

PROGRAM COMMUNICATION

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION



TO: Private Security Certified Firearms Instructors & PS/PI/BBRA Stakeholders
FROM: Tisha Tyler, Program Manager
SUBJECT: PS Firearms Certificate Agency Transfer
DATE: 10/6/2023

This memo is to provide an update to the “Firearms Certificate Agency Transfer” process.

Effective immediately, the process listed below is the new practice for eligibility of a firearms certificate agency transfer. A copy of the new packet is attached to this memo and will be available on the program webpage by Monday, October 9.

To be eligible for an agency transfer:

- The applicant must have a current firearms certificate issued in the name of the previous employer.
 - Applicant may log into their [Acadis Portal](#) account to obtain a copy, or
 - A copy may be requested through pspi@cjtc.wa.gov.
 - Please allow a minimum of 2 business days for a response
- Applicant must be hired within 60 days of leaving former employer.

Required Documents:

- Form 721A – Application
- Copy of current WSCJTC firearms certificate issued under former employer.
- Form 723 – Criminal History Records Check
- If **retaining** expiration date of previous employment’s firearms certificate:
 - Form 729 – Handgun Qualification
 - Must conduct a new handgun qualification, with a PS Handgun instructor, for new company.
- If **renewing** previous employments firearms certificate:
 - Applicant must attend a 4-hour renewal course.
 - Form 729 – Handgun Qualification
 - Form 731 – Firearms Certificate Written Test

Optional Forms:

- Include qualification forms 728, additional 729, and/or 730, as applicable.
 - One qualification form is required for each firearm listed on this form.

How to submit application

- **Emailed:** As a **COMBINED PACKET** in a **PDF format** emailed to pspi@cjtc.wa.gov

Should you have any questions, please contact me directly at tisha.tyler@cjtc.wa.gov or (206) 779-5381.



Private Security – Firearms Certificate Agency Transfer

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

Eligibility Requirements and Instructions are on page 2.

Illegible or incomplete forms will be returned.

Firearms Certificate Type (check only 1)	<input type="checkbox"/> Private Security	<input type="checkbox"/> Private Investigator	<input type="checkbox"/> Bail Bond Recovery Agent
Last Name	First Name	Middle Initial	Social Security Number
Date of Birth	Applicant's Email Address	Applicant's Phone:	
<u>Private Security</u> Unarmed/Armed DOL License Number:	<u>Private Investigator</u> Unarmed/Armed DOL License Number:	<u>Bail Bond Recovery Agent</u> Unarmed/Armed DOL License Number: Or <input type="checkbox"/> Copy of Concealed Pistol Permit/License	
Employment Information			
Agency Transferring From			End Date:
New Agency/Company Name	Attach Business License: <input type="checkbox"/> Sole Proprietor or <input type="checkbox"/> Principal		Hire Date
New Agency Address	City	State	Zip Code
New Agency Phone	Agency Owner/Designee Email Address:		
Required Forms (Mark box of form attached)			
<input type="checkbox"/> Copy of Current Firearms Certificate Issue Under Former Company • Applicant may obtain a copy of their certificate through the WSCJTC Acadis Portal		<input type="checkbox"/> Form 723	
If <u>retaining</u> current expiration date: <input type="checkbox"/> Form 729 – showing current qualification for current company.		If <u>renewing</u> certificate on transfer: <input type="checkbox"/> Form(s) 729 and <input type="checkbox"/> Form 731 *If applicable: <input type="checkbox"/> Form 728 <input type="checkbox"/> Form 731	
<i>The applicant named herein is at least 21 years of age and possesses a valid Security Guard, Private Investigator, or Bail Bond Recovery Agent license as listed above. Signature Below Must Be Original. (Handwritten).</i>			
Company Owner/Designee (Print)		Company Owner/Designee (Signature)	
FOR COMMISSION USE ONLY			
FIREARMS CERTIFICATE: PS _ _ _ _ _ PI _ _ _ _ _ BB _ _ _ _ _ Certificate emailed: _____	<input type="checkbox"/> APPROVED / <input type="checkbox"/> DENIED REVIEWED BY: Initials: _____ PROCESSED BY: Initials: _____	FIREARM COUNT:	
		Handgun(s):	
		Shotguns(s):	
		Rifle(s):	
		Other:	

There is no fee to process this form.

