

Application For

**CLASS “DS”**  
**SECURITY OFFICER SCHOOL OR**  
**TRAINING FACILITY LICENSE**  
**and**  
**CLASS “RS”**  
**RECOVERY AGENT SCHOOL**  
**OR TRAINING FACILITY LICENSE**

With Application Instructions,  
and  
Chapter 493, Florida Statutes  
and  
Chapter 5N-1, Florida Administrative Code



05/2013

Florida Department of Agriculture and Consumer Services  
Adam H. Putnam, Commissioner

## 1. COMPLETION AND SUBMISSION OF THE APPLICATION

- a) Complete all sections of the application and have it notarized.
- b) Application Fee - \$50; License Fee - \$60 (TOTAL FEES REQUIRED - \$110 paid by check or money order made payable to the Florida Department of Agriculture and Consumer Services)
- c) Include any required supporting documentation (see #3a and 3b below).
- d) Submit application, fees and supporting documentation to the Division of Licensing; P. O. Box 9100; Tallahassee, FL 32315-9100.

## 2. GENERAL INFORMATION

- a) The license is valid only for the facility located at the physical address indicated on the application. If the facility relocates, a new application, fees, and appropriate supporting documentation are required.
- b) The school or training facility license is valid for two years unless it is suspended or revoked by the Department.
- c) The following educational facilities or institutions must submit an *application* but are **exempt from all other application requirements**:
  - Public educational facilities that are part of the State University System;
  - Public educational facilities that are operated by a Community College Board of Trustees under statutory authority and rules of the State Board of Education or by a district school board;
  - Area vocational schools.

*Instructors who teach exclusively for any of the facilities indicated above are exempt from licensure.*
- d) A copy of Chapter 493, Florida Statutes, and Section 5N-1, Florida Administrative Code, are provided for your review.
- e) If you have questions regarding the completion of the application, call the Division's Bureau of License Issuance at (850) 245-5665 or write to the Division of Licensing; P. O. Box 9100; Tallahassee, FL 32315-9100.

### 3. a) REQUIRED SUPPORTING DOCUMENTATION to be submitted by:

ALL CLASS "DS" LICENSE APPLICANTS or  
CLASS "RS" LICENSE APPLICANTS providing standard classroom (face-to-face) instruction.  
*See Paragraph 2.c) above for specified exemptions*

- 1) A physical description of the facility and a scale drawing of the floor plan. Minimum classroom floor space is 25 square feet per student enrolled. A break area and restrooms are required. An administrative office must also be provided (at the primary school or agency; please specify).
- 2) An outline of the complete curriculum to be offered by the school.
- 3) Copy of the final examination.
- 4) Written description of the proposed system for handling student records and transcripts.
- 5) Certificate of insurance.
- 6) A copy of the Articles of Incorporation or proof of fictitious name filed with the Department of State, Division of Corporations

Schools or training facilities that offer training for a fee or tuition must also submit the following:

- 7) A copy of the current school-student contract.

### 3. b) REQUIRED SUPPORTING DOCUMENTATION to be submitted by

CLASS "RS" LICENSE APPLICANTS providing Internet-Based or Correspondence Training (Online).  
*See Paragraph 2.c) above for specified exemptions*

- 1) An outline of the complete curriculum to be offered by the school.
- 2) Copy of the final examination.
- 3) Written description of the proposed system for handling student records and transcripts.
- 4) A copy of the Articles of Incorporation or proof of fictitious name filed with the Department of State, Division of Corporations.

Schools or training facilities that offer training for a fee or tuition must also submit the following:

- 5) A copy of the current school-student contract.

**CHAPTER 5N-1**  
**PRIVATE INVESTIGATIVE, SECURITY AND REPOSSESSION ACTIVITIES, SCHOOLS**

- 5N-1.100 Organization
- 5N-1.113 Disciplinary Guidelines; Range of Penalties; Aggravating and Mitigating Circumstances
- 5N-1.116 Classification of Licenses; Insurance; Fees
- 5N-1.120 Filing of Application; License Issuance and Temporary Authority of Out of State Licensees
- 5N-1.124 Prohibited Activities and Requirements
- 5N-1.129 Ammunition
- 5N-1.130 Firearms
- 5N-1.134 Licensed Firearms Instructors; Schools or Training Facilities; License Application
- 5N-1.138 School Staff; Licensing Requirements; Standards
- 5N-1.140 Security Officer, Recovery Agent and Private Investigative Intern School Curriculum; Examinations; Retention of Records

**5N-1.100 Organization.**

The Division of Licensing (Division), Department of Agriculture and Consumer Services (Department) is statutorily empowered with the authority to ensure that the public is protected from private investigation, security, and repossession services by individuals who have a criminal history, or are insufficiently or improperly trained in the field, or are unlicensed, or by agencies that are improperly insured, or are managed in a manner which does not assure compliance with the law and these rules by its licensed employees.

(1) The Division is located at 2520 North Monroe Street, Tallahassee, Florida. The mailing address is: Department of Agriculture and Consumer Services, Division of Licensing, P. O. Box 6687, Tallahassee, Florida 32314. The Division maintains office hours from 8:00 a.m. to 5:00 p.m., Monday through Friday except state holidays.

(2) Persons may contact the Division at the following numbers:

Director/Assistant Director	(850) 245-5500
Bureau of Compliance	(850) 245-5506
Bureau of Regulation and Enforcement	(850) 245-5499
Bureau of License Issuance	(850) 245-5665
Bureau of Support Services	(850) 245-5500

Additionally, the Division maintains regional offices in the following locations:

Jacksonville Regional Office 4077 Woodcock Drive 2500 Building, Suite 101 Jacksonville, Florida 32207 (904) 448-4341	Miami Regional Office 401 Northwest 2nd Avenue Suite 720-N Miami, Florida 33128 (305) 377-5950
Tallahassee Regional Office 1851 N. Martin Luther King Jr. Boulevard. Tallahassee, Florida 32303 (850) 245-5505	Orlando Regional Office 400 West Robinson Street, Room 110 Orlando, Florida 32801 (407) 245-0883
Ft. Walton Regional Office 212 Eglin Parkway, S.E., Suite A Ft. Walton, Florida 32548 (850) 833-9146	Punta Gorda Regional Office 230 Bal Harbor Boulevard, Suite 111 Punta Gorda, Florida 33950 (941) 575-5770
West Palm Beach Regional Office The Forum, Tower A, Suite 100 1675 Palm Beach Lakes Blvd. West Palm Beach, Florida 33401 (561) 640-6144	Tampa Regional Office 1313 Tampa Street Suite 712 Tampa, Florida 33602 (813) 272-2552

(3) Definitions. In addition to the definitions contained in Section 493.6101, F.S., the following terms shall mean:

(a) The term "equivalent experience" shall mean and include that experience which is substantially identical and equal in force, power, effect or import as the experience gained by a personal knowledge and activity for the required period of time performing the type of service permitted under the license for which application is made. Examples of equivalent experience include detectives and officers of law enforcement agencies of the United States or this state or any county or municipality of this state, insurance investigators or adjustors, special agents, detectives or investigators who have performed such duties as an in-house employee, and investigators for attorneys. Equivalent experience is not limited to these examples.

(b) The term "certified law enforcement officer" means a sworn law enforcement or corrections officer who has

received certification from the Florida Criminal Justice Standards and Training Commission.

(c) The term “attorney” means a member of the Florida Bar engaged in the practice of law in this state.

(4) Complaints. The complaint of any person which alleges or involves a violation of Chapter 493, F.S., or of these rules shall be filed with any Division office. Where it appears to the Division that there may be or may have been a violation, the Division shall begin an investigation to determine whether a violation has occurred. Upon review of the investigative report prepared in the case, the Division shall determine whether probable cause exists to believe a violation has occurred. Disciplinary cases, and cases in which substantial interests are affected by the Division, shall be conducted in accordance with the provisions of Section 120.57, F.S., and Chapters 28-5 and 60Q-2, F.A.C.

(5) Declaratory Statements. Any person, entitled to request a declaratory statement from the Division under Chapter 120, F.S., or Chapter 28-4, F.A.C., Model Rules of Procedure, may do so in the manner provided in Section 120.565, F.S., or Chapter 28-4, F.A.C.

(6) Division Forms. Requests for public information or copies of the following applications and support forms, which are incorporated by reference in this rule, may be made by contacting any Division office. Addresses for each Division office are listed in subsection (2) of this rule.

Firearms Instructors' Training Manual	LC1E100	(eff. 12/94)
Certificate of Firearms Proficiency for Statewide Firearm Permit	DACS-16005	(eff. 7/96)
Election of Rights – Administrative Complaint	DACS-16011	(eff. 8/93)
Election of Rights – License Denial	DACS-16015	(eff. 8/93)
Application for Class “D” Security Officer License	DACS-16007	(eff. 8/95)
Application for Class “G” Statewide Firearm License	DACS-16008	(eff. 8/95)
Personal Inquiry Waiver	DACS-16009	(eff. 1/95)
Disclosure Notice	LC2E009	(eff. 1/95)
Acknowledgment Card – Class “D”	DACS-16037	(eff. 1/95)
Certification of Insurance	DACS-16004	(eff. 1/06)
Important Notice (Application for Refund Form Enclosed)	LC2E037	(eff. 1/95)
Employee Action Report	DACS-16006	(eff. 1/95)
Application for School or Training Facility License	DACS-16003	(eff. 7/27/04)
Application for Security Officer Instructor License	DACS-16014	(eff. 9/95)
Termination/Completion of Sponsorship for Private Investigator Intern	DACS-16016	(eff. 10/94)
Termination/Completion of Sponsorship for Recovery Agent Intern	DACS-16017	(eff. 10/94)
Application for Private Investigator or Private Investigator Intern License	DACS-16018	(eff. 8/95)
Application for Recovery Agent or Recovery Agent Intern License	DACS-16019	(eff. 1/95)
Application for Firearms Instructor License	DACS-16020	(eff. 7/95)
Application for Manager’s License	DACS-16021	(eff. 7/95)
Application for Agency License	DACS-16022	(eff. 8/95)
Affidavit of Experience – Class “C”	DACS-16023	(eff. 1/95)
Affidavit of Experience – Class “E”	DACS-16024	(eff. 1/95)
Application for Branch Agency License	DACS-16025	(eff. 6/95)
Application for Recovery Agent Instructor License	LC2E160	(eff. 11/95)
Letter of Intent to Sponsor Private Investigator Intern	DACS-16026	(eff. 10/94)
Letter of Intent to Sponsor Recovery Agent Intern	DACS-16027	(eff. 10/94)
Affidavit of Experience – Class “MA”, “MB”, “M”, “MR”	DACS-16028	(eff. 1/95)
Firearms Incident Report	DACS-16001	(eff. 4/93)
Affidavit	DACS-16002	(eff. 2/96)
Temporary Class “G” License – Agency Certification	DACS-16013	(eff. 10/94)
Temporary Class “G” License – Criminal History Background Check	LC3E164	(eff. 10/94)
Revised/Duplicate/Renewal License Request	DACS-16029	(eff. 1/95)
Compliance Inspection Report	DACS-16034	(eff. 7/96)
Intern Biannual Progress Report	DACS-16033	(eff. 10/94)
Security Officer Training Curriculum Guide	LC1E186	(eff. 7/96)
Recovery Agent/Intern Curriculum Guide	LC1E187	(eff. 7/96)
New License Inspection Report	DACS-16030	(eff. 7/96)
School Inspection Report	DACS-16031	(eff. 6/95)
Change of Address	DACS-16032	(eff. 7/96)

(7) Final Orders. The Division hereby adopts the minimum requirements of Chapter 1S-6 and subsection 1-2.001(4), F.A.C., for the indexing, management and availability of final orders. In addition to these requirements, final orders resulting from proceedings under Section 120.535, F.S., are indexed by the Division. Final orders resulting from a challenge to the validity of a rule under Sections 120.54(4) or 120.56, F.S., are listed or indexed by the Division of Administrative Hearings.

*Rulemaking Authority 493.6103 FS. Law Implemented 120.565, 493.6102(6), 493.6105(6), 493.6115(8), 493.6121, 493.6203(2)-(4), 493.6303(2), (3) FS. History—New 2-4-91, Amended 7-31-96, 2-17-00, Formerly 1C-3.100, Amended 1-24-06.*

**5N-1.113 Disciplinary Guidelines; Range of Penalties; Aggravating and Mitigating Circumstances.**

The Division sets forth below disciplinary guidelines from which penalties will be imposed upon any person or agency violating Chapter 493, F.S. The purpose of the disciplinary guidelines is to provide notice of the range of penalties which may be imposed for specific violations. The language below is intended to summarize the statutory language and is not a complete statement of the violation.

