



IDFPR
Illinois Department of
Financial and Professional Regulation
Division of Professional Regulation

Qualifications for Licensure: Private Security Contractor (119)

Effective: 12/2024

Revised: 02/2026

READ ME FIRST

The Division of Professional Regulation hopes that you will find the below useful in successfully applying for a license in the State of Illinois. Carefully review this information as it will assist you in applying for your license and eliminate any processing delays.

Important Information:

- An application is active for three years from the date of receipt by the Department.
- Before contacting the Department, [please review our FAQs for answers to most questions](#).
- If your question is not addressed in our FAQ's or this document, please contact the department at 1-800-560-6420.
- Applicants for licensure are required to provide proof of coverage under a commercial general liability insurance policy, with proof of a minimum of \$1,000,000 of liability insurance.

LICENSE QUALIFICATIONS

EXAMINATION - BASED ON EXPERIENCE:

- Three (3) years' experience out of the five (5) years immediately preceding examination application as a full-time manager administrator for a licensed private security contractor agency. Submit Supporting Document [VE-SAC](#) attesting to this experience.

OR

- Three (3) years' experience out of the five (5) years immediately preceding examination application as a full-time manager of a proprietary security force of 30 or more persons registered with the Illinois Department of Financial and Professional Regulation. Submit Supporting Document [VE-PSF](#) attesting to this experience.

OR

- Three (3) years' experience out of the five (5) years immediately preceding examination application as a full-time supervisor for an in-house security unit for a corporation having 100 or more employees, for a military police or related security unit in any of the armed forces of the United States, or in a law enforcement agency of the federal government, a state, or a state political subdivision which shall include full-time experience as a supervisor with a state's attorney's office or a public defender's office thereof, approved by the Department (in the case of military police experience, applicant should submit a copy of DD214). Submit Supporting Document [VE-DSC](#) attesting to this experience.
- You may submit in lieu of the experience requirement referenced above alternative experience working as a fulltime manager for a private security contractor agency licensed in another state or for a private security contractor agency in a state that does not license such agencies if the experience is substantially equivalent to that gained working for an Illinois licensed private security contractor agency. Submit Supporting Document **VE-DSC** attesting to this experience.

OR

- For applicants utilizing the experience as referenced in Section 15-10(c) where proof of canine odor detection services for hire since January 1, 2005, is required, the following shall be included: Supporting document **VE-CAN** to document work experience in canine odor detection services since January 1, 2005; and Certified copies of a minimum of three canine odor detection services contracts prior January 1, 2005.

EXAMINATION BASED ON EDUCATION AND EXPERIENCE

Baccalaureate degree or higher, in law enforcement or a related field or a business degree from an accredited college or university shall be given credit for two of the three years of required experience.

Experience needed with Baccalaureate Degree

- One (1) year experience out of the five (5) years immediately preceding examination application as a full-time manager administrator for a licensed private security contractor agency. Submit Supporting Document **VE-SAC** attesting to this experience.

OR

- One (1) year experience out of the five (5) years immediately preceding examination application as a full-time manager of a proprietary security force of 30 or more persons registered with the Illinois Department of Financial and Professional Regulation. Submit Supporting Document **VE-PSF** attesting to this experience.

OR

- One (1) year experience out of the five (5) years immediately preceding examination application as a full-time supervisor for an in-house security unit for a corporation having 100 or more employees, for a military police or related security unit in any of the armed forces of the United States, or in a law enforcement agency of the federal government, a state, or a state political subdivision which shall include full-time experience as a supervisor with a state's attorney's office or a public defender's office thereof, approved by the Department (in the case of military police experience, applicant should submit a copy of DD214). Submit Supporting Document **VE-DSC** attesting to this experience.
- You may submit in lieu of the experience requirement referenced above alternative experience working as a fulltime manager for a private security contractor agency licensed in another state or for a private security contractor agency in a state that does not license such agencies if the experience is substantially equivalent to that gained working for an Illinois licensed private security contractor agency. Submit Supporting Document **VE-DSC** attesting to this experience.

OR

- For applicants utilizing the experience as referenced in Section 15-10(c) where proof of canine odor detection services for hire since January 1, 2005, is required, the following shall be included: Supporting document **VE-CAN** to document work experience in canine odor

detection services since January 1, 2005; and Certified copies of a minimum of three canine odor detection services contracts prior January 1, 2005.

Associate degree in law enforcement or in a related field or in business from an accredited college or university shall be given credit for one of the three years of required experience.

