI name check is required if you are applying for an unarmed conditional license. Originals will only be accepted (no faxes or copies). Please note: You are responsible for getting this document completed by OSBI. The completed form should be sent to CLEET. You may also obtain a name check via the CHRIP system. Please visit <https://chrp.osbi.ok.gov/> to obtain a name check via the CHRIP system.
- Copy of valid driver license or state issued photo identification card.
- Agency application, if the agency license is not current (required if self-employed private investigator.)

Please return completed application via mail or hand-delivery to:  
CLEET Private Security  
2401 Egypt Road  
Ada, OK 74820

Revised May 2021      New License Application: Page 2



# NEW LICENSE APPLICATION CHECKLIST

- Item 1: Completed Application

- Fill out the application including all attachments, signatures, and dates.

- Item 2: Application Fee

- The fee amount depends on the type of license you are applying for. →
- Paying via Money Order is recommended.
- Go to page 3 of the CLEET Application to see the fees for each license.

Type of License Requested (Check One)	
Unarmed Security Guard	<input type="checkbox"/> \$50.00
Unarmed Private Investigator	<input type="checkbox"/> \$50.00
Armed Private Investigator	<input type="checkbox"/> \$100.00
Armed Security Guard	<input type="checkbox"/> \$100.00
Combination Unarmed Security Guard and Unarmed Private Investigator	<input type="checkbox"/> \$100.00
Combination Armed Security Guard and Armed Private Investigator	<input type="checkbox"/> \$150.00





# NEW LICENSE APPLICATION CHECKLIST

- Item 3: Two current passport size color photographs
  - Get these taken at Walgreens or CVS.
- Item 4: Copy of your Identogo receipt (Fingerprint Cards not accepted as of 1/1/2021)
  - To comply with CLEET's fingerprint requirement, please schedule an appointment with Identogo.
  - Private Security Code is **2B7Q6Z**.
  - Once you have completed the fingerprint process with Identogo, please attach a copy of your receipt with your application.
- Item 5: Certified court documents showing each arrest/charge or letter stating there is no record
  - If you do have an arrest(s), get a court document describing all information regarding them. If the court does not house that information any longer, get a letter stating so.
  - If you do not have an arrest, no documentation is needed.



# NEW LICENSE APPLICATION CHECKLIST

- Item 6: Release of Information Authorization, OK Dept of Mental Health & Substance Abuse Services Consent to Release of Confidential Information, and Oath
  - These items are included in the application.
- Item 7: If not a US Citizen, verifiable documentation of legal status.
  - Include the front and back of card.
- Item 8: Local Police and Sheriff Department Record Checks (the City & County in which you reside)
  - Get **Police Record Checks** from the Police Department of the **city** you reside in.
  - Get **Sheriff Department Record** Checks from the Sheriff's Office of the **county** you reside in.
  - If you have lived at your current address for less than 90 days, also get previous city & county record checks.
  - If you have lived in Oklahoma for less than 6 months, also get previous city & county record checks from the out-of-state area from which you moved.



# NEW LICENSE APPLICATION CHECKLIST

- Item 9: Notice of Employment or current bond

- EPS will provide Notice of Employment (NOE) if we are interested in hiring you.
- With an NOE, a bond is not needed.

- Item 10: MMPI (Armed License ONLY)

- MMPI stands for Minnesota Multiphasic Personality Inventory.
- It is a psychological evaluation.
- This is needed ONLY for the Armed License application.
- You will need to take it every time you apply for a new Armed license.

COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING  
EMPLOYMENT OR TERMINATION FORM

Agency License #: \_\_\_\_\_ City/State: \_\_\_\_\_  
Agency Name (as on license): \_\_\_\_\_

Use one form for each employment period. Please note in margin if person is deceased.

Pursuant to Rule 390.35-11-2, licensed security agencies and investigative agencies shall notify CLEET, in writing, of the employment and/or termination of all licensed security guards, armed security guards, or private investigators employed or terminated by said agency. Notification shall be made within five (5) days of the employee's hiring and/or termination, and shall include the employee's name, social security number, and private security license number. Failure to comply may result in fines and/or penalties being assessed pursuant to Rule 390.35 Appendix 'C'.

**NOTICE OF EMPLOYMENT**

Last Name	First Name	MI	Last 4 of SSN	License Number	Date Employed (MM/DD/YYYY)
_____	_____	_____	____-____	_____	____/____/____

Employee:

The individual named above has been employed as a security guard.  Continued Employment Renewal

The individual named above has been employed as a private investigator.  INACTIVE EMPLOYEE EFFECTIVE:

The individual named above is an active Peace Officer in Oklahoma. A Leave Begin: \_\_\_\_/\_\_\_\_/\_\_\_\_

B Return to Duty: \_\_\_\_/\_\_\_\_/\_\_\_\_

This notice of employment is to inform CLEET that the above-named person has been employed by this agency and will be covered under the agency's liability insurance.  
This notice is approved to replace a letter of employment and proof of insurance. It is not necessary to attach proof of your agency's insurance.

Print Name of Manager or Designee \_\_\_\_\_ Signature of Manager or Designee \_\_\_\_\_ Date \_\_\_\_\_

CONTRACTOR: Per 59 O.S. 1750.2(7), the individual named above is a CONTRACT security guard (also referred to as a 1099 contractor or independent contractor).

This notice of employment is to inform CLEET that the above person has been employed by this agency as a contractor and will provide his/her own bond coverage. **Proof of the bond coverage must be attached with this notice of employment.** (Unarmed Security Guards \$5,000 and Armed Security Guards \$10,000).