To be eligible for an agency transfer:

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 - Applicant may log into their [Acadis Portal](#) account to obtain a copy, or
 - A copy may be requested through pspi@cjtc.wa.gov.
 - Please allow a minimum of 2 business days for a response.
- Applicant must be hired within 60 days of leaving former employer.

Required Documents:

- Form 721A – Application
- Copy of current WSCJTC firearms certificate issued under former employer.
- Form 723 – Criminal History Records Check
- If **retaining** expiration date of previous employment's firearms certificate:
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- If **renewing** previous employment's firearms certificate:
 - Applicant must attend a 4-hour renewal course.
 - Form 729 – Handgun Qualification
 - Form 731 – Firearms Certificate Written Test

Optional Forms:

- Include qualification forms 728, additional 729, and/or 730, as applicable.
 - One qualification form is required for each firearm listed on this form.

How to submit application

- **Emailed:** As a **COMBINED PACKET** in a **PDF format** emailed to pspi@cjtc.wa.gov

License Type:

- One application for each firearms certificate type must be submitted.
 - Do not request multiple certificate request on one form.
- **Private Security:**
 - [RCW 18-170-050](#) paragraph (2) requires all firearms carried by armed private security guards in the performance of their duties must be owned or leased by the employer and, if required by law, must be registered with the proper government agency.
 - [WAC 139-30-010](#) – requires any **licensed private security guard** desiring to be licensed as an armed private security guard by the department [WA DOL] shall, as a precondition of being licensed as an armed private security guard, obtain a firearms certification from the commission [WSCJTC].
- **Private Investigator:**
 - [RCW 18.165.040](#) paragraph (1)(a) explains any PI seeking an armed license must to be licensed private investigator as a minimum requirement.
 - [WAC 139-35-010](#) – requires any **licensed private investigator** desiring to be licensed as an armed private security guard by the department [WA DOL] shall, as a precondition of being licensed as an armed private security guard, obtain a firearms certification from the commission [WSCJTC].
- **Bail Bond Recovery Agent:**
 - [RCW 18.185.250](#) outlines the minimum requirements to obtain a bail bond recovery agent license. I'd like to call your attention to paragraph (9)(a) – have a current license or equivalent permit to carry a concealed pistol.
 - [WAC 139-33-010](#) – requires any **licensed bail bond recovery agent** desiring to use a firearm while working as a bail bond recovery agent shall, as a precondition of being licensed, obtain a firearms certification from the commission [WSCJTC].

Notification of the Firearms Certificate is emailed to the applicant, the agency, and the WADOL. The Firearms Certificate is not active until an armed license is issued by DOL. Firearms Certificates are **NOT the property of the individual.*

For questions, please contact program staff as pspi@cjtc.wa.gov.



Private Security –Criminal History Records Check Attestation

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

- This form is REQUIRED to be submitted with Forms 726, 721A, & 721E only.
- Form should be typed; illegible or incomplete forms will be returned.

Instructions

1. **Agency owner/designee** completes, and signs top of form.
2. **Applicant** completes, initials, and signs bottom half.
3. Only handwritten, original signatures allowed. No electronic signatures.

