

Application Directions and Requirements for the Unarmed Security Guard License

Applying for the Unarmed Security Guard License:

The student will set up a new account [here](#) at CORE.tn.gov. Once a new account is created, the system will immediately e-mail the student a temporary password. The temporary password is used to sign in the first time, then the student will create a new permanent password. This password can be changed at any time should it become necessary.

Once in the CORE System, the desired license is chosen. *Unarmed Guard Registration Application* is near the end of the list on the dropdown menu.

Note: Students will apply online for the Unarmed Security Guard license, and the instructor will provide fees for licensure.

Required Documentation

There are three documents the student MUST upload with the online application. Required documents include: training certificate (provided by the instructor), proof of fingerprinting (provided by Idemia), and a color photo (this may be a cell-phone photo). See the [Unarmed Security Guard one-pager](#) for more information.

Submitting Fees for the Unarmed Security Guard License:

Student fees for the Unarmed Security Guard licenses must be submitted as a batch payment check accompanied by a school purchase order that includes each of the students' name, the file number they received at the time of application, and the last four digits of their social security numbers. The following MUST be included in the envelope:

1. School purchase order listing all students who have applied for licensure online including:
 - a. Each student's file number (the student will receive a file number at the time of application).
 - b. Last four digits of each student's social security number
2. Payment for full amount. See *Department of Commerce website for fee information*.

Mail to:

State of Tennessee
Private Protective Services
500 James Robertson Parkway
Nashville, TN 37243

For questions:

Executive Director, Cody Vest
Cody.vest@tn.gov
615-532-9160

Administrative Manager, Mark Amick
Mark.amick@tn.gov
615-532-9162

The following are general requirements:

- Be at least 18 years of age for registration as an unarmed security guard.
- Be a citizen of the United States or a resident alien. If born outside the United States, you must provide citizenship documentation or a permanent resident card.
- Not have been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease unless a court of competent jurisdiction has since declared the applicant competent;
- If convicted in any jurisdiction of any of the crimes listed in this subdivision (4), have completed serving sentence or court ordered probation at least five (5) years prior to application. Conviction of the following crimes shall disqualify an applicant, subject to the conditions stated in this section:
 - (A) Any felony; or
 - (B) Any misdemeanor involving:
 - (i) Shooting a firearm or other weapon;
 - (ii) Shoplifting;
 - (iii) Assault and battery or other act of violence against persons or property;
 - (iv) Crimes involving the sale, manufacture or distribution of controlled substances, controlled substance analogues, drugs or narcotics;
 - (v) Theft of property; or
 - (vi) Theft of services;
- Not be suffering from habitual drunkenness or narcotics addiction or dependence;
- Not have any disability that, in the opinion of the commissioner, prevents the applicant from performing the duties of a security guard/officer; and
- Be of good moral character.
- Must meet the training requirements.
- Submit document of fingerprinting by Idemia.