



Alabama Security Regulatory Board
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MEMORANDUM

TO: Qualified Agents
Security Companies

FROM: Keith E. Warren
Executive Director

DATE: May 19, 2025

RE: OBJ New License Fee – Application Process Updates

We are writing to inform you of important changes to our security guard licensing process, effective July 1, 2025. These updates include adjustments to fees, payment requirements, and our return policy for incomplete applications. Please review the details below to ensure compliance with the new procedures.

Effective July 1, 2025:

License Fees

- **Updated Amounts:**

- Armed and unarmed license: \$75.00
- Background check fee: \$37.00
- Total amount per application: **\$112.00**

- **Payment Requirements:**

- Each application requires a single check or payment.
- Multiple applications with one payment will no longer be accepted. (This policy is aimed to prepare us for the conversion to online applications, a process about which updates will be forthcoming.)

Return Policy for Incomplete Applications

- **Notification:**
 - Applicants will be notified by email if documentation is missing, if an email has been provided. Applicants will need to respond within 30 days.
 - Missing items could include:
 - Copy of driver's license or government I.D.
 - Training documents
 - Any other document not requiring a notary
- **Returned Applications:**
 - Applications missing fingerprint cards, notarization, or the notarized ALEA Form will be returned for completion.
- **30-Day Period:**
 - Incomplete applications notifications must be returned /responded to within 30 days.
 - Applications returned outside of this period will be denied.
 - A new application and fee will be required.

We appreciate your assistance and cooperation to be more efficient in receiving and processing applications for licenses. Please do not hesitate to contact the Board Office if you have any questions by email at security@alstateboard.com.

Sincerely,



Keith Warren, *Executive Director*