

Security Service and Instructors,

This notice is to alert you about a recent change regarding the requirements for the submission of fingerprints and fees for all applicants applying to the DESPP Special Licensing and Firearms Unit for licensure that requires a Federal fingerprint criminal history background check (new Licensee/agency applications, Security guard card applications, Private Investigator registrations, Corporate Officer applications, etc.)

We are no longer accepting checks or money orders as payment for the \$75.00 state background processing fee or the \$13.25 FBI background processing fee with your application. Effective July 19, 2021, **all applicants submitting fingerprints are required to pre-enroll online at CCHRS** (see attached instructions regarding the pre-registration).

Once you have pre-registered, a pre-enrollment email will be sent as well as a barcode. This can be taken to a livescan location or any other location that does fingerprinting. If you receive a hard copy of your fingerprint card, please mail it to our office with your Applicant Tracking number, application, licensing fee and privacy rights form. ****Please note that the enclosed Privacy Rights form must now be submitted with every application*** requiring a Federal fingerprint criminal history background check.

If getting fingerprinted at CT DESPP Headquarters, **please** submit the receipt from CT DESPP fingerprinting unit as proof of fingerprint submission, with your application, fee and privacy rights form.

For Pre-Enrollment, please use the following Service codes:

DESPP Security Officer license (Guard card)

9F1A-0C08

If you have questions regarding this change, please contact this office at (860) 685-8046.



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
DIVISION OF STATE POLICE
Special Licensing & Firearms Unit



(Rev 1/14/19)

**ADMINISTRATIVE DIRECTIVES FOR SECURITY OFFICER'S TRAINING
CERTIFICATION IDENTIFICATION CARD**

To obtain a **Security Officer's Training Certification Identification Card** you must complete the following requirements:

- 1) A security officer's identification application (DPS-135-C)
PLEASE ADD Email Address to application.
Course waived for active military or honorable separation within the last two years.
Police officers waived for Letter of Separation.
- 2) One (1) color photographs, 2" x 2" (passport style, SOLID background);
- 3) The following **fee of \$100.00 must be submitted** with the application (DPS-135C) form;
(Application fee of \$100.00 waived for military with proof of DD-214 (within last 2 years) or Military ID with MOS
- 4) Fingerprint fees **MUST BE PAID ON LINE** prior to submission of paperwork (SEE ATTACHED INSTRUCTIONS)
 - a. Fingerprint Card may be submitted with application **ONLY** if accompanied with a copy of the APPLICANT TRACKING NUMBER.
 - b. Fingerprint card (if printed at CSP Headquarters/or branch offices will be retained at time of fingerprinting; Therefore, a COPY of the applicant tracking number and/or receipt of fingerprinting must be submitted.
- 5) Copy of current Connecticut Driver's License;
- 6) Papers of Naturalization, if applicable; AND
- 7) Signed Noncriminal Justice Applicant's Privacy Rights/FBI Privacy Act Statement

One (1) separate check or money order IS needed for the above APPLICATION LICENSE.
The fee for the application must be made payable to the Treasurer, State of Connecticut.

You will be sent a receipt once all information is received and entered into the system, which will take anywhere up to 6 to 7 weeks and your guard card will be mailed to you once your backgrounds are completed.

All incomplete or incorrect application packets will be returned.

Should you have any questions, or require anything further, please do not hesitate to contact our office at (860) 685-8046.

Please submit application packets to the following address:
Department of Emergency Services and Public Protection
Special Licensing & Firearms Unit
1111 Country Club Road
Middletown, CT 06457 ATTN: Katherine Fillmore

General: (860) 685-8290 Special Licensing: (860) 685-8160 Fax: (860) 685-8496
1111 Country Club Road
Middletown, CT 06457

www.ct.gov/despp

An Affirmative Action/Equal Opportunity Employer

Connecticut Criminal History Request System
 Fingerprint Service Code Form


Service Name: Security Officer License

To register for your fingerprints to be taken, please visit
<https://ct.flexcheck.us.idemia.io/cchrspreenroll> and enter the following
 Service Code:

9F1A-0C08


Service Code is unique to your hiring/licensing agency. Do not use this code for another purpose.