(1) The disciplinary guidelines for violations committed by agencies are as follows:

VIOLATION	RANGE OF PENALTIES
(a) Failure to maintain a physical location in Florida. (493.6106(2), F.S.)	(a) From an administrative fine of \$250-\$650 to suspension, revocation or denial of license.
(b) Failure to timely notify the Division of a change of address. (493.6106(2)(a), F.S.)	(b) From an administrative fine of \$150-\$350 to probation or one month's suspension of license.
(c) Failure to post a license or disclosure notice. (493.6106(2)(b), (c), F.S.)	(c) From a reprimand to an administrative fine of \$50-\$150.
(d) Failure to have a valid local occupational license. (493.6107(5), F.S.)	(d) An administrative fine of \$50-\$150.
(e) Failure to notify the Division of cancellation of liability insurance. (493.6110(2), F.S.)	(e) An administrative fine of \$150- \$350.
(f) Failure to issue identification cards by licensed employees. (493.6111(5), F.S.)	(f) An administrative fine of \$50- \$150 per employee.
(g) Failure to notify the Division of changes in corporate officers. (493.6112(1), F.S.)	(g) From an administrative fine of \$150-\$350 to one month's suspension of license.
(h) Failure to report the hiring or termination of a licensed employee. (493.6112(2), F.S.)	(h) From an administrative fine of \$50-\$150 to probation.
(i) Allowing an employee to carry a weapon which is not required by the employee's duties. (493.6118(1)(f), F.S.)	(i) From an administrative fine of \$300-\$700 to probation or one month's suspension of license.
(j) Allowing an employee to carry a firearm or ammunition not authorized by the Division. (493.6118(1)(f), F.S.)	(j) From an administrative fine of \$300-\$700 to probation.
(k) Failure to timely notify the Division of the discharge of a firearm. (493.6115(9), F.S.)	(k) From an administrative fine of \$300-\$700 to probation or one month's suspension of license.
(l) Conducting or advertising regulated activities under an unauthorized fictitious name. (493.6118(1)(b), F.S.)	(l) From an administrative fine of \$200-\$400 to one month's suspension of license.
(m) Making a false statement regarding an individual's employment status. (493.6118(1)(d), F.S.)	(m) From an administrative fine of \$250-\$750 to one month's suspension of license.
(n) Failure to direct or supervise an armed employee. (493.6118(1)(f), F.S.)	(n) From an administrative fine of \$250-\$750 to probation or one month's suspension of license.
(o) Conducting or advertising the business of an agency without a valid license or with an inactive license. (493.6118(1)(g), F.S.)	(o) From an administrative fine of \$250-\$750 to revocation or denial of license.
(p) Conducting or advertising the business of an agency after suspension or revocation of a license. (493.6118(1)(g), F.S.)	(p) From an administrative fine of \$500-\$1,000 to revocation or denial of license.
(q) Conducting or advertising the business of a branch office without a valid license. (493.6118(1)(g), F.S.)	(q) From an administrative fine of \$200-\$600 to probation.
(r) Advertising or conducting regulated activity without liability insurance. (493.6118(h), F.S.)	(r) From an administrative fine of \$200-\$700 to probation or denial of license (in addition to suspension during uninsured period).

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| <ul style="list-style-type: none"> <li>(s) Permitting or aiding an employee to impersonate a law enforcement officer or government employee. (493.6118(1)(i), F.S.)</li> <li>(t) Allowing a security officer employee to perform regulated activities without a proper uniform. (493.6118(1)(f), 493.6305(1), F.S.)</li> <li>(u) Violation of a cease and desist order issued by the division. (493.6118(1)(k), 493.6120(3), F.S.)</li> <li>(v) Employing an unlicensed unarmed private investigator, security officer or recovery agent. (493.6118(1)(n), F.S.)</li> <li>(w) Employing an unlicensed armed security officer or private investigator. (493.6118(1)(n), F.S.)</li> <li>(x) Advertising or conducting regulated activity without a properly licensed manager. 493.6118(1)(n), F.S.)</li> <li>(y) Failure to maintain business records for two years. (493.6121(2), F.S.)</li> <li>(z) Unauthorized use of the Great Seal of the State of Florida. (493.6124, F.S.)</li> </ul> | <ul style="list-style-type: none"> <li>(s) From an administrative fine of \$300-\$700 or probation to one month's suspension of license.</li> <li>(t) From an administrative fine of \$250-\$500 to probation.</li> <li>(u) From an administrative fine of \$500-\$1,000 to revocation or denial of license.</li> <li>(v) An administrative fine of \$250-\$500.</li> <li>(w) From an administrative fine of \$300-\$700 to probation or one month's suspension of license.</li> <li>(x) From an administrative fine of \$200-\$400 to probation.</li> <li>(y) From an administrative fine of \$200-\$700 to one month's suspension of license.</li> <li>(z) An administrative fine of \$150-\$350.</li> </ul> |
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(2) The disciplinary guidelines for violations committed by individuals are as follows:

VIOLATION	RANGE OF PENALTIES
<ul style="list-style-type: none"> <li>(a) Failure to notify the division of a change of address. (493.6106(3), F.S.)</li> <li>(b) Failure to return agency identification card or equipment to employer upon termination. (493.6111(5)(c), 493.6118(1)(f), F.S.)</li> <li>(c) Carrying a weapon which is not required by the licensee's duties. (493.6115(3), F.S.)</li> <li>(d) Carrying a firearm or ammunition not authorized by the Division. (493.6115(6), F.S.)</li> <li>(e) Failure to timely notify the Division of the discharge of a firearm. (493.6115(9), F.S.)</li> <li>(f) Conviction of a crime directly related to the business for which the license is held. (493.6118(1)(c), F.S.)</li> <li>(g) Unauthorized release of confidential information or of a professional secret. (493.6118(1)(e), F.S.)</li> <li>(h) The improper exhibition of a firearm, as defined in s.790.10. (493.6118(1)(f), F.S.)</li> <li>(i) Careless or improper handling of a firearm resulting in a discharge. (493.6118(1)(f), F.S.)</li> <li>(j) Firing a warning shot while on duty. (493.6118(1)(f), F.S.)</li> <li>(k) Performing regulated activities without a valid license or with an inactive license. (493.6118(1)(g), F.S.)</li> <li>(l) Performing regulated activities after suspension or revocation of a license. (493.6118(1)(g), F.S.)</li> </ul>	<ul style="list-style-type: none"> <li>(a) An administrative fine of \$50-\$250.</li> <li>(b) From an administrative fine of \$100-\$500 to suspension or denial of license.</li> <li>(c) From an administrative fine of \$250-\$450 or probation to suspension or denial of license.</li> <li>(d) From an administrative fine of \$150-\$350 or probation to suspension or denial of the Class "G" Statewide Firearm License.</li> <li>(e) From an administrative fine of \$250-\$650 or probation to one month's suspension or denial of license.</li> <li>(f) From probation to suspension, revocation or denial of license.</li> <li>(g) From an administrative fine of \$250-\$750 to one month's suspension of license.</li> <li>(h) From an administrative fine of \$250-\$500 or probation to one month's suspension or denial of license.</li> <li>(i) From an administrative fine of \$300-\$700 or probation to three month's suspension or denial of license.</li> <li>(j) From an administrative fine of \$350-\$750 or probation to three month's suspension or denial of license.</li> <li>(k) From an administrative fine of \$100-\$300 to denial of license.</li> <li>(l) From an administrative fine of \$200-\$600 to revocation or denial of license.</li> </ul>

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| <ul style="list-style-type: none"> <li>(m) Impersonating a law enforcement officer or government employee. (493.6118(1)(i), F.S.)</li> <li>(n) Commission of an act of violence not in the lawful protection of one's self or another. (493.6118(1)(j), F.S.)</li> <li>(o) Violation of a cease and desist order issued by the division. (493.6118(1)(k), 493.6120(3), F.S.)</li> <li>(p) Soliciting business for an attorney for compensation. (493.6118(1)(l), F.S.)</li> <li>(q) Failure or refusal to cooperate with a division investigator. (493.6118(1)(o), F.S.)</li> <li>(r) Failure to carry an agency identification card while on duty. (493.6118(1)(p), F.S.)</li> <li>(s) Failure to carry a license while on duty. (493.6118(1)(q), F.S.)</li> <li>(t) Failure of a sponsor to timely certify the progress, completion or termination of an internship. 493.6118(1)(r), F.S.)</li> <li>(u) Unauthorized use of the Great Seal of the State of Florida. (493.6124, F.S.)</li> </ul> | <ul style="list-style-type: none"> <li>(m) From an administrative fine of \$500-\$1,000 to suspension, revocation or denial of license.</li> <li>(n) From probation to suspension, revocation or denial of license.</li> <li>(o) From an administrative fine of \$500 to \$1,000 to revocation or denial of license.</li> <li>(p) From an administrative fine of \$150-\$350 or probation to one month's suspension of license.</li> <li>(q) From an administrative fine of \$300-\$700 to three month's suspension or denial of license.</li> <li>(r) An administrative fine of \$50-\$150.</li> <li>(s) From an administrative fine of \$50-\$250 to probation.</li> <li>(t) From an administrative fine of \$150- \$350 to probation.</li> <li>(u) An administrative fine of \$100-\$200.</li> </ul> |
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(3) In addition to the disciplinary guidelines set forth in subsections (2) and (3), guidelines for violations committed by recovery agencies, agents and interns are as follows:

VIOLATION

- (a) Performing a repossession before authorization from the legal owner or mortgagee. (493.6118(1)(u)1., F.S.)
- (b) Charging for expenses not actually incurred. (493.6118(1)(u)2., F.S.)
- (c) Using recovered property for personal benefit. (493.6118(1)(u)3., F.S.)
- (d) Selling recovered property without written authorization from the legal owner or mortgagee. 493.6118(1)(u)4., F.S.)
- (e) Failure to notify law enforcement within 2 hours of a repossession. (493.6118(1)(u)5., F.S.)
- (f) Failure to timely remit to the client money collected in lieu of a repossession. (493.6118(1)(u)6., F.S.)
- (g) Failure to timely deliver to the client a negotiable instrument. (493.6118(1)(u)7., F.S.)
- (h) Falsification or alteration of inventory records. (493.6118(1)(u)8., F.S.)
- (i) Carrying a weapon or firearm while on private property in the performance of a recovery. (493.6118(1)(u)9., F.S.)
- (j) Solicitation of recovery services for a fee greater than the amount normally charged. (493.6118(1)(u)10., F.S.)
- (k) Displaying a badge in the course of a repossession. (493.6118(1)(u)11., F.S.)

RANGE OF PENALTIES

- (a) From an administrative fine of \$200-\$700 or probation to one month's suspension of license.
- (b) From an administrative fine of \$150-\$300 to probation or one month's suspension of license.
- (c) From an administrative fine of \$300-\$700 to one month's suspension or denial of license.
- (d) From an administrative fine of \$300-\$600 or probation to one month's suspension or denial of license.
- (e) From an administrative fine of \$100-\$300 to probation.
- (f) From an administrative fine of \$150-\$350 or probation to one month's suspension or denial of license.
- (g) From an administrative fine of \$100-\$300 or probation to one month's suspension or denial of license.
- (h) From an administrative fine of \$300-\$700 or probation to three month's suspension or denial of license.
- (i) From an administrative fine of \$300-\$700 or probation to three month's suspension or denial of license.
- (j) From an administrative fine of \$200-\$600 or probation to one month's suspension or denial of license.
- (k) From an administrative fine of \$200-\$600 to probation.

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| (l) Failure to maintain inventory of personal property recovered in a repossession. (493.6404(1), F.S.)    | (l) From an administrative fine of \$150-\$350 or probation to one month's suspension or denial of license. |
| (m) Failure to timely notify a debtor in writing of the location of personal property. (493.6404(2), F.S.) | (m) From an administrative fine of \$150-\$350 to probation.  |

(4) The disciplinary guidelines for violations committed by instructors and schools or training facilities are as follows:

VIOLATION

RANGE OF PENALTIES

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| (a) Falsely certifying the completion of required training. (493.6118(1)(f), F.S.)                    | (a) From an administrative fine of \$300-\$700 per student to three month's suspension or denial of license.              |
| (b) Failing to provide students with the proper hours of instruction. (493.6118(1)(f), F.S.)          | (b) From an administrative fine of \$300 -\$700 per student to three month's suspension or denial of license.             |
| (c) Improperly administering or grading an examination. (Rule 1C-3.140, F.A.C., 493.6118(1)(f), F.S.) | (c) From an administrative fine of \$200-\$600 per student or probation to three month's suspension or denial of license. |
| (d) Failing to properly maintain records. (Rule 1C-3.142, F.A.C., 493.6118(1)(f), F.S.)               | (d) From an administrative fine of \$150-\$350 or probation to one month's suspension or denial of license.               |
| (e) Employing an unlicensed instructor to teach at a licensed school. (493.6301(8), F.S.)             | (e) From an administrative fine of \$150-\$350 or probation to one month's suspension or denial of license.               |
| (f) Failure to teach approved curriculum. (493.6304(3), F.S.)   | (f) From an administrative fine of \$200-\$600 or probation to one month's suspension of license.                         |
| (g) Operating an unlicensed school or training facility. (493.6304(3), F.S.)                          | (g) From an administrative fine of \$300-\$700 to denial of license.  |

(5) The division shall be entitled to deviate from the above-mentioned guidelines and impose any penalty authorized under Section 493.6118(2), F.S., upon a showing of one or more of the following aggravating or mitigating circumstances presented to the finder of fact:

- (a) The violation was committed maliciously.
- (b) The danger to public safety or welfare.
- (c) The number of previous violations for the same type of offense, whether or not disciplinary action was taken.
- (d) The length of time the violator engaged in the prohibited activity.
- (e) The length of time since the violation occurred.
- (f) Previous disciplinary action against the violator in this or any other jurisdiction.
- (g) The amount of damage to persons or property caused by the violation.
- (h) The deterrent effect of the penalty imposed.
- (i) Any efforts by the violator at rehabilitation.
- (j) Attempts by the violator to correct violations or the failure to correct violations.
- (k) The violator's prior knowledge of Chapter 493, F.S.
- (l) Whether the violation resulted from negligence or an intentional act.
- (m) Financial hardship.
- (n) The cost of disciplinary proceedings.
- (o) The number of other violations proven in the same proceeding.
- (p) The violation occurred while on probation.
- (q) Any other aggravating or mitigating circumstances.

(6) The provisions of this rule are not intended and shall not be construed to limit the ability of the division to informally dispose of disciplinary actions by stipulation, settlement or consent order pursuant to Section 120.57(3), F.S.

