

**SECURITY GUARD PROGRAM – SECURITY GUARD CLASS ROSTER / NOTIFICATION OF SUCCESSFUL COMPLETION**

THIS FORM IS USED TO SUBMIT NAMES OF PERSONS WHO SUCCESSFULLY COMPLETED SECURITY GUARD TRAINING REQUIRED BY ARTICLE 7 OF THE GENERAL BUSINESS LAW §89-N. FORMS PRESENTED FOR FILING MUST CONTAIN ORIGINAL SIGNATURES. ALTHOUGH THE BLANK FORM MAY BE DUPLICATED, PHOTOCOPIES OF COMPLETED FORMS, OR FORMS WITH PHOTOCOPIED SIGNATURES WILL NOT BE ACCEPTED. OMISSIONS OR LACK OF INFORMATION WILL **STOP** THE PROCESS.

**Within seven days of completion of the class**, the form must be forwarded to the Division of Criminal Justice Services, Security Guard Program. The number of individuals in any **class cannot exceed 35**.

**SECTION I – SCHOOL INFORMATION**

**Type the information required for each box.** The form cannot be processed if any of the information is missing. Record the school identification number **EXACTLY** as provided. Incomplete rosters or erroneous forms will be returned.

**SECTION II – AFFIRMATION**

This section contains an affirmation regarding the accuracy of this form and course content. This section **must** be ink signed and dated. **ORIGINAL SIGNATURES ONLY.**

**SECTION III – CLASS LIST**

Enter the names of only the students who **successfully completed the training**. All information must be typed in the areas provided. It is mandatory to include each student’s telephone number with area code.

**SECTION I – SCHOOL INFORMATION (To be completed by school)**

<b>SCHOOL IDENTIFIER</b>	<b>YEAR TRAINED</b>	<b>School Name &amp; Training Site Address (include room number)</b>	
<b>Course Number and Title (check one only)</b>			
<input type="checkbox"/> (700) 8 Hour Pre-Assignment Training Course for Security Guards			
<input type="checkbox"/> (701) 16 Hour On the Job Training Course for Security Guards			
<input type="checkbox"/> (703) 8 Hour Annual In-Service Training Course for Security Guards			
<input type="checkbox"/> (704) 8 Hour Annual Firearms Training Course for Armed Security Guards			
<b>Course Date(s) and Time(s)</b>		<b>School Director</b>	
Date – Day 1 (mm/dd/yyyy): _____ Start Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm End Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm *Time includes meal break			
Date – Day 2 (mm/dd/yyyy): _____ Start Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm End Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm *Time includes meal break			
Date – Day 3 (mm/dd/yyyy): _____ Start Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm End Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm *Time includes meal break			
Date – Day 4 (mm/dd/yyyy): _____ Start Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm End Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm *Time includes meal break			
Date – Day 5 (mm/dd/yyyy): _____ Start Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm End Time: _____ <input type="checkbox"/> am <input type="checkbox"/> pm *Time includes meal break			
<b>Long Firearms Course Number and Title</b>		<b>Other Course Number and Title</b>	
<input type="checkbox"/> (702) 47 Hour Firearms Training Course for Armed Security Guards		<input type="checkbox"/> (705) 40 Hour Instructor Development Course	
Course Date(s) (mm/dd/yyyy) From: _____ thru: _____			
<b>Instructor Name and Signature</b>		<b>Social Security Number</b>	

**MAIL COMPLETED FORMS TO:** NYS Division of Criminal Justice Services  
 Office of Public Safety - Security Guard Program  
 Alfred E. Smith State Office Building, 3<sup>rd</sup> Floor  
 80 South Swan Street  
 Albany, New York 12210

**QUESTIONS:** (518) 457-4135

**SECTION II – AFFIRMATION**

I hereby certify that the individuals listed below have successfully completed all aspects of this course and that the curriculum for this course has not been altered in either content or duration from that which was approved. I further certify that this course meets the minimum standards set forth by rule or statute. I affirm under penalty of perjury that the statements made on this form, including all attachments, are true and correct to the best of my knowledge.

School Director Printed Name \_\_\_\_\_

School Director Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION III – CLASS LIST**

Social Security #	Name: Last, First, MI	Date of Birth	Sex	Home Phone #
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
30.				
31.				
32.				
33.				
34.				
35.				