

City of Columbia Armed Guard Security License Procedures

Completed armed guard applications must be submitted with the appropriate fees via mail, online or placed in the Business License mail drop box located inside City Hall, 701 East Broadway. Our mailing address is: [Business License Division, P.O. Box 6015, Columbia, MO 65205](mailto:business.license@como.gov), phone 573-874-7549 or 573-874-7378, email business.license@como.gov. A criminal records check from the applicant's resident State will be processed at the Business License Office. Armed Guard licenses are renewed annually and expire on December 31.

Armed guards must pass a safety and firearms skills written test administered by the Columbia Police Department (CPD). Apply online at <https://www.como.gov/finance/business-licenses/> All shooting applicants must observe social distancing.

- There will be no more than 9 persons at **ANY TIME** (To include staff and customers. Others will be asked to wait outside and I'll come get them).
- Shooting applicants must wear a mask.
- Shooting applicants are asked to bring a pen.
- No more than 5 (five) shooting applicants will be tested at a time.
- Only the shooting applicants that sign up with the Business License office prior to 06/18/2020 will be tested.

Effective July 2, 2020, there will be a new testing location:

[Green Valley Rifle and Pistol Club, 4350 E Academy Rd, Hallsville, MO 65255](#)

You will be required to pay \$15.00 to Green Valley Rifle and Pistol Club to cover the shooting cost. CPD will supply the target. Social distancing will be observed at this range as well, however, a maximum of 9 shooters are allowed at a given time. Applicants will be asked to stay in their vehicle when not shooting. It is important that the shooters have enough ammunition to shoot a course of fire (31 rounds) prior to arrival, as no ammunition is available at the range. Each shooting applicant needs to bring eye and ear protection in order to be allowed to shoot.

Applicants **not** successfully passing the course of fire or written test shall submit an additional \$10.00 payment to the Business License Division and return to Green Valley to shoot again and/or to CPD to retake the written test. As a side note, there will be no shooting in September 2020 due to a conflict at the shooting range.

Only the shooting applicants that sign up with the Business License Division prior to testing will be tested. Sec. 13-55(c) of the City Code of Ordinances states that failure of the written or shooting tests shall require retesting.

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 Disclosure and Authorization form with five (5) years of address information. Call the Business License Division for out-of-state background fee information at 573-874-7549.
- _____ Full set of fingerprints made at either the Boone County Sherriff's office or the MU Police Dept., 901 Virginia Ave, must be submitted to the Business License Division via email, regular mail or by placing it in our Business License mail drop box located inside City Hall, 701 East Broadway.
- _____ If you are applying online, please provide a screen print of the Payment screen for verification of payment. Your driver's license or picture ID must also be provided to CPD prior to taking the written safety and firearms skills test at CPD, 600 E. Walnut. CPD will administer the written safety test 24 hours a day.
- _____ Contact the Business License Division for the dates and times of the shooting qualification tests. For questions about firearms testing, please call CPD at 573-817-5016.
- _____ A valid City armed guard license must be carried on his/her person at all times while on duty.