



# Frequently Asked Questions

## *40hr Security D Course*

1. **Where are you located?**
  - a. *Boynton Beach (Palm Beach County):* 3200 S. Congress Ave., Suite 203, Boynton Beach, FL 33426
  - b. *Melbourne (Brevard County):* 804 W. New Haven Ave., Melbourne, FL 32901
  - c. *Pembroke Pines (Broward County):* 7100 Pines Blvd., Suite 25 Pembroke Pines, FL 33024
2. **What is the cost?**
  - a. \$120.00
  - b. Admin Support Services for Passport Photo and Application Notary is \$20
  - c. Bundle Packages discounts available with multiple courses.
3. **What is included with the D security course price?**
  - a. Great training in our 40 Hour D course, student review manual
  - b. Passport photo and notarization of state application are included in optional Admin support services.
4. **What is the difference between the Florida Security “D” License and the “G” License?**
  - a. The “D” license is a security officer license. The “G” license is the statewide firearms license, which permits a security officer or private investigator to carry a firearm while on duty.
5. **What are the methods of payment accepted?**
  - a. Cash
  - b. Credit/Debit
  - c. Cashier’s Check or Money Order
6. **When is the payment due?**
  - a. First day of training
7. **If I cannot attend training, are the fees refundable?**
  - a. You may reschedule if you like or fees will be refunded as requested.

8. **How long is the course?**
  - a. 40 hours completed in four days
  - b. Monday – Thursday OR
  - c. 2 consecutive weekends offered per month (Palm Beach Academy)
  
9. **What are the hours?**
10. 8:00 a.m. to 6:30 p.m
  
11. **What are the requirements?**
  - a. Must be at least 18 years of age.
  - b. Must be a citizen or legal resident alien of the United States or work permit authorization.
  
12. **What is the difference between the Florida 24 Hour “D” License Course and the 16 Hour “D” License Course?**
  - a. The State of Florida requires 40 hours total of “D” license training in order to obtain a license. The 24-hour course is part I, the 16 Hour course is part II.
  - b. All 40 hours must be completed before applying to the State of Florida.
  
13. **What can disqualify me from obtaining a license?**
  - a. An on-going case.
  - b. An outstanding bench warrants.
  - c. Probation status.
  - d. History of being arrested for crimes of violence and/or found guilty (or had adjudication withheld for) of related crimes.
  - e. Charged with a Misdemeanor within the past 3 years (Not Arrested, Charged with the crime)
  - f. Charged with a Felony (if within the last 10 years) and your civil rights have not been restored. (Can you vote? Can you own a firearm?)
  - g. Upon the discretion of the Department of Agriculture and Consumer Services.
  - h. Call (850) 245-5691
  
14. **I have a misdemeanor on my record, am I still eligible for a security license?**
  - a. The Department of Agriculture and Consumer Services will decide that on a case-by-case basis.
  - b. Must submit a certified letter of disposition with your application for every arrest, regardless of the outcome of the case.
  
15. **I was convicted of a felony; will the State deny my application?**
  - a. The Department will deny your application if you have been convicted of a felony in any state, unless and until your Civil Rights have been restored and a period of 10 years has passed since final release from supervision.
  - b. Call (850) 245-5691

16. **Do you have evening classes?**
  - a. No, we do not. However, we do offer weekend classes (2 weekends per month).
17. **Can I take the course online?**
  - a. No, you must physically attend the training. The State of Florida does not allow online training for security.
18. **Do I have to start on a Monday?**
  - a. Preferably, yes. It is the first day of the course and a lot of vital information will be given out that day. However, we will accommodate your needs as best as possible.
19. **I cannot start classes until 0900 every day, is that acceptable?**
  - a. No, unless you can come back and make up that missed hour at another time. Must be the same day and same time missed. We will try and accommodate your needs as best as possible.
20. **I need to leave by 1700 every day, is that acceptable?**
  - a. No, unless you can come back and make up that missed hour at another time. Must be the same day and same time that was missed in order to complete the class and material that was covered. We will try and accommodate your needs as best as possible.
21. **Can I split the security training?**
  - a. Yes, as long as you complete the 40 hours (four days) of training and the entire course curriculum as required by the State.
22. **My license expired, do I need to take the training again?**
  - a. Call the DOL (850) 245-5691
  - b. Might have to take a 16hr part only
  - c. Will have to re-submit fingerprints and a renewal of the D application, along with a passport photo and notarization of the application.
  - d. The State may decide that you have to retake the entire 40hr-training course.
23. **How much is the State class D license fee?**
  - a. \$45.00
24. **How long is my license valid for?**
  - a. Your license is valid for 2 years.
25. **Is there a fee to renew my license?**
  - a. A renewal fee of \$45.00 must be submitted to the State to renew your license.
  - b. If you miss the renewal timeline you will have 90 days and be charged double the renewal fee by the State \$90.

