



Private Security – Firearms Certificate Training Roster

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

- Instructors are required to **email** completed rosters to pspi@cjtc.wa.gov within 72 hours of completion of every training.
 - See Page 2 for required document naming; if named improperly, form will be returned.
- ONLY** PS Certified Firearms Instructors for WSCJTC can complete this roster form. Instructors **Sign** and **Date** roster.
- Forms should be typed; illegible or incomplete forms will be returned.

Check One (only **ONE** Class Type per Roster)

8-hour Firearms Certificate Initial Training

Qualification ONLY

4-hour Firearms Certificate Renewal Training (*DOL Armed License Number REQUIRED for renewal*)

	Last Name, First Name Email address	DOL Armed License No.	Agency (and Branch if Multiple Locations) (No Acronyms)	Firearm Make/Model	Firearm Caliber	Score (Min 294)
1						
2						
3						
4						
5						

Training Information

Date of Training	City Training Held In	Range Name
Instructor Email	Additional Instructor Names	
<p>RCW 43.101.260 (2)(b) requires a firearms certificate applicant to possess a current [unarmed] private security guard license; I hereby attest that I have either received verbal confirmation from the sponsoring agency that a temporary unarmed license has been issued, or I have visually inspected the student's guard card and provided the information above.</p>		
Instructor Printed Name	Instructor Signature (Must be handwritten)	Date
Class Notes:		

Instructions for submitting this form to the WSCJTC:

All forms are to be emailed in a PDF format using the following naming:

- **Initial** – Initial Roster – Instructor Name – Date of Qualification:
 - *Initial Roster – Porras - 8-13-2022*
- **Renewal** – Renewal Roster – Instructor Name – Date of Qualification:
 - *Renewal Roster – Toulme - 9-1-2022*
- **Qualification Only** – Qualification Roster – Instructor Name – Date of Qualification:
 - *Qualification Roster – Read - 9-15-2022*

Please note, if forms are submitted in any format other than PDF, named incorrectly, incomplete, or illegible, they will not be processed and returned for resubmission.

For questions, please contact pspi@cjtc.wa.gov.