



# Form CJTC 721D – Employee Profile Change

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

- Send Completed Form via email: [pspi@cjtc.wa.gov](mailto:pspi@cjtc.wa.gov)
- **Fee \$0**

**Send as a PDF ONLY**

**Employer:** Complete and sign this form and return to the email above to update current employee profile for an active Firearms Certificate.

**INCOMPLETE FORMS WILL NOT BE PROCESSED & WILL BE DESTROYED AFTER 120 DAYS**

<b>License Type</b> (check only 1)	<input type="checkbox"/> <b>Private Security</b>	<input type="checkbox"/> <b>Private Investigator</b>	<input type="checkbox"/> <b>Bail Bond Recovery Agent</b>
Agency Contact		Agency Contact Email	
<b>OLD EMPLOYEE PROFILE INFORMATION</b>			
Last Name	First Name	Middle Initial	SSN: Last Four
WSCJTC Firearms Certificate No. (If known):		DOL License No.	
<b>UPDATED EMPLOYEE PROFILE INFORMATION</b>			
Last Name	First Name	Middle Initial	SSN: Last Four
Address		City	State      Zip Code
Phone	Agency Owner/Designee Email Address		
Employee Work Email Address			
Signature <b>Must</b> Be Original (Handwritten).		<b>Date:</b>	
<b>Company Owner/Designee (Print)</b>		<b>Company Owner/Designee (Signature)</b>	
<b>FOR COMMISSION USE ONLY</b>			
APPROVED <input type="checkbox"/> / DENIED <input type="checkbox"/>		REVIEWED BY:	
Date: _____		Initials: _____	
EMAIL CONFIRMATION DATE: _____		PROCESSED BY:	
		Initials: _____	