(7) The provisions of this rule are not intended and shall not be construed to limit the ability of the Division to pursue or recommend collateral civil or criminal action when appropriate.

*Rulemaking Authority 493.6103, 493.6106(2), 493.6107(5), 493.6110(2), 493.6111(5), 493.6112(1), (2), 493.6115(3), (6), (9), 493.6118, 493.6120(3), 493.6121, 493.6124, 493.6301(8), 493.6304(3), 493.6404(1), (2) FS. Law Implemented 493.6100, 493.6115, 493.6118, 493.6120(3), 493.6121, 493.6124, 493.6304(3), 493.6404 FS. History—New 5-7-91, Amended 5-15-95, Formerly 1C-3.113.*



**5N-1.116 Classification of Licenses; Insurance; Fees.**

(1) Classifications. The following shall be the classifications of licenses:

**PRIVATE INVESTIGATION**

Agency	Class "A"
Private Investigator	Class "C"
Armed Private Investigator	Class "C" & Class "G"
Branch Office	Class "AA"
Manager	Class "C" or Class "MA" or Class "M"
Intern	Class "CC"

**PRIVATE SECURITY**

Agency	Class "B"
Security Officer	Class "D"
Armed Security Officer	Class "D" & Class "G"
Branch Office	Class "BB"
Manager	Class "MB" or Class "M"

**REPOSSESSION ACTIVITY**

Agency	Class "R"
Recovery Agent	Class "E"
Branch Office	Class "RR"
Manager	Class "MR" or Class "E"
Intern	Class "EE"

**COMBINED PRIVATE INVESTIGATION AND SECURITY**

Agency	Class "A" & Class "B"
Branch Office	Class "AB"
Manager	Class "M"

**SCHOOLS**

Security Officer School or Training Facility	Class "DS"
Security Officer Instructor	Class "DI"
Recovery Agent School or Training Facility	Class "RS"
Recovery Agent Instructor	Class "RI"

**FIREARMS**

Instructor	Class "K"
Statewide Firearm License	Class "G"

**MANAGERS**

Private Investigative Agency or Branch	Class "C", "MA", or "M"
Private Security Agency or Branch	Class "MB" or "M"
Recovery Agency or Branch	Class "E" or "MR"
Armed Manager	Appropriate Manager's License and Class "G"

(2) Insurance. Each Class "B" agency must file Form DACS-16004, Certification of Insurance, as incorporated in subsection 5N-1.100(4), F.A.C., and available at <http://licgweb.doacs.state.fl.us/forms/index.html>, evidencing commercial general liability coverage issued by an insurance company licensed in Florida that provides coverage for the actions of all licensed employees in an amount and manner as delineated in Section 493.6110, F.S.

(a) Licensees must list the Division as an additional insured party to assure that all notices regarding coverage are sent by the insurance provider to the Division in addition to the insured licensee. The licensee shall make separate notification to the Division of any cancellation of or claim against the policy.

(b) Cancellation of coverage automatically renders an agency license suspended and requires the temporary termination of all activities regulated under Chapter 493, F.S. Such suspension remains in effect until valid coverage has been obtained and proof of coverage has been provided to the Division. Any reduction or modification of coverage to less than that required by statute shall result in the issuance of an order to cease and desist pursuant to the authority of Section 493.6121(3), F.S., and an administrative complaint shall be issued. No agency shall engage in regulated activity while insurance coverage is not in effect.

(c) Upon a change of business location, the agency owner or manager shall notify the insurance carrier and the Division.

(3) License, Examination and Fingerprint Fees.

(a) The fees for biennial licenses under this chapter are as follows:

1. Class "A" license. Private Investigative Agency: \$450,
2. Class "B" license. Security Agency: \$450,
3. Class "R" license. Recovery Agency: \$450,
4. Class "C" license. Private Investigator: \$75,
5. Class "D" license. Security Officer: \$45,
6. Class "E" license. Recovery Agent: \$75,
7. Class "CC" license. Private Investigator Intern License: \$60,
8. Class "EE" license. Recovery Agent Intern: \$60,
9. Class "G" license. Statewide Firearm License Permit: \$112,
10. Class "K" license. Firearms Instructor: \$100,
11. Class "AA", "BB", "AB", "RR" license. Branch Office: \$125,
12. Class "M", "MA", "MB", or "MR" license. Agency or Branch Manager: \$75,
13. Class "DS" license. Security Officer School or Training Facility: \$60,
14. Class "DI" license. Security Officer Instructor: \$60,
15. Class "RS" license. Recovery Agent School or Training Facility: \$60,
16. Class "RI" license. Recovery Agent Instructor: \$60.

(b) The application fee for all license types shall be \$50, except Class "D" and "G" which shall have no application fee. Prescribed application fees shall be submitted with the application.

(c) The fee for replacement or revision of laminated licenses shall be \$15. All other licenses may be replaced or revised for \$10.

(d) The examination fee for Class "K" firearms instructors shall be \$50.

(e) The examination fee for Class "M," "MA," and "C" examinations shall be \$100.

(f) Prescribed license fees for Class "C", "CC", "D", "E", "EE", "G", "M", "MA", "MB" and "MR" licenses shall be submitted with the application. For all other license types, the prescribed license fee shall be submitted upon notification by the Division that the application has been approved.

(g) All applications for licensure shall include the required set of fingerprint cards and a fingerprint processing fee. A processing fee of \$42 shall accompany each set of fingerprints filed with the Division.

(h) The processing fee for temporary Class "G" licensure shall be \$15.

*Rulemaking Authority 215.405, 493.6103, 493.6105(3)(j), 493.6107, 493.6202, 493.6302, 493.6402 FS., s. 1, ch. 232-2007, Laws of Florida. Law Implemented 215.405, 493.6105(1), 493.6105(3)(j), 493.6107, 493.6110, 493.6115(13), 493.6201, 493.6202, 493.6203(5), 493.6301, 493.6302, 493.6401, 493.6402 FS. History—New 2-4-91, Amended 7-31-96, 2-17-00, Formerly 1C-3.116, Amended 1-24-06, 1-1-08.*

#### **5N-1.120 Filing of Application; License Issuance and Temporary Authority of Out of State Licensees.**

(1) Procedures. Any person who meets the qualifications prescribed by Chapter 493, F.S., and desires a license in the profession or services provided for in the law, shall file with the Division an application using the applications and support forms in Rule 5N-1.100, F.A.C.

(a) In determining whether an applicant has the experience required to perform the types of services permitted under the license for which application is being made, the applicant shall, upon request by the Division, submit sworn affidavits from former employers during the relevant time period, attesting that the applicant was employed and working at the claimed profession or service.

(b) When application is being made due to a change in corporate officers, a copy of the minutes of the meeting of the corporation's board of directors, at which such change was affected shall accompany the application of the new officer(s).

(c) Each license issued by the Division shall specify on its face the classification of such license. No licensed agency or individual shall engage in regulated activities reserved for any other classification without possessing the appropriate license. No license issued in any of the licensed classifications shall be transferable from the original licensee to any other person. In addition, all licenses will expire at midnight of every second year after date of issuance.

(2) Out of State Licensees. This section is applicable only for the protection of persons and property following a natural disaster or other emergency in response to which the Governor or the appropriate federal agency has issued a state of emergency.

(a) Only security agencies which are licensed in this state as Class "B" Security Agencies are eligible to apply for temporary approval of their out of state licensed or registered security officers to perform regulated activities in this state subject to the conditions and standards provided herein.

(b) Agency requirements. Class "B" Security Agencies requiring the services of their out of state employees to protect persons and property in this state shall make prior application with the Division by submitting the following:

1. A letter on agency or corporate letterhead identifying each security officer for which temporary authority is requested by name, social security number, state and number of individual license or registration, date of issuance, whether armed or unarmed, state and number of firearms licensed if to be armed; Submission of a social security number is required for

identification purposes, to prevent misidentification and to facilitate the approval process.

2. A copy of the valid out of state license or registration on each security officer who is to be temporarily operating in this state. In those states where no licensure or registration document is issued to the security officer, an identification card issued by the employing agency may be provided;

3. A statement that each of the security officers intended to be temporarily operating in this state has been licensed or registered in his state of origin for at least one (1) year and has had no disciplinary action taken against him by such state at any time subsequent to licensure; and

4. A statement that the Secretary of State or other appropriate authority of the security officer's state of licensure agrees to accept service of process while the security officer is engaged in regulated activity in the State of Florida.

(c) Temporary authority for out of state security personnel to operate in this state is valid for a maximum of sixty days from the date of temporary approval issuance by the Division. Renewal or extensions of temporary authority will not be granted. To operate beyond the sixty day period, out of state security personnel shall have received appropriate training as required of Florida licensed security personnel, and shall have submitted a complete application to the Division for a Class "D" Security Officer license, and, if armed, a Class "G" Statewide Firearms license.

(d) This rule is applicable only to out of state security personnel licensed by a state which has training and licensure standards substantially similar to or higher than those required by Chapter 493, F.S. Upon inquiry, but prior to the submission of an application by an agency licensed in this state, the Division will review the statutory requirements of the state from which security personnel are to be sent and advise the agency of its findings.

(e) Authority for out of state security officers to be armed while operating temporarily in this state is limited to standard .38 caliber revolvers and shotguns. The use of any other firearms is specifically prohibited without issuance of a firearms waiver by the Division.

(f) Security personnel granted authority to operate in this state on a temporary basis are subject to the regulatory authority of the Division and the requirements contained in Chapter 493, F.S., and Chapter 5N-1, F.A.C. Licensed agencies are responsible for assuring compliance with these requirements.

*Rulemaking Authority 493.6103, 493.6109 FS. Law Implemented 493.6105, 493.6106, 493.6108, 493.6109, 493.6111, 493.6112, 493.6113, 493.6118(1)(m) FS. History—New 2-4-91, Amended 2-1-93, 7-31-96, Formerly 1C-3.120.*

#### **5N-1.124 Prohibited Activities and Requirements.**

Individual licenses and an agency identification card must be in the possession of the licensee at all times while on duty.

(1) No licensee shall operate under any name other than its licensed name. The use of any address other than the licensed address(es) is prohibited in any public advertisement.

(2) All records of each licensee must be kept separate and apart from all other licensees regardless of whether operating out of the same office or owned by the same individual partnership or corporation.

(3) No person, firm or corporation possessing a valid agency license shall permit any other person, firm or corporation possessing any financial interest in such licensed business to exert or maintain operational control over such licensed business. Licensed agencies and branch offices shall not commence regulated activity until a properly licensed manager has been designated and employed.

*Rulemaking Authority 493.6103 FS. Law Implemented 493.6106(2)(d), 493.6111, 493.6118(1)(b), (g), (n), (p), (q), 493.6121 FS. History—New 2-4-91, Amended 7-31-96, Formerly 1C-3.124.*

#### **5N-1.129 Ammunition.**

Licensed agencies shall allow licensed employees to use only factory ammunition of a type and load which is appropriate for the location and duty requirements of armed employees, not including the following types of ammunition which are prohibited:

(1) Glaser-type or any other pre-fragmented type bullets.

(2) Exploding bullets.

(3) Full metal jacket (fmj)/full metal case (fmc) bullets (this can be used in semi-automatic pistols only).

(4) Teflon-coated (ktw-type) or any other type of armor piercing bullets.

(5) Full wadcutter bullets (except on the firing range).

(6) Reloaded ammunition (except on the firing range).

*Rulemaking Authority 493.6103 FS. Law Implemented 493.6115(3), (4), (6) FS. History—New 11-25-92, Amended 5-15-95, Formerly 1C-3.129.*

#### **5N-1.130 Firearms.**

(1) A Class "D" Security Officer licensee who also holds a valid Class "G" Statewide Firearm license shall not carry a firearm while on duty unless doing so is authorized by her or his employer as being required by and in connection with those duties.

(a) A Class "D" Security Officer licensee performing armed duties authorized by her or his employer is not required to disarm:

1. When carrying a firearm outside the client's property line provided that the carrying of the firearm is in connection

with the security duties performed for the client and is within a half-mile radius of the client's property; or

2. When traveling from one armed site to another armed site, provided the site-to-site transfer is directed by her or his employing agency and the employing agency does not require the licensee to disarm; or

3. When traveling directly to and from home to reach and leave a client's site at which armed security services have been requested by the client, provided that the licensee is in uniform, notwithstanding Section 493.6115(4), Florida Statutes, and has written direction or approval from her or his employing agency, or

4. While performing tasks during duty hours such as refueling an agency-owned vehicle, purchasing carryout food or beverage, or taking a restroom break, provided such activities are carried out within a two-mile radius of the licensee's assigned duty post or the licensee is traveling armed as stated in subsection (3); or

5. While rendering emergency humanitarian assistance or providing assistance to a law enforcement officer when requested by that law enforcement officer;

6. Unless expressly required to do so required by law or her or his employer. In such circumstances, unless the firearm is being transferred to another security officer, which shall require a clearing barrel to facilitate transfer, the firearm shall be securely encased in a glove compartment, gun case, or closed box or container that requires a lid to be opened for access.

(b) A Class "D" Security Officer performing armed duties authorized by her or his employer shall not leave a firearm unsecured while performing armed security duties, including those outlined in subparagraphs (1)(a) 1.-5.

(2) As used in this section, a "Field Supervisor" means and includes an individual who holds a valid Class "M" or "MB" manager license and a valid Class "G" Statewide Firearm license, or a valid Class "D" Security Officer license and a valid Class "G" Statewide Firearm license, who is assigned by her or his employer to work full time in overseeing other security officers on multiple sites, and who has the authority to relieve security officers from duty or initiate disciplinary action.

