



**Security Officer  
SECURITY PROGRAM UPDATE**

The Department of Licensing and Consumer Protection (DLCP), Occupational and Professional Licensing (OPL), Security Program will implement an administrative policy change related to the expiration date for specific license types. **This change will impact Security Officers (SO), Special Police Officers (SPO), Special Campus Police (SCP) and Security Agencies licenses.** These licenses will now expire based upon the date of issuance and/or last renewal date.

Our goal with this change is to allow us to:

- Simplify the licensing process and
- Allow license holders and businesses to receive the maximum benefit of their license(s).

The license term will now use the date of issuance and/or last renewal date. The previous practice relied on a set expiration date that often resulted in a license duration that may have been significantly less than the full license term.

<b>License Type</b>	<b>Current Renewal Expiration</b>	<b>New Renewal Expiration</b>	<b>District of Columbia Municipal Regulations (DCMR)</b>
Security Officers (SO)	April 30th – Bi-annually Even Year	Two years from the date of issuance and/or last renewal date	DC MR 17 – Business, Occupations & Professions, Chapter 21, Section 2100.4

As a result of this change, your revised SPO license terms have been updated. Please go [here](#) to review your new license terms.

You will receive a renewal notification within 90 days of your revised expiration date allowing you to begin your license renewal process. DLCP must receive your renewal application and all supporting documentation at

least 15 days prior to the expiration date (shown above) to ensure enough time to process your application before its expiration.

Application and supporting documentation required:

- Completed (Paid) Application
- Notarized Arrest Affidavit (*including dispositions for arrests*)
- Notarized Authorization to Release Information Form
- Drug Screening (6 panel with levels)
- Health/Physical Examination
- Fingerprint Receipt
- Must be affiliated with an “active” licensed Security Agency Business or Security Agency Individual

If your renewal application and supporting documentation are not received by the application date deadline 15 days prior to expiration, your license will be set as “expired”, and you will be required to apply for a “new” security officer license.

If an application is incomplete and any additional supporting documents requested by DLCP during the renewal process are not received by the expiration date, your license will be set as “expired” and you will be required to apply for a “new” security officer license.

Your license can be renewed online using this link: [OPL Renewal Application](#) accessed through your [Access DC](#) account. If you do not already have one, you will first need to create an Access DC account here: [Access DC](#).

For more information on Security Officer (SO) license renewal requirements or the renewal cycles, visit [dlcp.dc.gov/professional-licensing](http://dlcp.dc.gov/professional-licensing), or should you have additional questions, please contact us using our online inquiry form, via email at [dlcp@dc.gov](mailto:dlcp@dc.gov), or by phone at (202) 442-4320.

Thank you for your attention to this matter, as we continue to support our citizens and licensees in the District of Columbia.