Print Name of Manager or Designee \_\_\_\_\_ Signature of Manager or Designee \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE OF TERMINATION**

Last Name	First Name	MI	Last 4 of SSN	License Number	Date Termined (MM/DD/YYYY)
_____	_____	_____	____-____	_____	____/____/____

Comments: \_\_\_\_\_

Print Name of Manager or Designee \_\_\_\_\_ Signature of Manager or Designee \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE OF MANAGER OR DESIGNEE REQUIRED FOR ACCEPTANCE

Revised May 2021 New License Application: Page 11



# NEW LICENSE APPLICATION CHECKLIST

- Item 11: OSBI Name Check
  - Get the \$15 Name Based Search from OSBI's physical address or online at [chirp.osbi.ok.gov](http://chirp.osbi.ok.gov).
  - The OSBI Name Check document is not included in CLEET application. Download at EPS website.
  
- Item 12: Copy of valid driver's license or state-issued photo ID card
  - Copy of ID can be made in the EPS office.
  
- Item 13: Agency application (required if self-employed private investigator)
  - Not needed if applying for private security license.

**OKLAHOMA STATE BUREAU OF INVESTIGATION**

Criminal History Record Information Request  
 6600 North Harvey Place  
 Oklahoma City, OK 73116  
 (405) 848-6724  
 (405) 879-2503 FAX  
<https://osbi.ok.gov/>

DATE \_\_\_\_\_

Request Submitted via:  
 Fax  Mail  In Person  
**REQUESTS WILL BE RETURNED IN THE MANNER RECEIVED.**

Mail requests should include postage-paid reply envelope.  
 Fax requests must include payment by credit card and a dedicated Fax Phone Line for return of completed search.

Type Of Search Requested:  
 Name Based - \$15.00  
 Sex Offender - \$2.00  
 Mury Rippy/Violent Offender - \$2.00  
 State Fingerprint-based - \$19.00  
\* Mail provide fingerprint card.  
 \* Includes name based search.

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**ACCEPTABLE FORMS OF PAYMENT:**  CASH  CASHIER'S CHECK / MONEY ORDER  
 BUSINESS CHECK No Personal Checks Accepted.  CREDIT CARD For Visa, MasterCard and Discover, security code is 3 digit on back of card. For Amex, security code is 4 digit on front. These are the only cards accepted.

CREDIT CARD # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_ SECURITY CODE \_\_\_\_\_

CARD HOLDER \_\_\_\_\_  
Please print the name of the individual card holder as it appears on the credit card.

CARD HOLDER SIGNATURE (REQUIRED) \_\_\_\_\_

---

**REQUESTOR INFORMATION:** (Type or print clearly in blue or black ink) Results will only be returned to the original requestor

REQUESTOR'S NAME \_\_\_\_\_ SIGNATURE OF REQUESTING PARTY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_  
Requestors outside of the United States are strongly encouraged to provide an e-mail address for purposes of correspondence.

PURPOSE OF REQUEST \_\_\_\_\_

---

**SUBJECT INFORMATION:** (Type or print clearly in blue or black ink)  
Forms with corrections made with white out or by striking through the fields in this section will not be processed.

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

ALIAS/MAIDEN NAME(S) \_\_\_\_\_  
MAXIMUM OF THREE ALIAS NAMES PER REQUEST

DATE OF BIRTH \_\_\_\_\_ (MM/DD/YYYY). If date of birth is unavailable, include exact age of subject.

RACE \_\_\_\_\_ SEX \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

---

**SEARCH RESULTS (Please do not write in the spaces below):**

Oklahoma State Bureau of Investigation Computerized Criminal History	Oklahoma Department of Corrections Sex Offender	Oklahoma Department of Corrections Violent Offender
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Unless fingerprint cards are provided, record information is furnished solely on the basis of name or description similarity with the subject of your inquiry.  
 For questions on the Sex Offender / Violent Offender Registry, please contact the Oklahoma Department of Corrections. OSBI CHR 02/2019



# TIPS ON FILLING OUT THE NEW LICENSE APPLICATION

- Write “N/A” on every non-applicable line so nothing is left blank.
- Page 4 - do not forget to write name on top of page (Last, First, MI)
- Page 10 is the MMPI Form. This is required for Armed applicants only.
- Page 11 is the Notice of Employment (NOE) (EPS may provide if interested in hiring you).



# TIPS ON FILLING OUT THE NEW LICENSE APPLICATION

- On page 16, list your address history for the past 5 years using MM/YYYY.
- On page 17, list any criminal history information in addition to providing certified court documents showing the disposition of each case.
  - Traffic Citations are not counted as criminal history.
  - If you do not have a criminal history, leave the page blank.



# DELIVERING YOUR APPLICATION TO CLEET

- Once you complete the application:
  - EPS office is happy to look over it and mail it for you!
  - EPS office will also call CLEET every week for updates on the progress of your application and be in contact with you when necessary.
- You are also welcome to mail it or hand-deliver to CLEET:
  - 2401 Egypt Road, Ada, OK 74820
  - Call them for updates (405) 239-5100 ext. 1, 1
- Applications take 2-4 weeks to process depending on the application.



# WE ARE HERE TO HELP!

- We in the EPS office have helped dozens of officers successfully receive their CLEET licenses.
- If you have any questions about filling out the CLEET application:
  - Call our office at (405) 629-0004
  - Email us at [EliteProtection@hotmail.com](mailto:EliteProtection@hotmail.com)
- Once you receive your license, we would be happy to interview you in consideration for the many shifts and posts we have available.