(a) A Field Supervisor shall not carry a firearm while performing regulated duties unless doing so is authorized in writing by her or his employer and is required by and in connection with those duties which include commonly recognized supervisory tasks or management of operational needs during her or his duty shift.

(b) A Field Supervisor who is performing armed duties in uniform authorized by her or his employer is not required to disarm:

1. While supervising licensed employees in the performance of regulated duties at multiple sites at which armed and unarmed services are being provided to various clients, or when required to immediately assume and perform regulated duties at an armed site, unless she or he is directed by his employer to assume and perform regulated duties at an unarmed site; or

2. When traveling in an agency-owned vehicle among sites at which armed and unarmed services are being provided to various clients, unless a client has specifically stated it does not want the licensee to be armed on that client's site. In such circumstances, the employing agency shall establish written protocols that honor the interests of each client; or

3. When conducting an on-site evaluation as part of a threat assessment performed for a current client or when a threat assessment has been requested by a prospective client. A "threat assessment" means and includes any survey or assessment conducted by a security agency, with the written permission of a property owner or representative, for the purpose of evaluating the property owner's security needs; or

4. When meeting with a client or a prospective client unless the client or prospective client has specifically stated it does not want the licensee to be armed during the meeting. In such circumstances, the employing agency shall establish written protocols that honor the interests of each client;

5. Unless expressly required to do so by law or her or his employer. In such circumstances, the firearm shall be securely encased in a glove compartment, gun case, or closed box or container that requires a lid to be opened for access.

(c) A Field Supervisor who is performing armed duties in uniform authorized by her or his employer shall not leave a firearm unsecured while performing armed security duties, including those outlined in subparagraphs (2)(b)1.-4.

(3) No licensee shall wear or carry a firearm while running personal errands or taking care of personal business either for herself or himself or for any other person.

*Rulemaking Authority 493.6103 FS. Law Implemented 493.6103, 493.6115, 493.6301, 493.6303 FS. History—New 6-16-11.*

#### **5N-1.134 Licensed Firearms Instructors; Schools or Training Facilities; License Application.**

(1) Licensed Firearms Instructors. All licensed Firearms Instructors must utilize the instruction requirements and materials contained in the Division's Firearms Instructors Training Manual.

(2) Schools or Training Facilities. All persons or business entities desiring to operate a security officer school or training facility, or recovery agent school or training facility, shall make application for licensure as required by Sections 493.6304 and 493.6406, F.S., using Form DACS-16003 (4/04), incorporated by reference and available at <http://licgweb.doacs.state.fl.us/forms/index.html>. The Division shall examine such application to determine if it complies with all requirements of the law and these rules. Upon a determination by the Division that the application is complete and all requirements have been met, the Division shall issue a written temporary approval authorizing commencement of operations. A school or

training facility shall not operate until temporary written approval is granted. A representative of the Division shall inspect the school or training facility within 4 months of the commencement of operations. Within 60 days of such inspection, a license shall be granted or denied. Licensure shall be valid for a period of 2 years unless suspended or revoked by final order of the Division. A license for a school or training facility is valid only for the training site, facility or branch office named on the license and is not transferable to any other location. If a licensed location is changed, a new complete application and appropriate fee must be submitted. In addition to the application, the following shall be submitted before written temporary approval is granted:

(a) A statement providing the date that instruction will commence, the street address or physical location, city and county of the primary building in which the classes will be conducted, a physical description of the facilities, and a scale drawing of the floor plan as a blueprint;

(b) A statement of the ownership structure of the proposed school which charges a tuition or fee, including names and addresses of all directors, and corporate status or partnership alignment. Corporations must submit a copy of the current articles of incorporation issued by the Department of State, Division of Corporations;

(c) A statement confirming the adoption of the minimum curriculum as required by subsection 5N-1.140(1), F.A.C.;

(d) A statement confirming that each instructor is qualified as required by Rule 5N-1.138, F.A.C.;

(e) A statement confirming property damage and bodily injury liability insurance coverage for the proposed school or training facility, together with a certificate of insurance. Liability insurance coverage in an amount of not less than \$50,000 shall continue in force and effect so long as the school or facility is in operation;

(f) A description of the proposed system for the handling of students' records and transcripts, and a copy of the current school-student contract format if tuition or a fee is charged;

(g) Minimum classroom floor space of 25 square feet for each student enrolled. Additional areas required shall include:

1. A break area;
2. Restrooms; and
3. An administrative office at the primary school or agency.

(h) Non-refundable application and license fees for each training site, facility or branch office where classes are to be conducted. See subsections 5N-1.116(3)(a) and (2), F.A.C., for fees.

(3) Exemptions.

(a) Public educational facilities which are a part of the State University System, or are operated by a community college board of trustees under statutory authority and rules of the State Board of Education, or by a district school board, and area vocational schools shall be exempt from all requirements of Rule 5N-1.134, F.A.C., except the filing of Form DACS-16003.

(b) Instructors who are full-time faculty members and who teach security officer or recovery agent classes shall be exempt from licensure if they teach exclusively for public educational facilities referred to in subsection (2) above.

*Rulemaking Authority 493.6105(6), 493.6115(8), 493.6304(3), 493.6406(3) FS. Law Implemented 493.6105(6), (7), 493.6115(8), 494.6304(3), 493.6406(3) FS. History—New 10-1-91, Amended 2-18-93, 7-6-93, 7-31-96, Formerly 1C-3.134, Amended 7-27-04.*

#### **5N-1.138 School Staff; Licensing Requirements; Standards.**

(1) Schools and training facilities shall employ instructors who have been licensed by the division or are exempt by subsection 5N-1.134(3), F.A.C. Any person is qualified for licensure as an instructor pursuant to Chapter 493, F.S., who submits Form DACS-16014 as incorporated in Rule 5N-1.100, F.A.C., and:

(a) Has attained at least 18 years of age; and

(b) Can evidence a high school diploma or GED certificate; and

(c) For Class "DI" licensure, is licensed as a Class "D" security officer and has been so licensed not less than 3 years within the 5-year period immediately preceding application. For Class "RI" licensure, is licensed as a Class "E" recovery agent and has been so licensed not less than 3 years within the 5-year period immediately preceding application, or is licensed as a Class "MR" recovery agent manager, and has been so licensed for not less than 1 year.

(d) For Class "DI" licensure, can evidence an associate degree from a junior college or community college with a major course of study in criminology, criminal justice, police science, or other course of study related to law enforcement or security and is current licensed as a security officer and has been so licensed for not less than 1 year; or can evidence a bachelor's, master's, or doctorate degree from a college or university with a major course of study in education, criminology, criminal justice, police science, law or other course of study related to law enforcement or security; or

(e) For Class "DI" licensure, can evidence a certificate of completion from a federal, state, county or municipal law enforcement academy or training facility which is comparable in hours and curriculum to the training established by the Florida Criminal Justice Standards and Training Commission or the Department of Education as acceptable to meet law enforcement officer, correctional officer or correctional probation officer minimum standards; or

(f) For Class "DI" licensure, can evidence having served not less than 1 year on active duty as a military policeman, security police officer, or in other military law enforcement duty; or

(g) For Class "DI" licensure – is currently licensed as a Class "M" office manager or a Class "MB" security office manager and is serving or has served in a licensed management position.

(h) For Class "RI" licensure, can evidence a bachelor's, master's, or doctorate degree from a college or university with a major course of study in education, finance, criminology, criminal justice, police science, law or other course of study related to law enforcement or financial management.

(2) An applicant may qualify for licensure to teach only in specific subject areas relating to his professional training and experience who:

(a) Is licensed as a nurse, emergency medical technician or paramedic, or is otherwise professionally trained and certified in emergency medical procedures;

(b) Has been certified as an instructor by the American Red Cross, American Heart Association or other similar nationally recognized health and human care organization; or

(c) Is a certified firefighter.

(3) Licensed instructors may be employed by more than one school or facility so long as the Division is advised by each school that employs the instructor.

(4) Students shall remain under the supervision of a licensed instructor during all classes and under constant supervision during examination.

*Rulemaking Authority 493.6304(3), 493.6406(3) FS. Law Implemented 493.6304(3), 493.6406(3) FS. History—New 10-1-91, Amended 7-6-93, 7-31-96, Formerly 1C-3.138.*

#### **5N-1.140 Security Officer, Recovery Agent and Private Investigative Intern School Curriculum; Examinations; Retention of Records.**

(1) Security Officer Schools and Training Facilities.

(a) A security officer school or training facility shall teach, at a minimum, and the students shall attend classes in the subject areas as set forth in the Security Officer Training Curriculum Guide (5/04), incorporated by reference and available at <http://licgweb.doacs.state.fl.us/forms/index.html>. The security officer curriculum shall be taught in two courses, Course A consisting of 24 hours of instruction and Course B consisting of 16 hours of instruction.

(b) Upon completion of the required curriculum, schools and training facilities shall administer a Course A final examination and a Course B final examination of not less than 1 hour in duration each. The examinations shall be approved by the Division as meeting the content criteria of paragraph (a) and the Security Officer Curriculum Guide. Such examination shall consist of 100 questions for Course A and 70 questions for Course B on the subjects contained in the Security Officer Curriculum Guide.

(c) No more than 50 percent of the questions in each subject area may be true or false questions, and 75 or more questions in Course A and 53 questions in Course B answered correctly is a passing score. The school or training facility shall issue a certificate of completion to each student who successfully completes the training standards established herein. Each certificate shall bear the name and license number of the school at which training was received and the number of hours of training completed. On or after October 1, 1994, security officer applicants not previously licensed may satisfy the 40 hour training requirement by: a) completing 40 hours of instruction before submitting an application; or b) completing 24 hours of instruction at the time of initial application and completing 16 hours of instruction upon renewal of a license. If a security officer license initially obtained on or after October 1, 1994, has been revoked or expired for more than one year, the individual must reapply and show proof of retraining under paragraph (a) or (b) above.

(d) All training programs approved by the Florida Criminal Justice Standards and Training Commission for certification of graduates as law enforcement officers or correction officers are deemed to be approved by the department as meeting the training requirements of Section 493.6303(4), F.S.

(e) An individual who satisfies any criteria under paragraphs 5N-1.138(1)(e)-(g), F.A.C., is deemed to have met the training requirement of Section 493.6303(4), F.S.

(2) Recovery Agent Schools and Training Facilities.

(a) Beginning October 1, 1994, Class E and EE applicants not previously licensed must have completed 40 hours of training before they may be licensed. A recovery agent school or training facility shall teach, at a minimum, and the students shall attend classes in the subject areas as set forth in the Recovery Agent/Intern Curriculum Guide (Form LC1E187; eff. 7/96), incorporated by reference.

(b) Upon completion of the required curriculum, schools and training facilities shall administer a final examination of not less than 1 hour in duration which has been approved by the Division as meeting the content criteria of paragraph (a) and the Recovery Agent/Intern Curriculum Guide.

(c) No more than 50 percent of the questions in each subject area may be true or false questions, and 75 or more questions answered correctly is a passing score. The school or training facility shall issue a certificate of completion to each student who successfully completes the training standards established herein. Each certificate shall bear the name and license number of the school at which training was received.

(3) Private Investigator Examination. Beginning January 1, 2008 applicants for Class "M," "MA," and "C" licenses must submit proof, completed by the provider on Form 16060 (1/08), Certificate of Completion (incorporated by reference

and available at <http://mylicensesite.com/forms/index.html>), of having successfully passed an examination that covers the provisions of Chapter 493, F.S. The examination, consisting of 100 questions, will be administered by a provider approved by the Division, after the examination fee of \$100 is paid to the Division and the applicant's identity is verified by the provider. A passing score shall be 75 correct answers. The examination provider shall retain an examination file on each applicant for 2 years.

(4)(a) Beginning September 1, 2008, an applicant for a Class "CC" license must have completed at least 24 hours (Course A) of a 40-hour course pertaining generally to private investigative techniques and Chapter 493, F.S. at a state university, school, community college, college or university (hereafter "institution") under the purview of the Florida Department of Education and must successfully pass an examination on Course A.

(b) The applicant must submit proof of completion of Course A on Form 16062(9/08), Certificate of Completion (incorporated by reference and available at <http://mylicensesite.com/forms/index.html>), with his or her application for licensure. The applicant must complete the remaining 16 hours (Course B), take an examination on Course B and submit proof of successfully passing the Course B examination, also on Form 16062, to the Division within 180 days of the date of submittal of his or her application. Applicants may complete both Course A and Course B before they apply for licensure. Certificates of Completion shall be issued by the institution.

(c) Institutions providing private investigative intern courses shall teach, at a minimum, the subject areas set forth in the Private Investigative Intern Training Curriculum Guide (LC1E188, eff. 9/08), incorporated by reference and available at <http://mylicensesite.com/forms/index.html>. Private investigative intern courses may be provided by face-to-face presentation, on-line technology, or home study. Whatever the mode of instruction, students shall attend or participate in sessions or classes in accordance with statutes, rules and procedures of the Florida Department of Education.

(d) Providers of private investigative intern courses shall verify the identity of an intern following procedures of the Florida Department of Education before examinations for Course A and B are taken. The examination for Course A shall consist of 100 questions, and 75 correct answers shall be a passing score. The examination for course B shall consist of 70 questions, and 53 correct answers shall be a passing score. For both examinations, no more than 50% of the questions may be true or false questions.

(5) Retention of records. Each school, facility or provider of private investigator examinations shall maintain for 2 years and make available for inspection upon request of the department the following records:

(a) A schedule which shall include the date, time, location and instructor of each class session;

(b) A separate file for each course which establishes that minimum course standards were met to include, at a minimum, the course materials and reference sources used for each class presentation and the original of each final exam bearing the grade received and the signature of the student;

(c) A log for each class session containing the signature of each student in attendance;

(d) A copy of any certificate, diploma or other record presented to each student which establishes the successful completion of the course of study and final examination.

