



# Private Security – Firearms Certificate Application

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

Certificates are issued per company/per license type because the firearm is owned or leased by the company the individual works for as per RCWs [18.165](#), [18.170](#), [18.185](#), [43.101.250](#), and [43.101.260](#).

**Instructions are on page 2**

<b>Firearms Certificate 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>
<b>Applicant Information</b>			
Last Name	First Name	Middle Initial	Social Security Number
Date of Birth	Applicant's Email Address		Applicant's Phone:
<b>Company Information</b>			
Company Name	<input type="checkbox"/> <u>Business License showing this company</u>	Applicant's <b>Hire Date</b> with company:	
Agency Address	City	State	Zip Code
Agency Phone	Agency Owner/Designee Email Address ( <i>Copy of Firearms Certificate will be emailed here</i> )		
<b>Sworn Law Enforcement Applicant's Only</b>			
LE Agency:		Supervisor:	
I have attached a copy of my current LE commission card. Additionally, to maintain my annual firearms certificate, I will work with this company to ensure they submit a Form 727 with my LE credentials annually.			<i>Initial Here:</i>

**Firearms: Complete all that Apply** (*One qualification test form is required for each firearm listed below*)

Firearm	No. 1	No. 2	No. 3	No. 4
<b>Manufacturer</b>				
<b>Model Name</b>				

**A complete application includes** Form 726 (this form); Form 723 Criminal History Records Check Attestation; Form 731 Written Test; & Firearm Test Form(s) for **all** Firearms listed above: 728 (Shotgun), 729 (Handgun), and/or 730 (Rifle).

**Check all forms complete and included with this application. Incomplete forms will not be processed.**

723     728 Qty \_\_\_\_\_     729 Qty \_\_\_\_\_     730 Qty \_\_\_\_\_     731 Qty \_\_\_\_\_

*The applicant named herein is at least 21 years of age and possesses a valid, or is in the process to receive, a Security Guard, Private Investigator, or Bail Bond Recovery Agent license. **Signature Must Be Original (Handwritten).***

<b>Company Owner/Designee (Print)</b>	<b>Company Owner/Designee (Signature)</b>
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**FOR COMMISSION USE ONLY**

<b>FIREARMS CERTIFICATE:</b> PS _ _ _ _ _ PI _ _ _ _ _ BB _ _ _ _ _ Certificate emailed: _____	<input type="checkbox"/> APPROVED / <input type="checkbox"/> DENIED	FIREARM COUNT:	RECEIVED: Payment Type: _____ Trans No.: _____ Amount: \$ _____
	REVIEWED BY: Initials: _____	Handgun(s):	
	PROCESSED BY: Initials: _____	Shotguns(s):	
		Rifle(s):	
		Other:	

## Instructions:

**Form should be typed; illegible or incomplete forms will be returned.**

### License Type:

- One application for each firearms certificate type must be submitted.
  - Do not request multiple certificate request on one form.

### Applicant Information:

- All fields must be completed.

### Sponsoring Company:

- The name of the company must match the business license on file with the WADOL.
- All fields must be completed

### Fee:

- \$100
  - Check, money order, or cashier check may be submitted to:  
WSCJTC  
**Attention: PS/PI/BBRA/LEOSA**  
PO Box 40905  
Olympia, WA 98504-0905
  - [ACH/Wire Instructions](#)

### How to submit application (**Choose 1**):

- **Electronic submission:** As a **COMBINED PACKET** in a **PDF format** upload to PSPI Document Drop Box Link: <https://cjtc.app.box.com/f/26c2ba0698a4493cb987f5b1444021d5>  
*Forms in any format that is not PDF, will be automatically rejected and returned for resubmission.*
  - Packets sent in pieces, will be returned.
    - Fee must be submitted to the PO Box listed above; application will be processed once fee is received.
    - If ACH/Wired – submit receipt with packet.
- **Emailed:** Complete packets may be emailed to [pspi@cjtc.wa.gov](mailto:pspi@cjtc.wa.gov)
  - Fee must be submitted to the PO Box listed above; application will be processed once fee is received
    - If ACH/Wired – submit receipt with packet.

\*Notification of the Firearms Certificate is emailed to the applicant, the agency, and the WADOL. The Firearms Certificate is not active until an armed license is issued by DOL. Firearms Certificates are **NOT** the property of the individual.

For questions, please contact program staff as [pspi@cjtc.wa.gov](mailto:pspi@cjtc.wa.gov).



# Private Security –Criminal History Records Check Attestation

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

- This form is REQUIRED is to be submitted with Forms 726, 721A, & 721E only.
- Form should be typed; illegible or incomplete forms will be returned.