Firearms Certificate Type (check only 1)	<input type="checkbox"/> Private Security	<input type="checkbox"/> Private Investigator	<input type="checkbox"/> Bail Bond Recovery Agent
Last Name	First Name	Middle Initial	SSN: Last Four
Agency/Company Name:		Other Name(s) Used (if applicable):	

Criminal History Records Check Attestation

I, hereby attest that the above name applicant is an employee, or will be an employee, of this agency and this agency has completed hiring eligibility requirements and:

1. A criminal history records check has been completed by this agency regarding this applicant through appropriate submission of applicant's fingerprints and/or documentation to appropriate systems (WSP WATCH, NCIS, WASIC, and law enforcement agencies, etc.); and
2. Such search indicated the absence of any conviction of the applicant for a felony offense, or any misdemeanor, or gross misdemeanor offense that prohibits the applicant from lawfully possessing a firearm to include any domestic violence conviction or an active Domestic Violence Protection Order.

Company Owner/Designee Printed Name	Company Owner/Designee Signature	Date Signed
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Applicant Attestation

Applicant Attestation MUST be handwritten

I, the above-named applicant do attest that I have met the following:

1. I do **NOT** have a conviction for a felony offense, or any misdemeanor or gross misdemeanor, which prohibits me from lawfully possessing a firearm. _____ (Handwritten Initials)
2. I do **NOT** have any military conviction or offenses that prohibit me from lawfully possessing a firearm. _____ (Handwritten Initials)
3. I do **NOT** have any domestic violence conviction or an active Domestic Violence Protection Order that prohibits me from lawfully possessing a firearm. _____ (Handwritten Initials)
4. I am **NOT** prohibited by law from possessing a firearm for any reason in any jurisdiction. _____ (Handwritten Initials)

Applicant Printed Name	Applicant Signature	Date Signed
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PS Handgun Test Form

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

- This form is to be submitted with Forms 726, 721A, 721B, or 721E only.
- Form should be typed; illegible or incomplete forms will be returned.

Instructor and Student Information

Range Name	Range Location
Instructor Name	Instructor Employer
Instructor Email	Instructor Phone
Shooter Name	Shooter Signature
Shooter Agency	Shooter Agency Training Officer

Handgun Used for Qualification

Handgun Make:	Model:	Caliber:
Ammunition Caliber (if different than firearm caliber):		

Handgun Skills and Safety Test (Boxes must be checked)

1. Drawing the Handgun <input type="checkbox"/> Perform a proper and safe draw (presentation to the guard and to the shot).	3. Clear Weapon Malfunctions (Semi-Automatics Only, Requires Ammunition) <input type="checkbox"/> Clear a Failure to Fire Malfunction (Primary Malfunction Clearance) Tap, Rack, Roll. <input type="checkbox"/> Clear a Failure to Eject Malfunction (Primary Malfunction Clearance) Tap, Rack, Roll. <input type="checkbox"/> Clear a Failure to Extract Malfunction (Secondary Malfunction Clearance) Look, Lock, Strip, Rack, Rack, Rack, Insert, Rack <i>Semi Auto Handguns Only</i> .
2. Loading/Unloading Handgun <input type="checkbox"/> Perform proper loading and unloading of the handgun. <input type="checkbox"/> Perform a Speed Reload (magazine is discarded) for <i>both Semi Auto and Revolver</i> . <input type="checkbox"/> Perform a Tactical Reload (magazine is retained) for <i>Semi Auto Handguns Only</i> .	
4. Holstering the Handgun <input type="checkbox"/> Perform a Press Check on the Handgun. <i>Semi Auto Handguns Only</i> . <input type="checkbox"/> Perform a proper return to holster.	

Distance	Description	Shots	Time	Remarks
3 Yards	Draw and fire 2 rounds center of available mass.	2	4	
5 yards	Pivot right, then draw and fire 2 rounds.	2	5	
5 Yards	Pivot left, then draw and fire 2 rounds.	2	5	
7 Yards	Draw and fire 6 rounds, clear malfunction (6 rounds for revolver) (6 rounds and 1 inert round for semi-autos).	6	15	
10 Yards	Draw and fire 6 rounds, speed load, and fire 6 rounds.	12	35	
15 Yards	Draw and fire 6 rounds while standing, initiate a speed reload while kneeling, fire 6 rounds kneeling. Upon completion of the course of fire, the shooter will recover to a standing position with weapon in guard position.	12	35	
25 Yards	From a standing position behind cover, draw, fire 3 rounds from the left side of the barricade, speed load behind cover, fire 3 rounds from the right side of the barricade and perform an untimed tactical load behind cover. (Revolvers complete a speed load.)	6	60	

