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Steps to Obtain Your NYS Security License

Step 1: Security Training Course- You register for the 8 Hour Pre-assignment Training. Once completed you will receive a Certificate of Training.

Step 2: Get fingerprinted at an IDENTOGO near you:

- To set up your appointment, you can visit <https://uenroll.identogo.com/>
- Enter the following service code: **1545R1**
- Click “Manage or Schedule an Appointment” and fill out the required information. This website will provide you with everything you need to know, and the required document or IDs needed for your appointment.
- Your fingerprinting fee will come to \$102.00 which can be paid by business check, money order, credit card.

Step 3: Sending off your application:

- You will need a \$36.00 check or money order
- A completed NYS Security Guard Application
- 1 of the Fingerprint receipts from Identogo
- Copy of your 8 Hour Pre-assignment training course certificate
- Mail all 4 items (\$36.00 check or money order, application, receipt and certificate) to the Albany address found in the upper righthand corner of the application.