Police
KC/MO

Richard C. Smith
Chief of Police

Century Towers

635 Woodland Avenue
Suite 2104
Kansas City, Missouri 64106
www.kcpd.org

(816) 889-6600

To Whom It May Concern:

Below you will find a list of instructions for licensing a private security company. When all the documents are submitted to our office it will take approximately three (3) business days for your company's approval.

To establish a company you need to submit the following:

1. A completed Form 5486 P.D., company application with copies of the birth certificate or United States passport of all company representatives stipulated on #12 and #13.
2. The annual company fee of $300.00.
3. A picture of the uniform, head to toe, front, back and side view. The company name and the word "**SECURITY**" must appear on the uniform or patch and clearly displayed on the outermost clothing. No uniforms, badges or other insignia using the word "**POLICE**" will be approved. Also no uniform identical to or bearing resemblance to any uniform used by KCPD.
4. All those licensed will be required to furnish a photograph and description of the company vehicle and all vehicles MUST state "**SECURITY**" and display the company's name. No vehicle displaying the word "**POLICE**" will be approved.
5. A certificate for a fictitious name from the Missouri Secretary of State, and/or Articles of Incorporation. (816) 889-2925
6. A certificate of insurance with policy # issued in the amount of one (1) million dollars general liability or the equivalent naming the **Kansas City Missouri Board of Police Commissioners as additional insured and the certificate holder.** The insurance certificate must stipulate whether you are insured to employ armed/unarmed personnel.
7. Once the company has been approved, your company will be given a letter to procure an occupational license for Kansas City, Missouri through the Finance Department, Revenue Division, Business License Section. (816) 513-1135 ext. 3
8. Each company must submit a list of all your company's contract accounts with addresses. (Please state if there are no company contracts at the time of approval.)

If you have any questions please contact , @kcpd.org, 816- , or , @kcpd.org, 816- .