## Instructions

1. **Agency owner/designee** completes, and signs top of form.
2. **Applicant** completes, initials, and signs bottom half.
3. Only handwritten, original signatures allowed. No electronic signatures.

<b>Firearms Certificate Type (check only 1)</b>	<input type="checkbox"/> <b>Private Security</b>	<input type="checkbox"/> <b>Private Investigator</b>	<input type="checkbox"/> <b>Bail Bond Recovery Agent</b>
Last Name	First Name	Middle Initial	SSN: Last Four
Agency/Company Name:		Other Name(s) Used (if applicable):	

### Criminal History Records Check Attestation

I, hereby attest that the above name applicant is an employee, or will be an employee, of this agency and this agency has completed hiring eligibility requirements and:

1. A criminal history records check has been completed by this agency regarding this applicant through appropriate submission of applicant's fingerprints and/or documentation to appropriate systems (WSP WATCH, NCIS, WASIC, and law enforcement agencies, etc.); and
2. Such search indicated the absence of any conviction of the applicant for a felony offense, or any misdemeanor, or gross misdemeanor offense that prohibits the applicant from lawfully possessing a firearm to include any domestic violence conviction or an active Domestic Violence Protection Order.

<b>Company Owner/Designee Printed Name</b>	<b>Company Owner/Designee Signature</b>	<b>Date Signed</b>
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### Applicant Attestation

**Applicant Attestation MUST be handwritten**

I, the above-named applicant do attest that I have met the following:

1. I do **NOT** have a conviction for a felony offense, or any misdemeanor or gross misdemeanor, which prohibits me from lawfully possessing a firearm. \_\_\_\_\_ (Handwritten Initials)
2. I do **NOT** have any military conviction or offenses that prohibit me from lawfully possessing a firearm. \_\_\_\_\_ (Handwritten Initials)
3. I do **NOT** have any domestic violence conviction or an active Domestic Violence Protection Order that prohibits me from lawfully possessing a firearm. \_\_\_\_\_ (Handwritten Initials)
4. I am **NOT** prohibited by law from possessing a firearm for any reason in any jurisdiction. \_\_\_\_\_ (Handwritten Initials)

<b>Applicant Printed Name</b>	<b>Applicant Signature</b>	<b>Date Signed</b>
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# PS Handgun Test Form

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

- This form is to be submitted with Forms 726, 721A, 721B, or 721E only.
- Form should be typed; illegible or incomplete forms will be returned.

## Instructor and Student Information

<b>Range Name</b>	<b>Range Location</b>
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<b>Instructor Name</b>	<b>Instructor Employer</b>
<b>Instructor Email</b>	<b>Instructor Phone</b>

<b>Shooter Name</b>	<b>Shooter Signature</b>
<b>Shooter Agency</b>	<b>Shooter Agency Training Officer</b>

## Handgun Used for Qualification

Handgun Make:	Model:	Caliber:
Ammunition Caliber (if different than firearm caliber):		

## Handgun Skills and Safety Test (Boxes must be checked)

<b>1. Drawing the Handgun</b> <input type="checkbox"/> Perform a proper and safe draw (presentation to the guard and to the shot).	<b>3. Clear Weapon Malfunctions (Semi-Automatics Only, Requires Ammunition)</b> <input type="checkbox"/> Clear a Failure to Fire Malfunction (Primary Malfunction Clearance) Tap, Rack, Roll. <input type="checkbox"/> Clear a Failure to Eject Malfunction (Primary Malfunction Clearance) Tap, Rack, Roll. <input type="checkbox"/> Clear a Failure to Extract Malfunction (Secondary Malfunction Clearance) Look, Lock, Strip, Rack, Rack, Rack, Insert, Rack <i>Semi Auto Handguns Only.</i>
<b>2. Loading/Unloading Handgun</b> <input type="checkbox"/> Perform proper loading and unloading of the handgun. <input type="checkbox"/> Perform a Speed Reload (magazine is discarded) for <i>both Semi Auto and Revolver.</i> <input type="checkbox"/> Perform a Tactical Reload (magazine is retained) for <i>Semi Auto Handguns Only.</i>	<b>4. Holstering the Handgun</b> <input type="checkbox"/> Perform a Press Check on the Handgun. <i>Semi Auto Handguns Only.</i> <input type="checkbox"/> Perform a proper return to holster.