- After entering the Service Code, confirm the Fingerprint Reason by selecting the “Yes – This information looks Correct” option.
- Complete the Pre-Enrollment information as completely as possible. All fields in bold font/blue highlight are mandatory to move forward with the process. After filling out all applicable fields, move to the next section by selecting the “Submit Pre-Enrollment” button at the bottom of the screen.
- After completing the pre-enrollment steps, a confirmation screen will appear confirming registration is complete, including your Applicant Tracking Number. **This Tracking Number will need to be taken to your fingerprinting session. It will also be sent to the e-mail address you provided during registration.**



Connecticut Criminal History Request System

PreEnrollment



SUCCESS: Your Pre-Enrollment has been submitted.


You will receive an email from the CCHRS system that provides you with your Applicant Tracking Number below. You will need this information at the time fingerprints are taken.

NOTE: Results (PDF Documents) may not be viewable on all devices. For best results, use a desktop or laptop.

Applicant Tracking Number: 21T00010B5

BEAR, TEDDY RAWK
DOB: 12/25/1950

It is required to have the applicant tracking number (shown) at the time of fingerprinting.




STATE OF CONNECTICUT

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION

DIVISION OF STATE POLICE


Bureau of Identification



06/15/2021


Please present the Applicant Tracking Number below at the fingerprint location. It will identify both the reason for your fingerprint request and the agency or entity receiving the results. You must provide this number in order to be fingerprinted. Please also bring a government issued form of identification.

Applicant Tracking Number: [REDACTED]



Instructions for using the CCHRS Web Portal:

Enter this Link:

 ct.flexcheck.us.idemia.io/CCHRSPreEnroll/

You will come to this screen:



Connecticut Criminal History Request System

PreEnrollment



Welcome to the Connecticut Criminal History Request System (CCHRS)! Your use of this site implies that you are acknowledging that you are submitting a pre-enrollment request for a fingerprint-based criminal history check for an authorized recipient within the State of Connecticut.

Pre Enrollment

The agency (or entity) that is asking you to be fingerprinted should have given you a 'Service Code'. Please enter that code here.

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NOTE: If you have a CCHRS account, you can sign in [here](#).

CCHRS™
Version: 10.0.2.11

Enter the service code given to you by the agency/instructor or employer; the system will take you to the following screen:



Connecticut Criminal History Request System

PreEnrollment



Please confirm the below information is correct.

Information for Service Code

9F1A-0C08

Agency: DESPP SLFU CT920600Z

Agency ID: CT920600Z

Applicant Type: DESPP Security Officer License

Does the above look correct?

CCHRS™
Version: 10.0.2.11

Click Yes if the information looks correct or No to have the system take you back to the Pre-Enrollment Screen.

The system will take you to the following screen:



Connecticut Criminal History Request System

PreEnrollment



Pre Enrollment
DESPP SLFU
DESPP Security Officer License

NOTE: Please make sure all mandatory fields are completed (mandatory fields are in bold with asterisk* & blue highlight.)

