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.
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](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.**
Instructions for using the CCHRS Web Portal:

Enter this Link:

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

You will come to this screen:

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:

Service Code

NOTE: If you have a CCHRS account, you can sign in here.

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

Last Name* [Field Name]
First Name* [Field Name]
Middle Name [Field Name]
Suffix [Field Name]
DOB* [Field Name]
SSN [Field Name]
Sex* [Field Name]
Race* [Field Name]
Hispanic [Field Name]
Height*: [Field Name]
Weight* [Field Name]
Eye Color* [Field Name]
Hair Color* [Field Name]
Place of Birth*: [Field Name]
Country of Citizenship [Field Name]
Miscellaneous Identifying Number (MIN) Number
Select Code [Field Name]

Email: [email address needed to be valid and complete on notifications from the system will not be received]
Email Address* [Field Name]
Email Confirmation* [Field Name]

Residence:

House Number [Field Name]
Street Name [Field Name]
Street Type [Field Name]
Street Extension [Field Name]
Apartment Number [Field Name]
City [Field Name]
County [Field Name]
Zip Postal Code [Field Name]
Zip Extended [Field Name]

Employer:

Occupation [Field Name]
Employer Name [Field Name]
Employer Street Address [Field Name]
Complete everything in BOLD with an asterisks/blue. Once everything is completed click submit pre-enrollment on the bottom right of the screen.

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.