(e) A separate file on each approved instructor containing, as a minimum, a copy of the qualifications and license of each.

*Rulemaking Authority 493.6203(5), 493.6203(6), 493.6303(4), 493.6304(3), 493.6403(2), 493.6406(3) FS. Law Implemented 493.6203(5), 493.6203(6), 493.6303(4), 493.6304(3), 493.6403(2), 493.6406(3) FS. History—New 10-1-91, Amended 2-18-93, 7-6-93, 10-6-93, 12-5-94, 7-31-96, Formerly 1C-3.140, Amended 1-1-05, 1-1-08, 8-26-08.*

CHAPTER 493

PRIVATE INVESTIGATIVE, PRIVATE SECURITY, AND REPOSSESSION SERVICES

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PART I  
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**493.6100 Legislative intent.**—The Legislature recognizes that the private security, investigative, and recovery industries are rapidly expanding fields that require regulation to ensure that the interests of the public will be adequately served and protected. The Legislature recognizes that untrained persons, unlicensed persons or businesses, or persons who are not of good moral character engaged in the private security, investigative, and recovery industries are a threat to the welfare of the public if placed in positions of trust. Regulation of licensed and unlicensed persons

and businesses engaged in these fields is therefore deemed necessary.

*History.*—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429; s. 1, ch. 94-172.

**493.6101 Definitions.**—

(1) "Department" means the Department of Agriculture and Consumer Services.

(2) "Person" means any individual, firm, company, agency, organization, partnership, or corporation.

(3) "Licensee" means any person licensed under this chapter.

(4) The personal pronoun "he" or the personal pronoun "she" implies the impersonal pronoun "it."

(5) "Principal officer" means an individual who holds the office of president, vice president, secretary, or treasurer in a corporation.

(6) "Advertising" means the submission of bids, contracting, or making known by any public notice or solicitation of business, directly or indirectly, that services regulated under this chapter are available for consideration.

(7) "Good moral character" means a personal history of honesty, fairness, and respect for the rights and property of others and for the laws of this state and nation.

(8) "Conviction" means an adjudication of guilt by a federal or state court resulting from plea or trial, regardless of whether imposition of sentence was suspended.

(9) "Unarmed" means that no firearm shall be carried by the licensee while providing services regulated by this chapter.

(10) "Branch office" means each additional location of an agency where business is actively conducted which advertises as performing or is engaged in the business authorized by the license.

(11) "Sponsor" means any Class "C," Class "MA," or Class "M" licensee who supervises and maintains under his or her direction and control a Class "CC" intern; or any Class "E" or Class "MR" licensee who supervises and maintains under his or her direction and control a Class "EE" intern.

(12) "Intern" means an individual who studies as a trainee or apprentice under the direction and control of a designated sponsoring licensee.

(13) "Manager" means any licensee who directs the activities of licensees at any agency or branch office. The manager shall be assigned to and shall primarily operate from the agency or branch office location for which he or she has been designated as manager.



(14) "Firearm instructor" means any Class "K" licensee who provides classroom or range instruction to applicants for a Class "G" license.

(15) "Private investigative agency" means any person who, for consideration, advertises as providing or is engaged in the business of furnishing private investigations.

(16) "Private investigator" means any individual who, for consideration, advertises as providing or performs private investigation. This does not include an informant who, on a one-time or limited basis, as a result of a unique expertise, ability, vocation, or special access and who, under the direction and control of a Class "C" licensee or a Class "MA" licensee, provides information or services that would otherwise be included in the definition of private investigation.

(17) "Private investigation" means the investigation by a person or persons for the purpose of obtaining information with reference to any of the following matters:

(a) Crime or wrongs done or threatened against the United States or any state or territory of the United States, when operating under express written authority of the governmental official responsible for authorizing such investigation.

(b) The identity, habits, conduct, movements, whereabouts, affiliations, associations, transactions, reputation, or character of any society, person, or group of persons.

(c) The credibility of witnesses or other persons.

(d) The whereabouts of missing persons, owners of unclaimed property or escheated property, or heirs to estates.

(e) The location or recovery of lost or stolen property.

(f) The causes and origin of, or responsibility for, fires, libels, slanders, losses, accidents, damage, or injuries to real or personal property.

(g) The business of securing evidence to be used before investigating committees or boards of award or arbitration or in the trial of civil or criminal cases and the preparation therefor.

(18) "Security agency" means any person who, for consideration, advertises as providing or is engaged in the business of furnishing security services, armored car services, or transporting prisoners. This includes any person who utilizes dogs and individuals to provide security services.

(19) "Security officer" means any individual who, for consideration, advertises as providing or performs bodyguard services or otherwise guards persons or property; attempts to prevent theft or unlawful taking of goods, wares, and merchandise; or attempts to prevent the misappropriation or concealment of goods, wares or merchandise, money, bonds, stocks, choses in action, notes, or other documents, papers, and articles of value or procurement of the return thereof. The term also includes armored car personnel and those personnel engaged in the transportation of prisoners.

(20) "Recovery agency" means any person who, for consideration, advertises as providing or is engaged in the business of performing repossessions.

(21) "Recovery agent" means any individual who, for consideration, advertises as providing or performs repossessions.

(22) "Repossession" means the recovery of a motor vehicle as defined under s. 320.01(1), a mobile home as defined in s. 320.01(2), a motorboat as defined under s. 327.02, an aircraft as defined in s. 330.27(1), a personal watercraft as defined in s. 327.02, an all-terrain vehicle as defined in s. 316.2074, farm equipment as defined under s. 686.402, or industrial equipment, by an individual who is authorized by the legal owner, lienholder, or lessor to recover, or to collect money payment in lieu of recovery of, that which has been sold or leased under a security agreement that contains a repossession clause. As used in this subsection, the term "industrial equipment" includes, but is not limited to, tractors, road rollers, cranes, forklifts, backhoes, and bulldozers. The term "industrial equipment" also includes other vehicles that are propelled by power other than muscular power and that are used in the manufacture of goods or used in the provision of services. A repossession is complete when a licensed recovery agent is in control, custody, and possession of such repossessed property. Property that is being repossessed shall be considered to be in the control, custody, and possession of a recovery agent if the property being repossessed is secured in preparation for transport from the site of the recovery by means of being attached to or placed on the towing or other transport vehicle or if the property being repossessed is being operated or about to be operated by an employee of the recovery agency.

(23) "Felony" means a criminal offense that is punishable under the laws of this state, or that would be punishable if committed in this state, by death or imprisonment in the state penitentiary; a crime in any other state or a crime against the United States which is designated as a felony; or an offense in any other state, territory, or country punishable by imprisonment for a term exceeding 1 year.

History.—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429; s. 10, ch. 94-241; s. 5, ch. 96-407; s. 1137, ch. 97-103; s. 1, ch. 97-248; s. 34, ch. 2001-36; s. 4, ch. 2002-295; s. 1, ch. 2005-143; s. 2, ch. 2013-251.

**493.6102 Inapplicability of this chapter.**—This chapter shall not apply to:

(1) Any individual who is an "officer" as defined in s. 943.10(14) or is a law enforcement officer of the United States Government, while such local, state, or federal officer is engaged in her or his official duties or when performing off-duty security activities approved by her or his superiors.

(2) Any insurance investigator or adjuster licensed by a state or federal licensing authority when such person is providing services or expert advice within the scope of her or his license.

(3) Any individual solely, exclusively, and regularly employed as an unarmed investigator in connection with the business of her or his employer, when there exists an employer-employee relationship.

(4) Any unarmed individual engaged in security services who is employed exclusively to work on the premises of her or his employer, or in connection with the business of her or his employer, when there exists an employer-employee relationship.

(5) Any person or bureau whose business is exclusively the furnishing of information concerning the business and financial standing and credit responsibility of persons or the financial habits and financial responsibility of applicants for insurance, indemnity bonds, or commercial credit.

(6) Any attorney in the regular practice of her or his profession.

(7) Any bank or bank holding company, credit union, or small loan company operating pursuant to chapters 516 and 520; any consumer credit reporting agency regulated under 15 U.S.C. ss. 1681 et seq.; or any collection agency not engaged in repossessions or to any permanent employee thereof.

(8) Any person who holds a professional license under the laws of this state when such person is providing services or expert advice in the profession or occupation in which that person is so licensed.

(9) Any security agency or private investigative agency, and employees thereof, performing contractual security or investigative services solely and exclusively for any agency of the United States.

(10) Any person duly authorized by the laws of this state to operate a central burglar or fire alarm business. However, such persons are not exempt to the extent they perform services requiring licensure or registration under this chapter.

(11) Any person or company retained by a food service establishment to independently evaluate the food service establishment including quality of food, service, and facility. However, such persons are not exempt to the extent they investigate or are retained to investigate criminal or suspected criminal behavior on the part of the food service establishment employees.

(12) Any person who is a school crossing guard employed by a third party hired by a city or county and trained in accordance with s. 316.75.

(13) Any individual employed as a security officer by a church or ecclesiastical or denominational organization having an established physical place of worship in this state at which nonprofit religious services and activities are regularly conducted or by a church cemetery to provide security on the property of the organization or cemetery, and who does not carry a firearm in the course of her or his duties.

(14) Any person or firm that solely and exclusively conducts genealogical research, or otherwise traces lineage or ancestry, by primarily utilizing public records and historical information and databases.

(15) Any licensed Florida-certified public accountant who is acting within the scope of the practice of public accounting as defined in chapter 473.

**History.**—ss. 2, 11, ch. 90-364; s. 16, ch. 91-248; s. 4, ch. 91-429; s. 2, ch. 94-172; s. 6, ch. 96-407; s. 1138, ch. 97-103; s. 69, ch. 97-190; s. 2, ch. 97-248; s. 35, ch. 2001-36; s. 2, ch. 2005-143; s. 23, ch. 2006-312.

**493.6103 Authority to make rules.**—The department shall adopt rules necessary to administer this chapter. However, no rule shall be adopted that unreasonably restricts competition or the availability of services requiring licensure pursuant to this chapter or that unnecessarily increases the cost of such services without a corresponding or equivalent public benefit.

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429.

**493.6104 Advisory council.**—

(1) The department shall designate an advisory council, known as the Private Investigation, Recovery, and Security Advisory Council, to be composed of 11 members. One member must be an active law enforcement officer, certified under the Florida Criminal Justice Standards and Training Commission, representing a statewide law enforcement agency or statewide association of law enforcement agencies. One member must be the owner or operator of a business that regularly contracts with Class “A,” Class “B,” or Class “R” agencies. Nine members must be geographically distributed, insofar as possible, and must be licensed pursuant to this chapter. Two members must be from the security profession, one of whom represents an agency that employs 20 security guards or fewer; two members must be from the private investigative profession, one of whom represents an agency that employs five investigators or fewer; one member shall be from the repossession profession; and the remaining four members may be drawn from any of the professions regulated under this chapter.

(2) Council members shall be appointed by the Commissioner of Agriculture for a 4-year term. In the event of an appointment to fill an unexpired term, the appointment shall be for no longer than the remainder of the unexpired term. No member may serve more than two full consecutive terms. Members may be removed by the Commissioner of Agriculture for cause. Cause shall include, but is not limited to, absences from two consecutive meetings.

(3) Members shall elect a chairperson annually. No member may serve as chairperson more than twice.

(4) The council shall meet at least 4 times yearly upon the call of the chairperson, at the request of a majority of the membership, or at the request of the department. Notice of council meetings and the agenda shall be published in the Florida Administrative Register at least 14 days prior to such meeting.

(5) The council shall advise the department and make recommendations relative to the regulation of the security, investigative, and recovery industries.

(6) A quorum of six members shall be necessary for a meeting to convene or continue. All official action taken by the council shall be by simple majority of those members present. Members may not participate or vote by proxy. Meetings shall be recorded, and minutes of the meetings shall be maintained by the department.

(7) The director of the Division of Licensing or the director’s designee shall serve, in a nonvoting capacity, as secretary to the council. The Division of Licensing shall provide all administrative and legal support required by the council in the conduct of its official business.

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429; s. 3, ch. 94-172; s. 526, ch. 97-103; s. 5, ch. 2002-295; s. 10, ch. 2012-190; s. 48, ch. 2013-14.

**493.6105 Initial application for license.**—

(1) Each individual, partner, or principal officer in a corporation, shall file with the department a complete application accompanied by an application fee not to exceed \$60, except that the applicant for a Class “D” or Class “G” license is not required to submit an application fee. The application fee is not refundable.

(a) The application submitted by any individual, partner, or corporate officer must be approved by the department before the individual, partner, or corporate officer assumes his or her duties.

(b) Individuals who invest in the ownership of a licensed agency but do not participate in, direct, or control the operations of the agency are not required to file an application.

(2) Each application must be signed and verified by the individual under oath as provided in s. 92.525.

(3) The application must contain the following information concerning the individual signing the application:

(a) Name and any aliases.

(b) Age and date of birth.

(c) Place of birth.

(d) Social security number or alien registration number, whichever is applicable.

(e) Current residence address and mailing address.

(f) A statement of all criminal convictions, findings of guilt, and pleas of guilty or nolo contendere, regardless of adjudication of guilt. An applicant for a Class "G" or Class "K" license who is younger than 24 years of age shall also include a statement regarding any finding of having committed a delinquent act in any state, territory, or country which would be a felony if committed by an adult and which is punishable by imprisonment for a term exceeding 1 year.

(g) One passport-type color photograph taken within the 6 months immediately preceding submission of the application.

(h) A statement whether he or she has ever been adjudicated incompetent under chapter 744.