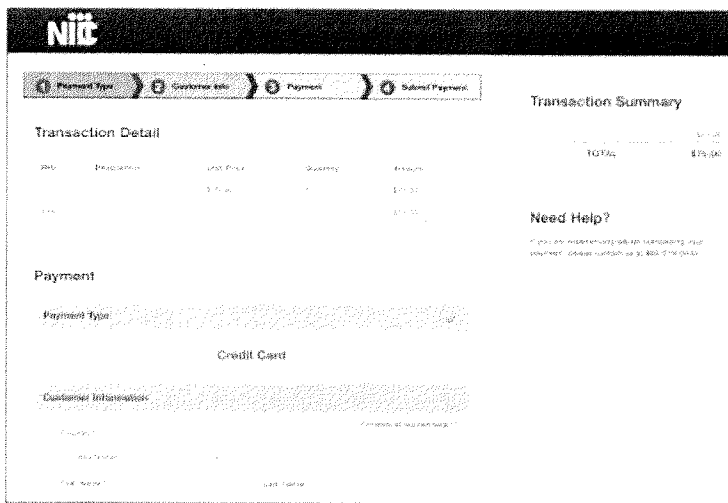
Last Name*	<input type="text" value="Last Name"/>
First Name*	<input type="text" value="First Name"/>
Middle Name	<input type="text" value="Middle Name"/>
Suffix	<input type="text" value=""/>
DOB*	<input type="text" value="MM/DD/YYYY"/>
SSN	<input type="text" value="123-12-1234"/>
Sex*	<input type="text" value="Select Sex"/>
Race*	<input type="text" value="Select Race"/>
Hispanic	<input type="checkbox"/> Hispanic Indicator
Height (508: 5 feet 8)*	<input type="text" value="5'8"/>
Weight*	<input type="text" value=""/>
Eye Color*	<input type="text" value="Select Eye Color"/>
Hair Color*	<input type="text" value="Select Hair Color"/>
Place of Birth*	<input type="text" value="Select Country"/>
Country of Citizenship	<input type="text" value="Select Country"/>
Miscellaneous Identifying Number (MINU)	Number
<input type="text" value="Select Code"/>	<input type="text" value=""/>
Email: (email address needs to be valid and complete or notifications from the system will not be received)	
Email Address*	<input type="text" value="email@xyz.com"/>
Email Confirmation*	<input type="text" value="email@xyz.com"/>
Residence:	
House Number	<input type="text" value="1234"/>
Street Name	<input type="text" value="Address Street Name"/>
Street Type	<input type="text" value="Ave, Court, Place"/>
Street Directional	<input type="text" value="NW, SW, etc."/>
Apt Number	<input type="text" value=""/>
City	<input type="text" value=""/>
Country	<input type="text" value="Select Country"/>
Zip Postal Code	<input type="text" value="06101"/>
Zip Extended	<input type="text" value="1234"/>
Employer:	
Occupation	<input type="text" value=""/>
Employer Name	<input type="text" value=""/>
Employer Street Address	<input type="text" value=""/>

Complete everything in BOLD with an asterisks/blue. Once everything is completed click submit pre-enrollment on the bottom right of the screen.

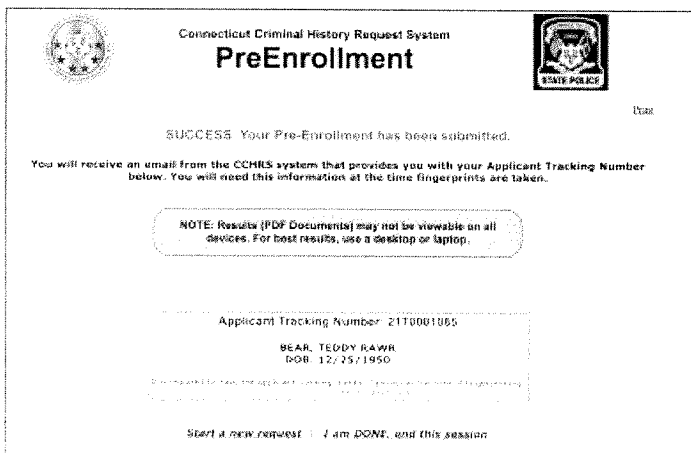


CCHRSTM
Version: 10.0.2.11

The system will take you to the payment screen. Enter your credit card information:



Once the credit card information is submitted, you will receive a confirmation on screen that your Pre-enrollment was successful. The system will generate an Applicant Tracking Number; See image below:



A Pre-enrollment email will be sent as well as a barcode. This can be taken to a livescan location or any other location that does fingerprinting. If you receive a hard copy of your fingerprint card, please mail it to our office with your Applicant Tracking number, application, licensing fee and privacy rights form.

Any additional questions please contact our office at 860-685-8046 or visit our website at www.ct.gov/DESPP.