



Private Security – Firearms Certificate Agency Transfer

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

- To be eligible for an agency transfer, the applicant's current firearms certificate must have at least 6 months remaining and the break in service must be less than 30 days.

Instructions are on page 2 – unreadable 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
Full Last Name		Full First Name		Middle Initial
SSN:		Current Firearms Certificate Number		Current Firearms Certificate Expiration:
Applicants Contact Email:		Current Firearms Certificate Number		Current Firearms Certificate Expiration:
Private Security		Private Investigator		Bail Bond Recovery Agent
Unarmed/Armed DOL License Number:		Unarmed/Armed DOL License Number:		Unarmed/Armed DOL License Number: Or <input type="checkbox"/> Copy of Concealed Pistol Permit/License
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:		

Firearms: Complete all that Apply (One qualification test form is required for *each* firearm listed below.)

Firearm	No. 1	No. 2	No. 3	No. 4
Manufacturer				
Model Name				

A complete application includes Form 721A (this form); Form 723 Criminal History Records Check Attestation; and Firearm Test Form(s) for **all** Firearms listed above: 728 (Shotgun), 729 (Handgun), and/or 730 (Rifle).

Check all forms complete and included with this application. Incomplete forms will not be processed.

723 728 Qty _____ 729 Qty _____ 730 Qty _____

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. Signature Below **Must** Be Original. (Handwritten).

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	FIREARM COUNT:
	REVIEWED BY: Initials: _____	Handgun(s):
	PROCESSED BY: Initials: _____	Shotguns(s):
		Rifle(s):
		Other:

There is no fee to process this form.

To be eligible for an agency transfer, the applicant's current firearms certificate must have at least 6 months remaining and the break in service must be less than 30 days.

- Agencies/Companies may contact WSCJTC staff to verify certificate status by emailing pspi@cjtc.wa.gov.
- **Employer** must complete and sign this form.
 - Form 723 must be included, and
 - Include qualification forms 728, 729, and/or 730, as applicable.
 - The firearms qualification forms must be completed and signed by a PS Certified Firearms Instructor FOR WSCJTC and the Applicant.
 - One qualification form is required for each firearm listed on this form.

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].

How to submit application

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

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 is 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
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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 and 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	<i>Instructor signatures must be original (handwritten).</i>	

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.