SOFTWARE & TECH

Nys Security Guard Renewal Form Dos 1246

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Introduction: Keeping Your NYS Security Guard License Active

For security professionals in New York State, maintaining a valid license is not just a legal requirement—it is the foundation of a trusted career. Whether you work in corporate security, retail protection, or private patrol, your credentials must stay current. The renewal process, while straightforward, requires careful attention to detail. At the heart of this annual obligation is the **NYS Security Guard Renewal Form DOS 1246**. This document serves as the official application to extend your registration and continue working legally in the state. Understanding every aspect of this form, from its purpose to common pitfalls, can save you time, money, and unnecessary stress.

New York State regulates security guards through the Division of Licensing Services, which falls under the Department of State. Every registered guard must renew their certification every two years. The **NYS Security Guard Renewal Form DOS 1246**is the key that unlocks that renewal. Without it, or with an incorrectly completed version, your license could lapse, jeopardizing your employment and professional standing. This article provides a thorough walkthrough of the form, the renewal process, and essential tips to ensure your application is approved without delay.

What Is the NYS Security Guard Renewal Form DOS 1246?

The **NYS Security Guard Renewal Form DOS 1246**is the official application used by registered security guards in New York State to renew their security guard registration. This form is issued by the New York State Department of State (DOS), Division of Licensing Services. It is specifically designed for individuals who already hold a valid registration and need to extend it for another two-year term.

The form captures updated personal information, employment history, and training compliance data. It also requires you to answer questions regarding your criminal history, if any, and confirm that you still meet all eligibility requirements under New York State law. Submitting a complete and accurate **NYS Security Guard Renewal Form DOS 1246**is the final step in ensuring uninterrupted legal authority to work as a security guard in the state.

Key Sections of Form DOS 1246

Understanding the layout of the form helps you prepare your answers in advance. The **NYS Security Guard Renewal Form DOS 1246** is divided into several clear sections:

- Personal Information: Your full legal name, date of birth, Social Security number, and current mailing address.
- Registration Details: Your current registration number and expiration date.

- Employment History: A record of your security guard employment over the past two years.
- Training Compliance: Confirmation that you have completed the required annual in-service training (8-hour annual training each year).
- Disclosure Questions: A series of questions about any criminal convictions or disciplinary actions.
- Signature and Acknowledgment: Your notarized signature certifying that all information is true and accurate.

Each section must be completed legibly and truthfully. Incomplete or false information on the **NYS Security Guard Renewal Form DOS 1246** can result in delays, denial, or revocation of your registration.

Who Must File Form DOS 1246?

Any security guard currently registered with the New York State Department of State must use the **NYS Security Guard Renewal Form DOS 1246**to renew their license. This applies to all guard classifications, including unarmed guards, armed guards, and those working for private security firms, in-house security departments, or as independent contractors. If you hold an active registration that is expiring, you must submit this form to continue working.

It is important to note that if your registration has already expired, you may not be able to use the standard renewal form. In many cases, an expired registration requires a new initial application rather than a renewal. Always check the expiration date on your current registration card and submit the **NYS Security Guard Renewal Form DOS 1246** well before that date to avoid a lapse.

When Should You Renew? Understanding Timelines

New York State security guard registrations are valid for two years. The expiration date is printed on your registration card. The state recommends that you begin the renewal process at least 60 to 90 days before your current registration expires. This timeline allows sufficient time for processing, which can take several weeks, especially during peak periods.

Submitting the **NYS Security Guard Renewal Form DOS 1246**early is one of the most effective ways to ensure continuous employment. If your registration lapses, you cannot legally work as a security guard in New York State until a new registration is issued. Employers are required to verify that all guards have active registrations, and working without one can lead to fines and job loss.

Step-by-Step Guide to Completing Form DOS 1246

Filling out the **NYS Security Guard Renewal Form DOS 1246**is a straightforward process if you take it step by step. Below is a detailed walkthrough to help you avoid common errors.

Step 1: Gather Your Information

Before you put pen to paper, collect the following items:

- Your current security guard registration card (to reference your registration number and expiration date).
- Your Social Security card or number.
- A list of all employers you have worked for as a security guard in the past two years, including addresses and dates of employment.
- Certificates of completion for your 8-hour annual in-service training courses for each of the past two years.
- A valid, government-issued photo ID for notarization purposes.

