

City of Columbia Armed Guard Security License Procedures

Completed armed guard applications must be submitted with the appropriate fees to the Business License Office, located on the 5th Floor at 701 E. Broadway, Columbia, MO 65201, phone 573-874-7549, business.license@como.gov. A criminal records check from the applicant's resident State will be processed at the Business License Office. The investigation fee for a Missouri records check is \$17.00. Please contact the Business License Office to receive fee information for Out of State records checks. Armed guard licenses are renewed annually and expire December 31st. A photo ID badge is required and must be displayed while on duty.

Armed guards must also pass a safety and firearms skills written test administered by the Columbia Police Department (CPD). A shooting test with the gun that will be used while on duty is administered by CPD at Target Masters of Columbia.

Sec. 13-55(c) of the City Code of Ordinances states that failure of the written or shooting tests shall require retesting. Failure of both tests shall require reapplication and successful testing prior to issuance of a license. The fee for each retesting for written or shooting tests is \$10.00 which is paid in advance and nonrefundable. All shooting applicants shall return to the Business License Office to submit payment for each retest.

Checklist of Requirements

- _____ Letter of intent to hire from an approved licensed security company.
- _____ Driver's license or picture ID.
- _____ Completed armed guard application (If applicable, please attach military discharge documents).
- _____ Completed background disclosure and authorization form with 5 years address information.
- _____ Full set of fingerprints made at CPD or Boone County Sheriffs Department, 600 E. Walnut, Columbia, MO 65201. The fee is \$5.00 and the fingerprint cards must be returned to the Business License Office.
- _____ Receipt from the Business License Office and your driver's license or picture ID are required to take the written safety and firearms skills test at CPD. For questions about testing, phone 573-874-7342 (M-F 8am - 5pm).
- _____ Receipt from the Business License Office and your driver's license or picture ID are required to take the shooting qualifications test administered by CPD. To schedule your shooting test contact the Business License Office for the dates and times of the shooting qualification tests which will be conducted at Target Master's (\$18.00 to Target Masters), 4101 Range Line Street, Columbia, MO 65202. For questions about firearms testing, please call CPD at 573-817-5016.
- _____ Upon approval, a photo ID badge will be printed at the Business License Office and you will be called for pick up.

Sec. 13-59 Any person who shall employ or retain any armed guard or security guard who does not possess a current license, or any person who shall conceal in any manner any information or facts concerning the validity of any such license, or any person who shall instigate, authorize, or allow the use of firearms or ammunition other than the type with which the test, upon which such license is based, was taken, shall be guilty of a Class B misdemeanor. Any armed guard or security guard who does not have a valid armed guard or security guard license respectively upon his person while on duty, shall be guilty of a Class C misdemeanor.