26. **I have a security license from New York, is it valid here?**  
a. No.
27. **Is my Florida security D license valid in any other state?**  
a. No.
28. **Are the fingerprints included in the course price?**  
a. We do not offer ink fingerprinting at our location like most other security schools in Florida. We offer the FDLE Livescan Background Check required for the license.
29. **What is the cost for FDLE background check?**  
a. Invictus charges \$45.00
30. **Can I do my fingerprints somewhere else?**  
a. Certainly, as long as they are submitted via LiveScan and the background fee to the FDLE is paid.
31. **I submitted my fingerprints and background for my CCW last month; can I use them for my D license?**  
a. No. CCW falls under F.S. 790. The security licenses fall under F.S. 493
32. **How long are the fingerprints/background good for?**  
a. 6 months
33. **Can I have a copy of my background results?**  
a. No, the FDLE sends the results directly to the Department of Agriculture and Consumer Services. We do not have access to the background results.
34. **Do I need a passport book?**  
a. No, all you need is a *passport size photo*.
35. **Is the passport photo included?**  
a. It is an optional fee through our Admin Support Services (\$20 Notary & Photo)
36. **I lost my certificate, can I get a copy?**  
a. Yes, must provide the approximate dates of attendance in order to retrieve a copy from the correct class file.
37. **Is there a test I need to pass?**  
a. Yes, there is a written test. Approximately 170 question test, a combination of true and false, and multiple choices.
38. **What if I fail the test?**  
a. You have two chances per test. Minimum score is 75%.

39. **Where do I go after completing the course?**
- a. Applicants will have to apply in person at the **Division of Licensing (DOL) Regional Office** or mail the application to the **Division of Licensing (DOL) Headquarters** in Tallahassee. Applicants must submit the following documents to the DOL: D Course Application (Must be Notarized); fingerprint/background receipt; 1 passport photo, check or money or to the **Division of Licensing** for \$45 and the 40Hr D course security training certificate.
40. **Will any DMV location process my application?**
- a. INCORRECT. You must go to a Division of Licensing Regional Office:
    1. West Palm Beach (561) 681-2530
    2. Miami (305) 639-3500
    3. Jacksonville (904) 828-3100
    4. Orlando (407) 888-8700
41. **How long does it take for the Department of Agriculture & Consumer Services to process my application?**
- a. Please be aware that BY LAW the division has 90 days from the date on which they receive a complete application to either issue a license or deny the application. In most cases, they issue licenses well before the 90-day deadline, but an increase in the volume of applications being submitted may cause longer turnaround times. You should know that the time required to process your application will significantly increase if they encounter any of the following three scenarios during the review of your application:
    - APPLICATION IS INCOMPLETE
    - YOUR FINGERPRINTS ARE ILLEGIBLE
    - BACKGROUND RESULTS ARE INCONCLUSIVE
42. **Can I work with my temp D card?**
- a. You can obtain a temporary “D” license after you complete the full 40 hour course.
  - b. You can work with your Temp D until you receive the license in the mail.
  - c. Or until you are notified by the Division of Licensing to stop using it.
43. **How do I check the status of my application?**
- a. <https://licensing.freshfromflorida.com/access/individual.aspx>
44. **I lost my license, what can I do?**
- a. Call the State (850) 245-5691

45. **How do I notify the division about my name change?**
- a. Simply submit a written request and a copy of the legal document evidencing your name change to the Division of Licensing. You can have a revised license printed for a fee of \$15, payable by check or money order to the Department of Agriculture and Consumer Services. If you prefer, you may keep your current license until it is time to renew. At time of renewal, remember to send your written request and a copy of the legal document evidencing your name change with your renewal application and we will issue your renewal license with your legal name.
46. **I received a letter informing me that my application has been denied. Who should I contact for help?**
- a. The denial letter provides an explanation regarding why your application is being denied and includes contact information as well as an Election of Rights form so that you may exercise your right to a hearing on the matter.
47. **I received a Notice of Suspension pertaining to my license. Who should I contact for help?**
- a. The Notice of Suspension provides an explanation regarding why your license is being suspended and includes contact information as well as an Election of Rights form so that you may exercise your right to a hearing on the matter.
48. **How do I renew my license?**
- a. The division will send your renewal application form with complete instructions on how to renew your license approximately 150 days prior to the expiration date of your license. Although online renewal is not yet available, if your license has not expired or is not under administrative review, rather than including a check or money order when you return your renewal application by mail, you may pay by credit card using the Department of Agriculture and Consumer Services' online payment system. Look for the link, *Renew your license* in the information box on the right of the webpage pertaining to your license.
  - b. Call the State (850) 245-5691