

- (i) a sworn application on the form the Secretary provides;
- (ii) two sets of fingerprint cards marked with the applicant's fingerprints; and
- (iii) a nonrefundable application fee of \$15; and

[(4)] (5) pay to the licensed security guard agency, for forwarding to the Secretary, the cost of the fingerprint card record checks.

(b) On receipt from an applicant for certification as a security guard, a licensed security guard agency shall forward to the Secretary the applicant's application form, fingerprint cards, and records fee.

19-404.1.

(A) BY REGULATION, THE SECRETARY SHALL STAGGER THE TERMS OF THE CERTIFICATIONS.

(B) UNLESS A CERTIFICATION IS RENEWED FOR A 3-YEAR TERM AS PROVIDED IN THIS SECTION, THE CERTIFICATION EXPIRES ON THE DATE THE SECRETARY SETS.

(C) AT LEAST ~~1 MONTH~~ 90 DAYS BEFORE A CERTIFICATION EXPIRES, THE SECRETARY APPLICANT SHALL MAIL TO THE INDIVIDUAL, AT THE LAST KNOWN ADDRESS OF THE INDIVIDUAL SECRETARY:

- (1) A RENEWAL APPLICATION FORM; AND
- (2) A NOTICE THAT STATES:
 - (I) ~~THE DATE ON WHICH THE CURRENT CERTIFICATION EXPIRES;~~
 - (II) ~~THAT THE SECRETARY MUST RECEIVE THE RENEWAL APPLICATION AT LEAST 15 DAYS BEFORE THE CERTIFICATION EXPIRATION DATE, FOR THE RENEWAL TO BE ISSUED AND MAILED BEFORE THE CERTIFICATION EXPIRES;~~
 - (III) (2) THE AMOUNT OF THE RENEWAL FEE; AND
 - (IV) (3) THE AMOUNT OF ANY LATE FEE, AS DETERMINED BY THE SECRETARY; AND
 - (V) ~~THAT THE SUBMISSION OF A FALSE STATEMENT IN THE RENEWAL APPLICATION IS CAUSE FOR REVOCATION OF THE CERTIFICATION.~~

(D) AN INDIVIDUAL PERIODICALLY MAY RENEW THE CERTIFICATION FOR AN ADDITIONAL 3-YEAR TERM, IF THE INDIVIDUAL:

- (1) OTHERWISE IS ENTITLED TO BE CERTIFIED;
- (2) PAYS TO THE SECRETARY:
 - (I) A RENEWAL FEE OF \$39 WHICH INCLUDES A FINGERPRINT CHECK BY THE FEDERAL BUREAU OF INVESTIGATION; AND