(i) A statement whether he or she has ever been committed to a mental institution under chapter 394.

(j) A full set of fingerprints and a fingerprint fee to be established by rule of the department based upon costs determined by state and federal agency charges and department processing costs. An applicant who has, within the immediately preceding 6 months, submitted such fingerprints and fee for licensing purposes under this chapter is not required to submit another set of fingerprints or fee.

(k) A personal inquiry waiver that allows the department to conduct necessary investigations to satisfy the requirements of this chapter.

(l) Such further facts as may be required by the department to show that the individual signing the application is of good moral character and qualified by experience and training to satisfy the requirements of this chapter.

(4) In addition to the application requirements outlined under subsection (3), the applicant for a Class "C," Class "E," Class "M," Class "MA," Class "MB," or Class "MR" license must include a statement on a form provided by the department of the experience that he or she believes will qualify him or her for such license.

(5) In addition to the requirements outlined in subsection (3), an applicant for a Class "G" license must satisfy minimum training criteria for firearms established by rule of the department, which training criteria includes, but is not limited to, 28 hours of range and classroom training taught and administered by a Class

"K" licensee; however, no more than 8 hours of such training shall consist of range training. The department may waive the foregoing firearms training requirement if:

(a) The applicant provides proof that he or she is currently certified as a law enforcement officer or correctional officer pursuant to the requirements of the Criminal Justice Standards and Training Commission or has successfully completed the training required for certification within the last 12 months.

(b) The applicant provides proof that he or she is currently certified as a federal law enforcement officer and has received law enforcement firearms training administered by a federal law enforcement agency.

(c) The applicant submits a valid firearm certificate among those specified in paragraph (6)(a).

(6) In addition to the requirements under subsection (3), an applicant for a Class "K" license must:

(a) Submit one of the following:

1. The Florida Criminal Justice Standards and Training Commission Instructor Certificate and written confirmation by the commission that the applicant possesses an active firearms certification.

2. The National Rifle Association Private Security Firearm Instructor Certificate.

3. A firearms instructor certificate issued by a federal law enforcement agency.

(b) Pay the fee for and pass an examination administered by the department which shall be based upon, but is not necessarily limited to, a firearms instruction manual provided by the department.

(7) In addition to the application requirements for individuals, partners, or officers outlined under subsection (3), the application for an agency license must contain the following information:

(a) The proposed name under which the agency intends to operate.

(b) The street address, mailing address, and telephone numbers of the principal location at which business is to be conducted in this state.

(c) The street address, mailing address, and telephone numbers of all branch offices within this state.

(d) The names and titles of all partners or, in the case of a corporation, the names and titles of its principal officers.

(8) Upon submission of a complete application, a Class "CC," Class "C," Class "D," Class "EE," Class "E," Class "M," Class "MA," Class "MB," or Class "MR" applicant may commence employment or appropriate duties for a licensed agency or branch office. However, the Class "C" or Class "E" applicant must work under the direction and control of a sponsoring licensee while his or her application is being processed. If the department denies application for licensure, the employment of the applicant must be terminated immediately, unless he or she performs only unregulated duties.

**History.**—ss. 2, 11, ch. 90-364; s. 1, ch. 91-248; s. 4, ch. 91-429; s. 1, ch. 93-49; s. 527, ch. 97-103; s. 3, ch. 97-248; s. 2, ch. 2011-205; s. 14, ch. 2012-67; s. 43, ch. 2013-116.

#### **493.6106 License requirements; posting.—**

(1) Each individual licensed by the department must:

(a) Be at least 18 years of age.

(b) Be of good moral character.

(c) Not have been adjudicated incapacitated under s. 744.331 or a similar statute in another state, unless her or his capacity has been judicially restored; not have been involuntarily placed in a treatment facility for the mentally ill under chapter 394 or a similar statute in any other state, unless her or his competency has been judicially restored; and not have been diagnosed as having an incapacitating mental illness, unless a psychologist or psychiatrist licensed in this state certifies that she or he does not currently suffer from the mental illness.

(d) Not be a chronic and habitual user of alcoholic beverages to the extent that her or his normal faculties are impaired; not have been committed under chapter 397, former chapter 396, or a similar law in any other state; not have been found to be a habitual offender under s. 856.011(3) or a similar law in any other state; and not have had two or more convictions under s. 316.193 or a similar law in any other state within the 3-year period immediately preceding the date the application was filed, unless the individual establishes that she or he is not currently impaired and has successfully completed a rehabilitation course.

(e) Not have been committed for controlled substance abuse or have been found guilty of a crime under chapter 893 or a similar law relating to controlled substances in any other state within a 3-year period immediately preceding the date the application was filed, unless the individual establishes that she or he is not currently abusing any controlled substance and has successfully completed a rehabilitation course.

(f) Be a citizen or permanent legal resident alien of the United States or have appropriate authorization issued by the United States Citizenship and Immigration Services of the United States Department of Homeland Security.

1. An applicant for a Class "C," Class "CC," Class "D," Class "DI," Class "E," Class "EE," Class "M," Class "MA," Class "MB," Class "MR," or Class "RI" license who is not a United States citizen must submit proof of current employment authorization issued by the United States Citizenship and Immigration Services or proof that she or he is deemed a permanent legal resident alien by the United States Citizenship and Immigration Services.

2. An applicant for a Class "G" or Class "K" license who is not a United States citizen must submit proof that she or he is deemed a permanent legal resident alien by the United States Citizenship and Immigration Services, together with additional documentation establishing that she or he has resided in the state of residence shown on the application for at least 90 consecutive days before the date that the application is submitted.

3. An applicant for an agency or school license who is not a United States citizen or permanent legal resident alien must submit documentation issued by the United States Citizenship and Immigration Services stating that she or he is lawfully in the United States and is authorized to own and operate the type of agency or school for which she or he is applying. An employment authorization card issued by the United States Citizenship and Immigration Services is not sufficient documentation.

(g) Not be prohibited from purchasing or possessing a firearm by state or federal law if the individual is applying for a Class "G" license or a Class "K" license.

(2) Each agency shall have a minimum of one physical location within this state from which the normal business of the agency is conducted, and this location shall be considered the primary office for that agency in this state.

(a) If an agency or branch office desires to change the physical location of the business, as it appears on the license, the department must be notified within 10 days after the change, and, except upon renewal, the fee prescribed in s. 493.6107 must be submitted for each license requiring revision. Each license requiring revision must be returned with such notification.

(b) The Class "A," Class "B," or Class "R" license and any branch office or school license shall at all times be posted in a conspicuous place at the licensed physical location in this state where the business is conducted.

(c) Each Class "A," Class "B," Class "R," branch office, or school licensee shall display, in a place that is in clear and unobstructed public view, a notice on a form prescribed by the department stating that the business operating at this location is licensed and regulated by the Department of Agriculture and Consumer Services and that any questions or complaints should be directed to the department.

(d) A minimum of one properly licensed manager shall be designated for each agency and branch office location.

(3) Each Class "C," Class "CC," Class "D," Class "DI," Class "E," Class "EE," Class "G," Class "K," Class "M," Class "MA," Class "MB," Class "MR," or Class "RI" licensee shall notify the division in writing within 10 days of a change in her or his residence or mailing address.

**History.**—ss. 2, 11, ch. 90-364; s. 2, ch. 91-248; s. 4, ch. 91-429; s. 2, ch. 93-49; s. 4, ch. 94-172; s. 528, ch. 97-103; s. 83, ch. 2004-5; s. 1, ch. 2006-165; s. 3, ch. 2011-205.

#### **493.6107 Fees.—**

(1) The department shall establish by rule examination and biennial license fees which shall not exceed the following:

(a) Class "M" license—manager Class "AB" agency: \$75.

(b) Class "G" license—statewide firearm license: \$150.

(c) Class "K" license—firearms instructor: \$100.

(d) Fee for the examination for firearms instructor: \$75.

(2) The department may establish by rule a fee for the replacement or revision of a license which fee shall not exceed \$30.

(3) The fees set forth in this section must be paid by check or money order or, at the discretion of the department, by electronic funds transfer at the time the application is approved, except that the applicant for a Class "G" or Class "M" license must pay the license fee at the time the application is made. If a license is revoked or denied or if the application is withdrawn, the license fee is nonrefundable.

(4) The department may prorate license fees.

(5) Payment of any license fee provided for under this chapter authorizes the licensee to practice his or her

profession anywhere in this state without obtaining any additional license, permit, registration, or identification card, any municipal or county ordinance or resolution to the contrary notwithstanding. However, an agency may be required to obtain a city and county occupational license in each city and county where the agency maintains a physical office.

**History.**—ss. 2, 11, ch. 90-364; s. 3, ch. 91-248; s. 4, ch. 91-429; s. 5, ch. 94-172; s. 529, ch. 97-103; s. 4, ch. 2011-205.

**493.6108 Investigation of applicants by Department of Agriculture and Consumer Services.—**

(1) Except as otherwise provided, the department must investigate an applicant for a license under this chapter before it may issue the license. The investigation must include:

(a)1. An examination of fingerprint records and police records. If a criminal history record check of any applicant under this chapter is performed by means of fingerprint identification, the time limitations prescribed by s. 120.60(1) shall be tolled during the time the applicant's fingerprints are under review by the Department of Law Enforcement or the United States Department of Justice, Federal Bureau of Investigation.

2. If a legible set of fingerprints, as determined by the Department of Law Enforcement or the Federal Bureau of Investigation, cannot be obtained after two attempts, the Department of Agriculture and Consumer Services may determine the applicant's eligibility based upon a criminal history record check under the applicant's name conducted by the Department of Law Enforcement if the fingerprints are taken by a law enforcement agency or the department and the applicant submits a written statement signed by the fingerprint technician or a licensed physician stating that there is a physical condition that precludes obtaining a legible set of fingerprints or that the fingerprints taken are the best that can be obtained.

(b) An inquiry to determine if the applicant has been adjudicated incompetent under chapter 744 or has been committed to a mental institution under chapter 394.

(c) Such other investigation of the individual as the department may deem necessary.

(2) In addition to subsection (1), the department shall make an investigation of the general physical fitness of the Class "G" applicant to bear a weapon or firearm. Determination of physical fitness shall be certified by a physician or physician assistant currently licensed pursuant to chapter 458, chapter 459, or any similar law of another state or authorized to act as a licensed physician by a federal agency or department or by an advanced registered nurse practitioner currently licensed pursuant to chapter 464. Such certification shall be submitted on a form provided by the department.

(3) The department must also investigate the mental history and current mental and emotional fitness of any Class "G" or Class "K" applicant and may deny a Class "G" or Class "K" license to anyone who has a history of mental illness or drug or alcohol abuse.

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429; s. 3, ch. 93-49; s. 6, ch. 94-172; s. 230, ch. 96-410; s. 4, ch. 97-248; s. 6, ch. 2002-295; s. 1, ch. 2005-76; s. 5, ch. 2011-205; s. 44, ch. 2013-116.

**493.6109 Reciprocity.—**

(1) The department may adopt rules for:

(a) Entering into reciprocal agreements with other states or territories of the United States for the purpose of licensing persons to perform activities regulated under this chapter who are currently licensed to perform similar services in the other states or territories; or

(b) Allowing a person who is licensed in another state or territory to perform similar services in this state, on a temporary and limited basis, without the need for licensure in state.

(2) The rules authorized in subsection (1) may be promulgated only if:

(a) The other state or territory has requirements which are substantially similar to or greater than those established in this chapter.

(b) The applicant has engaged in licensed activities for at least 1 year in the other state or territory with no disciplinary action against him or her.

(c) The Commissioner of Agriculture or other appropriate authority of the other state or territory agrees to accept service of process for those licensees who are operating in this state on a temporary basis.

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429; s. 530, ch. 97-103; s. 7, ch. 2002-295.

**493.6110 Licensee's insurance.—**A Class "B" agency license may not be issued unless the applicant first files with the department a certification of insurance evidencing commercial general liability coverage. The coverage shall provide the department as an additional insured for the purpose of receiving all notices of modification or cancellation of such insurance. Coverage shall be written by an insurance company which is lawfully engaged to provide insurance coverage in Florida. Coverage shall provide for a combined single-limit policy in the amount of at least \$300,000 for death, bodily injury, property damage, and personal injury. Coverage shall insure for the liability of all employees licensed by the department while acting in the course of their employment.

(1) The licensed agency shall notify the department of any claim against such insurance.

(2) The licensed agency shall notify the department immediately upon cancellation of the insurance policy, whether such cancellation was initiated by the insurance company or the insured agency.

(3) The agency license shall be automatically suspended upon the date of cancellation unless evidence of insurance is provided to the department prior to the effective date of cancellation.

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-248; s. 4, ch. 91-429; s. 3, ch. 2005-143.

**493.6111 License; contents; identification card.**

(1) All licenses issued pursuant to this chapter shall be on a form prescribed by the department and shall include the licensee's name, license number, expiration date of the license, and any other information the department deems necessary. Class "C," Class "CC," Class "D," Class "E," Class "EE," Class "M," Class "MA," Class "MB," Class "MR," and Class "G" licenses shall be in the possession of individual licensees while on duty.

(2) Licenses shall be valid for a period of 2 years, except for Class "A," Class "B," Class "AB," Class "K," Class "R," and branch agency licenses, which shall be valid for a period of 3 years.

(3) The department shall, upon complete application and payment of the appropriate fees, issue a separate license to each branch office for which application is made.

