TN Department of Commerce & Insurance

TENNESSEE PRIVATE PROTECTIVE SERVICES
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# TENNESSEE CONTRACT SECURITY COMPANY LICENSE AND RENEWAL AFFIDAVIT

## LIC TYPE: 3703 TRANSACTION TYPE: 1012 OR 2010

**Company Name:** _____

**Owner/Qualifying Agent Name:** _____

**Mailing Address:** _____

_____

**City** **State** **Zip Code** **Area Code/Phone #** **Area Code/Fax #**

**-NOTICE REQUIRED Tenn. Code Ann. 62-35-124 Registration cards – Notice concerning eligibility to hold.** – (a) A licensee or proprietary security organization shall immediately notify the commissioner upon receipt of any information relating to a registrant's continuing eligibility to hold a registration card under the provisions of this chapter. (b) A licensee or proprietary security organization shall provide written notice to the commissioner or the commissioner's designee of any arrest and/or conviction, except for minor traffic violations, within thirty (30) days of being notified of or learning of such arrest and/or conviction of: (1) The licensee or its qualifying agent; or (2) Any person employed as a security officer/guard by the licensee or proprietary security organization.

***REMINDER:*** ***YOUR CONTRACT SECURITY COMPANY MUST MAINTAIN LIABILITY INSURANCE, AS REQUIRED BY T.C.A. 62-35-114, AT ALL TIMES.***

**Administrative Rule 0780-5-2-.23(1)(c): *"Timely Renewal"* means all documents and fees required for renewal have been received by the Department of Commerce and Insurance prior to the expiration date of the company certification.**

1) **PLEASE DESIGNATE ANY CHANGES IN YOUR CONTRACT SECURITY COMPANY MAILING ADDRESS OR PHONE NUMBER ON THIS NOTICE.**
[CHANGES IN OWNERSHIP CAN NOT BE SUBMITTED AS A RENEWAL. REFER TO T.C.A. 62-35-113]
2) **COMPLETE THE REQUIRED AFFIDAVIT, SIGN AND HAVE THE AFFIDAVIT NOTARIZED, AND RETURN TO THE ADDRESS ABOVE.**
3) **TENNESSEE CONTRACT SECURITY COMPANY LICENSE AND RENEWAL FEES ARE BASED ON THE NUMBER OF GUARDS/OFFICERS EMPLOYED BY YOUR COMPANY. [ADMINISTRATIVE RULE 0780-5-2-.23(2)]**

| Number of security guards/officers employed by the company: | License Fee Amount | Renewal Fee Amount |
|---|---|---|
| 0 - 49 | $125.00 | $300.00 |
| 50 + | $425.00 | $600.00 |

**Administrative Rule 0780-5-2-.23(3)** The penalty fee for late renewal of a license shall be in the amount of one hundred dollars ($100.00) for each month or fraction of a month which elapses during the three (3) month late renewal period before payment is tendered. [**Include any late penalty due with your remittal if submitting past the license expiration date.**] ***NOTICE: EVEN THOUGH THIS LATE RENEWAL IS PERMITTED, YOU MAY NOT CONTINUE TO OPERATE AS A CONTRACT SECURITY COMPANY UNTIL YOU POSSESS A VALID LICENSE.***

**AFFIDAVIT - TENNESSEE CONTRACT SECURITY COMPANY LICENSE - T.C.A. 62-35-107(d)**

**I/WE HEREBY SWEAR THAT THE NUMBER OF SECURITY GUARD/OFFICERS TO BE EMPLOYED BY:**

_____ _____ **IS** _____.
**[EXACT NAME OF COMPANY]** **[LICENSE #]** **[TOTAL # OF GUARDS]**

**THEREFORE, BASED ON THE RENEWAL FEES OUTLINED IN ADMINISTRATIVE RULE 0780-5-2-.23(2), SEE ABOVE,**

**I/WE UNDERSTAND THAT THE LICENSE RENEWAL FEE IS $ _____.**

**I/WE, ALSO UNDERSTAND THAT A FALSE STATEMENT SHALL BE PUNISHABLE BY THE ASSESSMENT OF CIVIL PENALTIES AS AUTHORIZED BY T.C.A. § 62-35-107(d).**
[Form must be signed in the presence of a notary public]

_____ _____
**[Please print name/title of Owner, Partner or Qualifying Agent for company]** **[Signature of Qualifying Agent/Authorized Representative]**

**SWORN AND SUBSCRIBED BY ME THIS _____ DAY OF _____, _____.**

_____
**[Notary Public Signature]**

**[Notary Seal]**

**My Commission expires on: _____**