FINAL RESULTS		TOTAL SCORE	
SKILLS AND SAFETY TEST		<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED
QUALIFICATION COURSE		<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED
Test Date	Instructor Signature	Instructor signatures <u>must</u> be original (handwritten).	

Handgun Skills and Safety Test

Instructions for Skills and Safety Test

- ❖ The individual being tested must demonstrate each skill to qualify.
- ❖ The instructor will verify each skill is demonstrated correctly and safely.
- ❖ The following skills require the individual to keep their finger off the trigger and the firearm pointed in a safe direction.
- ❖ This is a pass/fail test.
- ❖ Individuals are to use their duty firearm and the test is conducted on a range.

Instructions for Handgun Qualification Course

- ❖ This course must be completed using standard new manufactured ammunition of the same grain weight as duty ammunition, duty handgun, and holster.
- ❖ The entire course of fire must be completed at all distances; failure to attempt any string will result in course failure.
- ❖ Any malfunctions must be cleared and resolved in the time allowed.
- ❖ The Basic Law Enforcement Academy target BLEA-1 or BLEA-2 (Tactical) will be used. 50% reduced targets are acceptable for ranges shorter than 25 yards.
- ❖ The target will be scored using the scoring rings as marked on the silhouette. Hits breaking the scoring line will be awarded the higher point value. The head area of the target is not used for scoring and will count as a hit on the silhouette but outside the scoring rings.
- ❖ Hits in the silhouette, but outside the scoring rings, and DNFs (Did Not Fire) result in zero points but are not penalized. A miss off the silhouette, will result in a ten-point penalty.
- ❖ **294 (70%) of the 420 total possible points must be scored in order to certify.**
- ❖ The reloads specified in the course must be performed regardless of the type of magazine or capacity of the handgun.
- ❖ The holster and ammunition pouches must have all retention devices snapped/closed at the beginning of each firing sequence.
- ❖ During Pivot Sequences, individuals start with their side down range. On command to fire, individuals must turn and face the firing line, then draw while facing down range.
- ❖ The weapon malfunction sequence of the test requires semi-automatic shooters to insert (6) live rounds and (1) inert round in the magazine. The inert round may not be the first or last round. Semi-auto shooters must clear the malfunction (tap, rack) and fire within the time allowed. Revolver shooters fire this sequence normally.



Private Security – Firearms Certificate Written Test

Answer Sheet

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

- This form is to be submitted with Form 726 only.
- Illegible or incomplete forms will be returned.
- A copy of this written test – answer sheet must be kept in employee file, subject to audit.

See page 2 for instructions.

Student Name:		Test Version:	
1		18	
2		19	
3		20	
4		21	
5		22	
6		23	
7		24	
8		25	
9		26	
10		27	
11		28	
12		29	
13		30	
14		31	
15		32	
16		33	
17		34	
Test Results		Date of Training	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail			
Instructor Name		Firearm Certificate Type	
		<input type="checkbox"/> PS <input type="checkbox"/> PI <input type="checkbox"/> BBRA	
Instructor Signature		Date	
Student Signature		Date	

Answer the questions by marking the correct answer, filling in the blank, or choosing True (T) or False (F).

- *This is a pass/fail test. The individual applying for a Firearms Certificate must answer all the questions correctly to pass.*
- *The use of the Study Guide and notes are permitted for the Initial Firearms Certificate **only**.*
- *Closed book tests are administered during annual Firearms Certificate Renewal Training and qualification.*
- *A copy of this Written Test – Answer Sheet must be kept in employee file subject to audit.*