

**LOUISIANA STATE BOARD OF PRIVATE SECURITY EXAMINERS  
 15703 OLD HAMMOND HIGHWAY  
 BATON ROUGE, LA 70816  
 (225) 272-2310    1-888-446-9436    FAX # (225) 272-5816**

**INSTRUCTOR APPLICATION**

APPLICANT NAME: Last				First	Middle	Maiden		
EMAIL ADDRESS: -----								
CURRENT HOME ADDRESS: No. & Street				City	State	Zip	Home Phone #  Cell Phone #	
SOCIAL SECURITY #:				DATE OF BIRTH: (MMDDYY):		INSTRUCTOR #		
HEIGHT:				EYES:		HAIR:		
EMPLOYER (Co. name & address):						Company #:		
<hr/> Have you been convicted of any crimes since last filing an application with the LA State Board of Private Security Examiners (including traffic violations with DWI offenses)? <span style="float: right;">( ) YES</span> <span style="float: right;">( ) NO</span> If above question is answered YES, explain and indicate dates/places of convictions, etc. on a separate sheet of paper.								
<b>TYPE OF INSTRUCTOR LICENSE YOU WISH TO BE CONSIDERED FOR</b>								
<u>In-house:</u> Licensed with a contract security company to train employees of that company <u>only</u> . <u>Outside:</u> Licensed to train anyone in the state of Louisiana. <u>Outside Limited:</u> Licensed with a school to train students at that school <u>only</u> .								
( )	Inhouse Classroom	\$100.00	( )	Inhouse Firearms	\$150.00	( )	Outside Classroom	\$150.00
( )	Outside Classroom	\$100.00	( )	Outside Firearms	\$150.00	( )	Inhouse Classroom & Firearms	\$250.00
( )	Inhouse Classroom & Firearms	\$250.00	( )	Outside Classroom & Firearms	\$250.00	( )	Outside Ltd. Classroom	\$75.00
( )	Outside Ltd. Classroom	\$75.00	( )	Outside Ltd. Firearms	\$75.00	( )	Inhouse Straight Baton	\$100.00
( )	Inhouse Straight Baton	\$100.00	( )	Outside Straight Baton	\$100.00	( )	Inhouse PR 24 Baton	\$50.00
( )	Inhouse PR 24 Baton	\$50.00	( )	Outside PR 24 Baton	\$50.00	( )	Outside Ltd. Straight Baton	\$50.00
( )	Outside Ltd. Straight Baton	\$50.00	( )	Outside Ltd. PR 24 Baton	\$50.00			
Additional Fees: LICENSE FEE..... + \$10.00 admin. fee APPLICATION FEE.....\$20.00 + \$10.00 admin. fee FINGERPRINT PROCESSING FEE.....\$26.00 + \$10.00 admin. fee + \$12.00 FBI FP EXAM FEE (PER EXAM)..... \$25.00 + \$10.00 admin. fee *** NO EXAM FEE FOR BATON INSTRUCTORS *** <b>ALL FEES ARE TO BE MADE PAYABLE TO THE BOARD AND ARE TO BE SUBMITTED WITH APPLICATION.</b>								
<b>ATTACH          PASSPORT SIZE          AND QUALITY          PHOTO</b>								

**LIST ADDRESSES FOR THE PAST THREE (3) YEARS, STARTING WITH THE MOST CURRENT**

STREET	CITY	STATE	ZIP	DATES

**MILITARY SERVICE  
(FURNISH DD214)**

**DATES OF MILITARY SERVICE**

YES ( )	NO ( )	BEGIN	END	YES ( )	NO ( )

Are you a citizen of the United States?

YES ( ) NO ( )

Have you ever been arrested or indicted for any criminal  
Offense or violation (except minor traffic citation)?

YES ( ) NO ( )

Have you event been convicted of a crime?

YES ( ) NO ( )

**IF YOU ANSWERED "YES" TO ANY OF THESE QUESTIONS, EXPLAIN IN THE SPACE BELOW, LIST ANY ARRESTS AND/OR CONVICTIONS, INCLUDING TRAFFIC VIOLATIONS INVOLVING D.W.I, BUT NOT MINOR OFFENSES, SHOWING DATES AND PLACES OF CONVICTIONS:**

**WORK EXPERIENCE**

START WITH CURRENT EMPLOYER AND LIST THE PAST FIVE EMPLOYERS

DATES	EMPLOYER	YOUR TITLE	SUPERVISOR	ADDRESS

THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH YOUR APPLICATION

- \_\_\_ 1.) Application completed in it's entirety, and notarized.
- \_\_\_ 2.) Resume of Applicant
- \_\_\_ 3.) Complete course of study (Training Manual), including examinations and answer sheets, or letter from employer stating that instructor will use training materials on file at the board office
- \_\_\_ 4.) \$100,000 General Liability insurance certificate with the State of Louisiana named as Additional Insured and Certificate Holder, or letter from employer stating that instructor will be covered under the company general liability insurance as an instructor.
- \_\_\_ 5.) Documentation and qualifications verifying that applicant is qualified by experience or education to teach curriculum as outlined in LA. R.S. 37:3284 E and F, and Title 46, Part LIX, section J. 1 through 7, and other documentation which you feel would aid the Board in making a decision.
- \_\_\_ 6.) Two (2) sets of fingerprints on fingerprint cards provided by the Board, accompanied by completed "Authority to disclose criminal history records information" forms
- \_\_\_ 7.) One (1) photograph, full face, taken within six (6) months prior to this application
- \_\_\_ 8.) Inquiry Waiver completed and notarized.
- \_\_\_ 9.) Appropriate application, licensing, examination and fingerprint processing fees.

**AFFIDAVIT**

**I certify and declare that I am of good moral character and that all information contained in this application is true and correct. I understand the any willful omission or falsification of pertinent information required in this application is justification for the denial, suspension, or revocation of a license by the Board.**

Signature:

Date:

Sworn to and subscribed before me this \_\_\_ Day of \_\_\_\_\_, 20\_\_\_

Notary Public:

Commission Expiration Date:

**DO NOT WRITE ON THIS PAGE – FOR OFFICE USE ONLY**

**STAFF**

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISPOSITION NEEDED:**                      ( ) YES              ( ) NO

**OTHER:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>REVIEWED BY:</b>	<b>DATE:</b>
---------------------	--------------

**BOARD ACTION**

<b>APPROVED</b>	<b>DENIED</b>	<b>APPROVED PENDING</b>	<b>DATE OF BOARD REVIEWED</b>
-----------------	---------------	-------------------------	-------------------------------

--

**EXECUTIVE SECRETARY'S SIGNATURE**