(4) Notwithstanding the existence of a valid Florida corporate registration, an agency or school licensee may not conduct activities regulated under this chapter under any fictitious name without prior written authorization from the department to use that name in the conduct of activities regulated under this chapter. The department may not authorize the use of a name that is so similar to that of a public officer or agency, or of that used by another licensee, that the public may be confused or misled thereby. The authorization for the use of a fictitious name must require, as a condition precedent to the use of such name, the filing of a certificate of engaging in business under a fictitious name under s. 865.09. A licensee may not conduct business under more than one name except as separately licensed nor shall the license be valid to protect any licensee who is engaged in the business under any name other than that specified in the license. An agency desiring to change its licensed name must notify the department and, except upon renewal, pay a fee not to exceed \$30 for each license requiring revision including those of all licensed employees except Class "D" or Class "G" licensees. Upon the return of such licenses to the department, revised licenses shall be provided.

(5) It shall be the duty of every agency to furnish all of its partners, principal corporate officers, and all licensed employees an identification card. The card shall specify at least the name and license number, if appropriate, of the holder of the card and the name and license number of the agency and shall be signed by a representative of the agency and by the holder of the card.

(a) Each individual to whom a license and identification card have been issued shall be responsible for the safekeeping thereof and shall not loan, or let or allow any other individual to use or display, the license or card.

(b) The identification card shall be in the possession of each partner, principal corporate officer, or licensed employee while on duty.

(c) Upon denial, suspension, or revocation of a license, or upon termination of a business association with the licensed agency, it shall be the duty of each partner, principal corporate officer, manager, or licensed employee to return the identification card to the issuing agency.

(6) A licensed agency must include its agency license number in any advertisement in any print medium or directory, and must include its agency license number in any written bid or offer to provide services.

**History.**—ss. 2, 11, ch. 90-364; s. 5, ch. 91-248; s. 4, ch. 91-429; s. 4, ch. 93-49; s. 1, ch. 98-335; s. 6, ch. 2011-205.

**493.6112 Notification to Department of Agriculture and Consumer Services of changes of partner or officer or employees.—**

(1) After filing the application, unless the department declines to issue the license or revokes it after issuance, an agency or school shall, within 5 working days of the withdrawal, removal, replacement, or addition of any or all partners or officers, notify and file with the department complete applications for such individuals. The agency's or school's good standing under this chapter shall be contingent upon the department's approval of any new partner or officer.

(2) Each agency or school shall, upon the employment or termination of employment of a licensee, report such employment or termination immediately to the department and, in the case of a termination, report the reason or reasons therefor. The report shall be on a form prescribed by the department.

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429; s. 8, ch. 2002-295.

**493.6113 Renewal application for licensure.—**

(1) A license granted under the provisions of this chapter shall be renewed biennially by the department, except for Class "A," Class "B," Class "AB," Class "R," and branch agency licenses, which shall be renewed every 3 years.

(2) At least 90 days before the expiration date of the license, the department shall mail a written notice to the last known mailing address of the licensee.

(3) Each licensee is responsible for renewing his or her license on or before its expiration by filing with the department an application for renewal accompanied by payment of the prescribed license fee.

(a) Each Class "B" licensee shall additionally submit on a form prescribed by the department a certification of insurance that evidences that the licensee maintains coverage as required under s. 493.6110.

(b) Each Class "G" licensee shall additionally submit proof that he or she has received during each year of the license period a minimum of 4 hours of firearms recertification training taught by a Class "K" licensee and has complied with such other health and training requirements which the department shall adopt by rule. Proof of completion of firearms recertification training shall be submitted to the department upon completion of the training. If documentation of completion of the required training is not submitted by the end of the first year of the 2-year term of the license, the individual's license shall be automatically suspended until proof of the required training is submitted to the department. If documentation of completion of the required training is not submitted by the end of the second year of the 2-year term of the license, the license shall not be renewed unless the renewal applicant completes the minimum number of hours of range and classroom training required at the time of initial licensure. The department may waive the firearms training requirement if:

1. The applicant provides proof that he or she is currently certified as a law enforcement officer or correctional officer under the Criminal Justice Standards and Training Commission and has completed law

enforcement firearms requalification training annually during the previous 2 years of the licensure period;

2. The applicant provides proof that he or she is currently certified as a federal law enforcement officer and has received law enforcement firearms training administered by a federal law enforcement agency annually during the previous 2 years of the licensure period; or

3. The applicant submits a valid firearm certificate among those specified in s. 493.6105(6)(a) and provides proof of having completed requalification training during the previous 2 years of the licensure period.

(c) Each Class "DS" or Class "RS" licensee shall additionally submit the current curriculum, examination, and list of instructors.

(d) Each Class "K" licensee shall additionally submit one of the certificates specified under s. 493.6105(6) as proof that he or she remains certified to provide firearms instruction.

(4) A licensee who fails to file a renewal application on or before its expiration must renew his or her license by fulfilling the applicable requirements of subsection (3) and by paying a late fee equal to the amount of the license fee.

(5) No license shall be renewed 3 months or more after its expiration date. The applicant shall submit a new, complete application and the respective fees.

(6) A renewal applicant shall not perform any activity regulated by this chapter between the date of expiration and the date of renewal of his or her license.

**History.**—ss. 2, 11, ch. 90-364; s. 6, ch. 91-248; s. 4, ch. 91-429; s. 43, ch. 95-144; s. 531, ch. 97-103; s. 2, ch. 98-335; s. 7, ch. 2011-205; s. 15, ch. 2012-67; s. 3, ch. 2013-251.

#### **493.6114 Cancellation or inactivation of license.**

(1) In the event the licensee desires to cancel her or his license, she or he shall notify the department in writing and return the license to the department within 10 days of the date of cancellation.

(2) The department, at the written request of the licensee, may place her or his license in inactive status. A license may remain inactive for a period of 3 years, at the end of which time, if the license has not been renewed, it shall be automatically canceled. If the license expires during the inactive period, the licensee shall be required to pay license fees and, if applicable, show proof of insurance or proof of firearms training before the license can be made active. No late fees shall apply when a license is in inactive status.

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429; s. 532, ch. 97-103.

#### **493.6115 Weapons and firearms.—**

(1) The provisions of this section shall apply to all licensees in addition to the other provisions of this chapter.

(2) Only Class "C," Class "CC," Class "D," Class "M," Class "MA," or Class "MB" licensees are permitted to bear a firearm and any such licensee who bears a firearm shall also have a Class "G" license.

(3) No employee shall carry or be furnished a weapon or firearm unless the carrying of a weapon or firearm is required by her or his duties, nor shall an employee carry a weapon or firearm except in connection with those duties. When carried pursuant to this

subsection, the weapon or firearm shall be encased in view at all times except as provided in subsection (4).

(4) A Class "C" or Class "CC" licensee 21 years of age or older who has also been issued a Class "G" license may carry, in the performance of her or his duties, a concealed firearm. A Class "D" licensee 21 years of age or older who has also been issued a Class "G" license may carry a concealed firearm in the performance of her or his duties under the conditions specified in s. 493.6305(2). The Class "G" license shall clearly indicate such authority. The authority of any such licensee to carry a concealed firearm shall be valid throughout the state, in any location, while performing services within the scope of the license.

(5) The Class "G" license shall remain in effect only during the period the applicant is employed as a Class "C," Class "CC," Class "D," Class "MA," Class "MB," or Class "M" licensee.

(6) In addition to any other firearm approved by the department, a licensee who has been issued a Class "G" license may carry a .38 caliber revolver; or a .380 caliber or 9 millimeter semiautomatic pistol; or a .357 caliber revolver with .38 caliber ammunition only while performing duties authorized under this chapter. No licensee may carry more than two firearms upon her or his person when performing her or his duties. A licensee may only carry a firearm of the specific type and caliber with which she or he is qualified pursuant to the firearms training referenced in subsection (8) or s. 493.6113(3)(b).

(7) Any person who provides classroom and range instruction to applicants for Class "G" licensure shall have a Class "K" license.

(8) A Class "G" applicant must satisfy the minimum training criteria as set forth in s. 493.6105(5) and as established by rule of the department.

(9) Whenever a Class "G" licensee discharges her or his firearm in the course of her or his duties, the Class "G" licensee and the agency by which she or he is employed shall, within 5 working days, submit to the department an explanation describing the nature of the incident, the necessity for using the firearm, and a copy of any report prepared by a law enforcement agency. The department may revoke or suspend the Class "G" licensee's license and the licensed agency's agency license if this requirement is not met.

(10) The department may promulgate rules to establish minimum standards to issue licenses for weapons other than firearms.

(11) The department may establish rules to require periodic classroom training for firearms instructors to provide updated information relative to curriculum or other training requirements provided by statute or rule.

(12) The department may issue a temporary Class "G" license, on a case-by-case basis, if:

(a) The agency or employer has certified that the applicant has been determined to be mentally and emotionally stable by either:

1. A validated written psychological test taken within the previous 12-month period.

2. An evaluation by a psychiatrist or psychologist licensed in this state or by the Federal Government made within the previous 12-month period.

3. Presentation of a DD form 214, issued within the previous 12-month period, which establishes the absence of emotional or mental instability at the time of discharge from military service.

(b) The applicant has submitted a complete application for a Class "G" license, with a notation that she or he is seeking a temporary Class "G" license.

(c) The applicant has completed all Class "G" minimum training requirements as specified in this section.

(d) The applicant has received approval from the department subsequent to its conduct of a criminal history record check as authorized in s. 493.6108(1).

(13) In addition to other fees, the department may charge a fee, not to exceed \$25, for processing a Class "G" license application as a temporary Class "G" license request.

(14) Upon issuance of the temporary Class "G" license, the licensee is subject to all of the requirements imposed upon Class "G" licensees.

(15) The temporary Class "G" license is valid until the Class "G" license is issued or denied. If the department denies the Class "G" license, any temporary Class "G" license issued to that individual is void, and the individual shall be removed from armed duties immediately.

(16) If the criminal history record check program referenced in s. 493.6108(1) is inoperable, the department may issue a temporary "G" license on a case-by-case basis, provided that the applicant has met all statutory requirements for the issuance of a temporary "G" license as specified in subsection (12), excepting the criminal history record check stipulated there; provided, that the department requires that the licensed employer of the applicant conduct a criminal history record check of the applicant pursuant to standards set forth in rule by the department, and provide to the department an affidavit containing such information and statements as required by the department, including a statement that the criminal history record check did not indicate the existence of any criminal history that would prohibit licensure. Failure to properly conduct such a check, or knowingly providing incorrect or misleading information or statements in the affidavit constitutes grounds for disciplinary action against the licensed agency, including revocation of license.

(17) No person is exempt from the requirements of this section by virtue of holding a concealed weapon or concealed firearm license issued pursuant to s. 790.06.

**History.**—ss. 2, 11, ch. 90-364; s. 7, ch. 91-248; s. 4, ch. 91-429; s. 7, ch. 94-172; s. 533, ch. 97-103; s. 5, ch. 97-248; s. 1, ch. 2005-69; s. 8, ch. 2011-205.

#### **493.6116 Sponsorship of interns.—**

(1) Only licensees may sponsor interns. A Class "C," Class "M," or Class "MA" licensee may sponsor a Class "CC" private investigator intern; a Class "E" or Class "MR" licensee may sponsor a Class "EE" recovery agent intern.

(2) An internship may not commence until the sponsor has submitted to the department the notice of intent to sponsor. Such notice shall be on a form provided by the department.

(3) Internship is intended to serve as a learning process. Sponsors shall assume a training status by

providing direction and control of interns. Sponsors shall not allow interns to operate independently of such direction and control or require interns to perform activities that do not enhance the intern's qualification for licensure. Interns must perform regulated duties within the boundaries of this state during the period of internship.

(4) No sponsor may sponsor more than six interns at the same time.

(5) A sponsor shall certify a biannual progress report on each intern and shall certify completion or termination of an internship to the department within 15 days after such completion or termination. The report must be made on a form provided by the department and must include at a minimum:

(a) The inclusive dates of the internship.

(b) A narrative part explaining the primary duties, types of experiences gained, and the scope of training received.

(c) An evaluation of the performance of the intern and a recommendation regarding future licensure.

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429; s. 8, ch. 94-172; s. 68, ch. 95-144; s. 4, ch. 2013-251.

#### **493.6117 Division of Licensing Trust Fund.—**

There is created within the Division of Licensing of the department a Division of Licensing Trust Fund. All moneys required to be paid under this chapter shall be collected by the department and deposited in the trust fund. The Division of Licensing Trust Fund shall be subject to the service charge imposed pursuant to chapter 215. The Legislature shall appropriate from the fund such amounts as it deems necessary for the purpose of administering the provisions of this chapter. The unencumbered balance in the trust fund at the beginning of the year shall not exceed \$100,000, and any excess shall be transferred to the General Revenue Fund unallocated.

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429.

#### **493.6118 Grounds for disciplinary action.—**

(1) The following constitute grounds for which disciplinary action specified in subsection (2) may be taken by the department against any licensee, agency, or applicant regulated by this chapter, or any unlicensed person engaged in activities regulated under this chapter.

(a) Fraud or willful misrepresentation in applying for or obtaining a license.

(b) Use of any fictitious or assumed name by an agency unless the agency has department approval and qualifies under s. 865.09.

(c) Being found guilty of or entering a plea of guilty or nolo contendere to, regardless of adjudication, or being convicted of a crime that directly relates to the business for which the license is held or sought. A plea of nolo contendere shall create a rebuttable presumption of guilt to the underlying criminal charges, and the department shall allow the individual being disciplined or denied an application for a license to present any mitigating circumstances surrounding his or her plea.

(d) A false statement by the licensee that any individual is or has been in his or her employ.



(e) A finding that the licensee or any employee is guilty of willful betrayal of a professional secret or any unauthorized release of information acquired as a result of activities regulated under this chapter.

(f) Proof that the applicant or licensee is guilty of fraud or deceit, or of negligence, incompetency, or misconduct, in the practice of the activities regulated under this chapter.