Distance	Description	Shots	Time	Remarks
3 Yards	Draw and fire 2 rounds center of available mass.	2	4	
5 yards	Pivot right, then draw and fire 2 rounds.	2	5	
5 Yards	Pivot left, then draw and fire 2 rounds.	2	5	
7 Yards	Draw and fire 6 rounds, clear malfunction (6 rounds for revolver) (6 rounds and 1 inert round for semi-autos).	6	15	
10 Yards	Draw and fire 6 rounds, speed load, and fire 6 rounds.	12	35	
15 Yards	Draw and fire 6 rounds while standing, initiate a speed reload while kneeling, fire 6 rounds kneeling. Upon completion of the course of fire, the shooter will recover to a standing position with weapon in guard position.	12	35	
25 Yards	From a standing position behind cover, draw, fire 3 rounds from the left side of the barricade, speed load behind cover, fire 3 rounds from the right side of the barricade and perform and untimed tactical load behind cover. (Revolvers complete a speed load.)	6	60	

<b>FINAL RESULTS</b>		<b>TOTAL SCORE</b>	
SKILLS AND SAFETY TEST		<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED
QUALIFICATION COURSE		<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED
<b>Test Date</b>	<b>Instructor Signature</b>	<i>Instructor signatures <b>must</b> be original (handwritten).</i>	

# Handgun Skills and Safety Test

## Instructions for Skills and Safety Test

- ❖ The individual being tested must demonstrate each skill to qualify.
- ❖ The instructor will verify each skill is demonstrated correctly and safely.
- ❖ The following skills require the individual to keep their finger off the trigger and the firearm pointed in a safe direction.
- ❖ This is a pass/fail test.
- ❖ Individuals are to use their duty firearm and the test is conducted on a range.

## Instructions for Handgun Qualification Course

- ❖ This course must be completed using standard new manufactured ammunition of the same grain weight as duty ammunition, duty handgun, and holster.
- ❖ The entire course of fire must be completed at all distances; failure to attempt any string will result in course failure.
- ❖ Any malfunctions must be cleared and resolved in the time allowed.
- ❖ The Basic Law Enforcement Academy target BLEA-1 or BLEA-2 (Tactical) will be used. 50% reduced targets are acceptable for ranges shorter than 25 yards.
- ❖ The target will be scored using the scoring rings as marked on the silhouette. Hits breaking the scoring line will be awarded the higher point value. The head area of the target is not used for scoring and will count as a hit on the silhouette but outside the scoring rings.
- ❖ Hits in the silhouette, but outside the scoring rings, and DNFs (Did Not Fire) result in zero points but are not penalized. A miss off the silhouette, will result in a ten-point penalty.
- ❖ **294 (70%) of the 420 total possible points must be scored in order to certify.**
- ❖ The reloads specified in the course must be performed regardless of the type of magazine or capacity of the handgun.
- ❖ The holster and ammunition pouches must have all retention devices snapped/closed at the beginning of each firing sequence.
- ❖ During Pivot Sequences, individuals start with their side down range. On command to fire, individuals must turn and face the firing line, then draw while facing down range.
- ❖ The weapon malfunction sequence of the test requires semi-automatic shooters to insert (6) live rounds and (1) inert round in the magazine. The inert round may not be the first or last round. Semi-auto shooters must clear the malfunction (tap, rack) and fire within the time allowed. Revolver shooters fire this sequence normally.



# Private Security – Firearms Certificate Written Test

## Answer Sheet

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

- This form is to be submitted with Form 726 only.
- Illegible or incomplete forms will be returned.
- A copy of this written test – answer sheet must be kept in employee file, subject to audit.

**See page 2 for instructions.**

Student Name:		Test Version:			
1		18			
2		19			
3		20			
4		21			
5		22			
6		23			
7		24			
8		25			
9		26			
10		27			
11		28			
12		29			
13		30			
14		31			
15		32			
16		33			
17		34			
<b>Test Results</b>		<b>Date of Training</b>		<b>Firearm Certificate Type</b>	
<input type="checkbox"/> Pass <input type="checkbox"/> Fail				<input type="checkbox"/> PS <input type="checkbox"/> PI <input type="checkbox"/> BBRA	
<b>Instructor Name</b>		<b>Instructor Signature</b>		<b>Date</b>	
<b>Student Signature</b>				<b>Date</b>	

**Answer the questions by marking the correct answer, filling in the blank, or choosing True (T) or False (F).**

- *This is a pass/fail test. The individual applying for a Firearms Certificate must answer all the questions correctly to pass.*
- *The use of the Study Guide and notes are permitted for the Initial Firearms Certificate **only**.*
- *Closed book tests are administered during annual Firearms Certificate Renewal Training and qualification.*
- *A copy of this Written Test – Answer Sheet must be kept in employee file subject to audit.*