Step 2: Complete the Personal Information Section

Write your full legal name exactly as it appears on your current registration. Do not use nicknames or initials

unless they are part of your legal name. Provide your current mailing address, date of birth, and Social Security number. Double-check that all digits are correct, as errors here can delay processing.

Step 3: Enter Your Registration Details

Locate your registration number on your current card and enter it exactly as shown. Include the expiration date. This information helps the Department of State match your renewal to your existing record.

Step 4: Document Your Employment History

List every security guard position you have held during the past two years. For each job, provide the employer's full name, address, and your dates of employment. If you have multiple employers, list them in chronological order. If you have had gaps in employment, there is typically a section where you can explain them. Honesty and completeness are critical here.

Step 5: Confirm Your Training Compliance

New York State requires every security guard to complete 8 hours of annual in-service training each year. On the **NYS Security Guard Renewal Form DOS 1246**, you must certify that you have completed this training. You may need to provide the dates of your training courses and the names of the approved training schools. Keep your training certificates in a safe place, as you may be asked to provide them during an audit.

Step 6: Answer the Disclosure Questions Honestly

The form includes a series of questions about criminal convictions, pending charges, and prior disciplinary actions. Read each question carefully. If you answer "yes" to any question, you must provide a detailed explanation on a separate sheet of paper and attach it to your form. Failure to disclose required information can result in denial or revocation of your registration.

Step 7: Sign and Notarize the Form

The **NYS Security Guard Renewal Form DOS 1246**must be signed in the presence of a notary public. Do not sign the form before appearing before a notary. The notary will verify your identity and witness your signature. Once notarized, your form is ready for submission.

Required Documentation to Include with Form DOS 1246

Submitting the **NYS Security Guard Renewal Form DOS 1246**alone is not enough. You must also include supporting documents and the appropriate fee. Here is a checklist of items to include in your renewal package:

- The completed and notarized Form DOS 1246.
- A check or money order for the renewal fee, made payable to the "New York State Department of State." Fees are subject to change, so verify the current amount on the DOS website before mailing.
- A copy of your current security guard registration card (front and back).
- Copies of your 8-hour annual in-service training certificates for the past two years.
- If you are renewing an armed guard registration, additional documentation may be required, such as proof of firearms training and a valid pistol permit.

Where to Submit the Completed Form

Once you have completed and notarized the **NYS Security Guard Renewal Form DOS 1246**and gathered all supporting documents, you must mail the package to the New York State Department of State, Division of Licensing Services. The specific mailing address is printed on the form itself and is also available on the DOS website. As of the latest update, the primary address is:

New York State Department of StateDivision of Licensing ServicesP.O. Box 22052Albany, NY 12201-2052

Be aware that mailing addresses can change, and some application types may require submission to a different address. Always verify the correct address at the time you mail your form. Using the wrong address can cause significant delays.

Fees and Payment Methods

The renewal fee for the **NYS Security Guard Renewal Form DOS 1246**is set by the New York State Department of State. It is typically a modest fee, but it is subject to change. At the time of this writing, the fee for renewing a security guard registration is generally around $25 to $36, but always check the current fee schedule on the DOS website before submitting.

Payment must be made by check or money order. Do not send cash through the mail. Personal checks are accepted as long as they are drawn on a U.S. bank and include your printed name and address. Make the check payable exactly as instructed on the form.

Common Mistakes and How to Avoid Them

Even experienced security guards can make errors on the **NYS Security Guard Renewal Form DOS 1246** that lead to processing delays. Here are the most frequent mistakes and how to avoid them:

- Missing Notarization: Forgetting to sign the form before a notary is one of the most common errors. The form is not valid without a notary seal.
- Incorrect Fee Amount: Sending the wrong fee, or forgetting to include the fee entirely, will result in your application being returned.
- Incomplete Training Information: Failing to document your annual in-service training properly can lead to questions or denial.
- Illegible Handwriting: Use black ink and print clearly. If the DOS cannot read your information, they may reject the form.
- Using an Old Version of the Form: Always download the most current version of the NYS Security Guard Renewal Form DOS 1246 from the official DOS website. Older versions may not be accepted.
- Mailing to the Wrong Address: Double-check the mailing address before sealing your envelope.

What Happens After You Submit Form DOS 1246?

Once your completed NYS Security Guard Renewal Form DOS

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