Experience needed with Associate Degree:

- Two (2) years' experience out of the five (5) years immediately preceding examination application as a full-time manager administrator for a licensed private security contractor agency. Submit Supporting Document **VE-SAC** attesting to this experience.

OR

- Two (2) years' experience out of the five (5) years immediately preceding examination application as a full-time manager of a proprietary security force of 30 or more persons registered with the Illinois Department of Financial and Professional Regulation. Submit Supporting Document **VE-PSF** attesting to this experience.

OR

- Two (2) years' experience out of the five (5) years immediately preceding examination application as a full-time supervisor for an in-house security unit for a corporation having 100 or more employees, for a military police or related security unit in any of the armed forces of the United States, or in a law enforcement agency of the federal government, a state, or a state political subdivision which shall include full-time experience as a supervisor with a state's attorney's office or a public defender's office thereof, approved by the Department (in the case of military police experience, applicant should submit a copy of DD214). Submit Supporting Document **VE-DSC** attesting to this experience.
- You may submit in lieu of the experience requirement referenced above alternative experience working as a fulltime manager for a private security contractor agency licensed in another state or for a private security contractor agency in a state that does not license such agencies if the experience is substantially equivalent to that gained working for an Illinois licensed private security contractor agency. Submit Supporting Document **VE-DSC** attesting to this experience.

OR

- For applicants utilizing the experience as referenced in Section 15-10(c) where proof of canine odor detection services for hire since January 1, 2005, is required, the following shall be included: Supporting document **VE-CAN** to document work experience in canine odor detection services since January 1, 2005; and Certified copies of a minimum of three canine odor detection services contracts prior January 1, 2005.

Must provide an Official Transcript showing degree/certificate earned and date of completion or Certification of Education (**ED**). This form must be completed by a school official or have school seal affixed. If school has no seal the supporting document must be notarized

REQUIRED SUPPORTING DOCUMENTS

This section details the necessary documentation you will be asked to provide during the application process. Please do not begin an application until you are prepared to submit all documentation.

- An Official Transcript showing degree/certificate earned and date of completion or Certification of Education (**ED**). This form must be completed by a school official or have school seal affixed. If school has no seal the supporting document must be notarized.
- [VE-SAC](#) - Supporting document attesting to type and years of experience.
- [VE-PSF](#) - Supporting Document attesting to type and years of experience.
- [VE-DSC](#) - Supporting Document attesting to type and years of experience.
- [VE-CAN](#) - Supporting document attesting to type and years of experience.
- **FINGERPRINT Receipt with TCN number** or peace officer [VE-PEC](#) form.
 - Fingerprints must be taken within 60 days from the date that the application is submitted to the Department or the Department's testing vendor. Refer to the list of licensed [Illinois Fingerprint Vendors](#) and the [Fingerprint Background Check Guide](#) for further instructions on how to complete this requirement.
 - In lieu of fingerprints, verification, on forms provided by the Division, of proof of retirement as a peace officer, as defined in Section 5-10 of the Act, within 12 months prior to application. Supporting document [VE-PEC](#) shall be completed and signed by the applicant's employer.
- Certification of Licensure — If you have ever been licensed as a Private Security Contractor in another state, a Certification of Licensure must be provided. Certification of Licensure is detailed information about the license such as status, issue and expiration date, and if the license has been disciplined. The other state board or agency provides the information and certifies that it is true and correct. You may use [form CT](#) to request Certification of Licensure from the other state board however most states have their own format for this information.

IDFPR will accept other state's formats if it contains the required minimum information. If the Certification is only available online, you may print the online certification/verification and upload it. If the other state board will only send the certification directly to IDFPR, you will need to upload evidence of ordering the certification or confirmation of delivery to IDFPR.

Please Note: Upon notification of successful completion of the examination the applicant for licensure will be required to provide proof of coverage under a commercial general liability insurance policy, with proof of a minimum of \$1,000,000 of liability insurance. The comprehensive, commercial general liability insurance must be in the name of the individual licensee.

IMPORTANT INFORMATION ONCE LICENSED

- All Private Security Contractor licenses expire on May 31st every 3 years regardless of issuance date.
- It is your responsibility to update your contact information, including email address with the Department, to ensure that you receive all courtesy renewal email reminders and other notifications.
- The Department posts profession specific notices, statements and other information to the [IDFPR website](#). Licensed professionals should visit the IDFPR website frequently, and their profession specific pages, to stay informed about the latest information and developments.