



IDFPR

Illinois Department of
Financial and Professional Regulation

Division of Professional Regulation

Qualifications for Licensure:

Private Security Contractor (119)

Effective: 12/2024
Revised: N/NNNN

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:

- 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. <http://www.idfpr.illinois.gov/About/FAQ.html>
- If your question is not addressed in our FAQ's, please contact the department at 1-800-560-6420.

LICENSE QUALIFICATIONS

Education:

- EXAMINATION BASED ON EDUCATION AND EXPERIENCE-Requires Baccalaureate Degree in Law Enforcement, or related field, or business.
- Supporting Document [ED](#) must be completed by a school official and have a school seal affixed. If school has no seal, Supporting Document ED must be notarized.

Experience:

- If you have ever been licensed as a Private Detective in other states, Supporting Document [CT](#) must be completed by the jurisdictions of licensure where you have been practicing. You must direct the licensing agency/board(s) to return completed form CT directly to you.

EXAMINATION - BASED ON EXPERIENCE

- Submit Supporting Document [VE-SAC](#) attesting to 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;
- **OR**
- Submit Supporting Document VE-PSF attesting to a minimum of 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;
- **OR**
- Submit Supporting Document [VE-DSC](#) attesting to 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).

- **OR**
- 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.
- **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

- Submit Supporting Document [VE-SAC](#) attesting to one (1) year experience out of the five (5) years immediately preceding examination application as a full-time manager for a licensed private security contractor agency;
- **OR**
- Submit Supporting Document VE-PSF attesting to a minimum of 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 Professional Regulation;
- **OR**
- Submit Supporting Document [VE-DSC](#) attesting to 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).
- **OR**
- 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.

REQUIRED SUPPORTING DOCUMENTS

ED-Certification of Education must be completed by a school official or have school seal affixed. If school has no seal, supporting document ED 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.

FINGERPRINTS-Fingerprints must be taken within 60 days from the date that the application is submitted to the Department or the Department's testing vendor. A list of licensed Illinois Fingerprint Vendors can be found [here](#). Further instructions on how to complete this requirement can be found [here](#).

CT - Official License Certification — Persons making application on the basis of experience must provide support document(s). If you have ever been licensed as a private detective in other states, supporting document CT must be completed by the jurisdictions of licensure where you have been practicing. You must direct the licensing agency/board(s) to return completed form CT directly to you.

IMPORTANT INFORMATION ONCE LICENSED

- All Private Security Contractor licenses expire May 31st every 3 year, 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.