(g) Conducting activities regulated under this chapter without a license or with a revoked or suspended license.

(h) Failure of the licensee to maintain in full force and effect the commercial general liability insurance coverage required by s. 493.6110.

(i) Impersonating, or permitting or aiding and abetting an employee to impersonate, a law enforcement officer or an employee of the state, the United States, or any political subdivision thereof by identifying himself or herself as a federal, state, county, or municipal law enforcement officer or official representative, by wearing a uniform or presenting or displaying a badge or credentials that would cause a reasonable person to believe that he or she is a law enforcement officer or that he or she has official authority, by displaying any flashing or warning vehicular lights other than amber colored, or by committing any act that is intended to falsely convey official status.

(j) Commission of an act of violence or the use of force on any person except in the lawful protection of one's self or another from physical harm.

(k) Knowingly violating, advising, encouraging, or assisting the violation of any statute, court order, capias, warrant, injunction, or cease and desist order, in the course of business regulated under this chapter.

(l) Soliciting business for an attorney in return for compensation.

(m) Transferring or attempting to transfer a license issued pursuant to this chapter.

(n) Employing or contracting with any unlicensed or improperly licensed person or agency to conduct activities regulated under this chapter, or performing any act that assists, aids, or abets a person or business entity in engaging in unlicensed activity, when the licensure status was known or could have been ascertained by reasonable inquiry.

(o) Failure or refusal to cooperate with or refusal of access to an authorized representative of the department engaged in an official investigation pursuant to this chapter.

(p) Failure of any partner, principal corporate officer, or licensee to have his or her identification card in his or her possession while on duty.

(q) Failure of any licensee to have his or her license in his or her possession while on duty, as specified in s. 493.6111(1).

(r) Failure or refusal by a sponsor to certify a biannual written report on an intern or to certify completion or termination of an internship to the department within 15 working days.

(s) Failure to report to the department any person whom the licensee knows to be in violation of this chapter or the rules of the department.

(t) Violating any provision of this chapter.

(u) For a Class "G" licensee, failing to timely complete recertification training as required in s. 493.6113(3)(b).

(v) For a Class "K" licensee, failing to maintain active certification specified under s. 493.6105(6).

(w) For a Class "G" or a Class "K" applicant or licensee, being prohibited from purchasing or possessing a firearm by state or federal law.

(x) In addition to the grounds for disciplinary action prescribed in paragraphs (a)-(t), Class "R" recovery agencies, Class "E" recovery agents, and Class "EE" recovery agent interns are prohibited from committing the following acts:

1. Recovering a motor vehicle, mobile home, motorboat, aircraft, personal watercraft, all-terrain vehicle, farm equipment, or industrial equipment that has been sold under a conditional sales agreement or under the terms of a chattel mortgage before authorization has been received from the legal owner or mortgagee.

2. Charging for expenses not actually incurred in connection with the recovery, transportation, storage, or disposal of repossessed property or personal property obtained in a repossession.

3. Using any repossessed property or personal property obtained in a repossession for the personal benefit of a licensee or an officer, director, partner, manager, or employee of a licensee.

4. Selling property recovered under the provisions of this chapter, except with written authorization from the legal owner or the mortgagee thereof.

5. Failing to notify the police or sheriff's department of the jurisdiction in which the repossessed property is recovered within 2 hours after recovery.

6. Failing to remit moneys collected in lieu of recovery of a motor vehicle, mobile home, motorboat, aircraft, personal watercraft, all-terrain vehicle, farm equipment, or industrial equipment to the client within 10 working days.

7. Failing to deliver to the client a negotiable instrument that is payable to the client, within 10 working days after receipt of such instrument.

8. Falsifying, altering, or failing to maintain any required inventory or records regarding disposal of personal property contained in or on repossessed property pursuant to s. 493.6404(1).

9. Carrying any weapon or firearm when he or she is on private property and performing duties under his or her license whether or not he or she is licensed pursuant to s. 790.06.

10. Soliciting from the legal owner the recovery of property subject to repossession after such property has been seen or located on public or private property if the amount charged or requested for such recovery is more than the amount normally charged for such a recovery.

11. Wearing, presenting, or displaying a badge in the course of performing a repossession regulated by this chapter.

(2) When the department finds any violation of subsection (1), it may do one or more of the following:

(a) Deny an application for the issuance or renewal of a license.

(b) Issue a reprimand.

(c) Impose an administrative fine not to exceed \$1,000 for every count or separate offense.

(d) Place the licensee on probation for a period of time and subject to such conditions as the department may specify.

(e) Suspend or revoke a license.

(3) The department may deny an application for licensure citing lack of good moral character only if the finding by the department of lack of good moral character is supported by clear and convincing evidence. In such cases, the department shall furnish the applicant a statement containing the findings of the department, a complete record of the evidence upon which the determination was based, and a notice of the rights of the applicant to an administrative hearing and subsequent appeal.

(4) Notwithstanding the provisions of paragraph (1)(c) and subsection (2):

(a) If the applicant or licensee has been convicted of a felony, the department shall deny the application or revoke the license unless and until civil rights have been restored by the State of Florida or by a state acceptable to Florida and a period of 10 years has expired since final release from supervision.

(b) A Class "G" applicant who has been convicted of a felony shall also have had the specific right to possess, carry, or use a firearm restored by the State of Florida.

(c) If the applicant or licensee has been found guilty of, entered a plea of guilty to, or entered a plea of nolo contendere to a felony and adjudication of guilt is withheld, the department shall deny the application or revoke the license until a period of 3 years has expired since final release from supervision.

(d) A plea of nolo contendere shall create a rebuttable presumption of guilt to the underlying criminal charges, and the department shall allow the person being disciplined or denied an application for a license to present any mitigating circumstances surrounding his or her plea.

(e) The grounds for discipline or denial cited in this subsection shall be applied to any disqualifying criminal history regardless of the date of commission of the underlying criminal charge. Such provisions shall be applied retroactively and prospectively.

(5) Upon revocation or suspension of a license, the licensee shall forthwith return the license which was suspended or revoked.

(6) The agency or Class "DS" or "RS" license and the approval or license of each officer, partner, or owner of the agency, school, or training facility are automatically suspended upon entry of a final order imposing an administrative fine against the agency, school, or training facility, until the fine is paid, if 30 calendar days have elapsed since the entry of the final order. All owners and corporate or agency officers or partners are jointly and severally liable for fines levied against the agency, school, or training facility. The agency or Class "DS" or "RS" license or the approval or license of any officer, partner, or owner of the agency, school, or training facility may not be renewed, and an application may not be approved, if the owner, licensee, or applicant is liable for an outstanding administrative

fine imposed under this chapter. An individual's approval or license becomes automatically suspended if a fine imposed against the individual or his or her agency is not paid within 30 days after the date of the final order, and remains suspended until the fine is paid. Notwithstanding the provisions of this subsection, an individual's approval or license may not be suspended and an application may not be denied if the licensee or the applicant has an appeal from a final order pending in any appellate court.

(7) An applicant or licensee shall be ineligible to reapply for the same class of license for a period of 1 year following final agency action resulting in the denial or revocation of a license applied for or issued under this chapter. This time restriction shall not apply to administrative denials wherein the basis for denial was:

(a) An inadvertent error or omission on the application;

(b) The experience documented by the department was insufficient at the time of application;

(c) The department was unable to complete the criminal background investigation due to insufficient information from the Department of Law Enforcement, the Federal Bureau of Investigation, or any other applicable law enforcement agency; or

(d) Failure to submit required fees.

**History.**—ss. 2, 11, ch. 90-364; s. 8, ch. 91-248; s. 4, ch. 91-429; s. 5, ch. 93-49; s. 9, ch. 94-172; s. 534, ch. 97-103; s. 6, ch. 97-248; s. 4, ch. 2005-143; s. 9, ch. 2011-205; s. 16, ch. 2012-67; s. 5, ch. 2013-251.

#### **493.6119 Divulging investigative information; false reports prohibited.—**

(1) Except as otherwise provided by this chapter or other law, no licensee, or any employee of a licensee or licensed agency shall divulge or release to anyone other than her or his client or employer the contents of an investigative file acquired in the course of licensed investigative activity. However, the prohibition of this section shall not apply when the client for whom the information was acquired, or the client's lawful representative, has alleged a violation of this chapter by the licensee, licensed agency, or any employee, or when the prior written consent of the client to divulge or release such information has been obtained.

(2) Nothing in this section shall be construed to deny access to any business or operational records, except as specified in subsection (1), by an authorized representative of the department engaged in an official investigation, inspection, or inquiry pursuant to the regulatory duty and investigative authority of this chapter.

(3) Any licensee or employee of a licensee or licensed agency who, in reliance on subsection (1), denies access to an investigative file to an authorized representative of the department shall state such denial in writing within 2 working days of the request for access. Such statement of denial shall include the following:

(a) That the information requested was obtained by a licensed private investigator on behalf of a client; and

(b) That the client has been advised of the request and has denied permission to grant access; or

(c) That the present whereabouts of the client is unknown or attempts to contact the client have been

unsuccessful but, in the opinion of the person denying access, review of the investigative file under conditions specified by the department would be contrary to the interests of the client; or

(d) That the requested investigative file will be provided pursuant to a subpoena issued by the department.

(4) No licensee or any employer or employee of a licensee or licensed agency shall willfully make a false statement or report to her or his client or employer or an authorized representative of the department concerning information acquired in the course of activities regulated by this chapter.

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429; s. 535, ch. 97-103.

#### **493.6120 Violations; penalty.—**

(1)(a) Except as provided in paragraph (b), a person who engages in any activity for which this chapter requires a license and who does not hold the required license commits:

1. For a first violation, a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

2. For a second or subsequent violation, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084, and the department may seek the imposition of a civil penalty not to exceed \$10,000.

(b) Paragraph (a) does not apply if the person engages in unlicensed activity within 90 days after the date of the expiration of his or her license.

(2)(a) A person who, while impersonating a security officer, private investigator, recovery agent, or other person required to have a license under this chapter, knowingly and intentionally forces another person to assist the impersonator in an activity within the scope of duty of a professional licensed under this chapter commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(b) A person who violates paragraph (a) during the course of committing a felony commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(c) A person who violates paragraph (a) during the course of committing a felony resulting in death or serious bodily injury to another human being commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(3) Except as otherwise provided in this chapter, a person who violates any provision of this chapter except subsection (7) commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(4) A person who is convicted of any violation of this chapter is not eligible for licensure for a period of 5 years.

(5) A person who violates or disregards a cease and desist order issued by the department commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083. In addition, the department may seek the imposition of a civil penalty not to exceed \$5,000.

(6) A person who was an owner, officer, partner, or manager of a licensed agency or a Class “DS” or “RS”

school or training facility at the time of any activity that is the basis for revocation of the agency or branch office license or the school or training facility license and who knew or should have known of the activity shall have his or her personal licenses or approval suspended for 3 years and may not have any financial interest in or be employed in any capacity by a licensed agency or a school or training facility during the period of suspension.

(7) A person may not knowingly possess, issue, cause to be issued, sell, submit, or offer a fraudulent training certificate, proficiency form, or other official document that declares an applicant to have successfully completed any course of training required for licensure under this chapter when that person either knew or reasonably should have known that the certificate, form, or document was fraudulent. A person who violates this subsection commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429; s. 6, ch. 93-49; s. 536, ch. 97-103; s. 17, ch. 2012-67; s. 1, ch. 2013-221; s. 6, ch. 2013-251.

#### **493.6121 Enforcement; investigation.—**

(1) The department shall have the power to enforce the provisions of this chapter, irrespective of the place or location in which the violation occurred, and, upon the complaint of any person or on its own initiative, to cause to be investigated any suspected violation thereof or to cause to be investigated the business and business methods of any licensed or unlicensed person, agency or employee thereof, or applicant for licensure under this chapter.

(2) In any investigation undertaken by the department, each licensed or unlicensed person, applicant, agency, or employee shall, upon request of the department provide records and shall truthfully respond to questions concerning activities regulated under this chapter. Such records shall be maintained in this state for a period of 2 years at the principal place of business of the licensee, or at any other location within the state for a person whose license has been terminated, canceled, or revoked. Upon request by the department the records must be made available immediately to the department unless the department determines that an extension may be granted.

(3) The department shall have the authority to investigate any licensed or unlicensed person, firm, company, partnership, or corporation when such person, firm, company, partnership, or corporation is advertising as providing or is engaged in performing services which require licensure under this chapter or when a licensee is engaged in activities which do not comply with or are prohibited by this chapter; and the department shall have the authority to issue an order to cease and desist the further conduct of such activities, or seek an injunction, or take other appropriate action pursuant to s. 493.6118(2)(a) or (c).

(4) In the exercise of its enforcement responsibility and in the conduct of any investigation authorized by this chapter, the department shall have the power to subpoena and bring before it any person in the state, require the production of any papers it deems necessary, administer oaths, and take depositions of any

persons so subpoenaed. If any person fails or refuses to comply with a proper subpoena to be examined or fails or refuses to answer any question about her or his qualifications or the business methods or business practices under investigation or refuses access to agency records in accordance with s. 493.6119, the circuit court of Leon County or of the county wherein such person resides may issue an order on the application of the department requiring such person to comply with the subpoena and to testify. Such failure or refusal shall also be grounds for revocation, suspension, or other disciplinary action. The testimony of witnesses in any such proceeding shall be under oath before the department or its agents.

(5) In order to carry out the duties of the department prescribed in this chapter, designated employees of the Division of Licensing of the Department of Agriculture and Consumer Services may obtain access to the information in criminal justice information systems and to criminal justice information as defined in s. 943.045, on such terms and conditions as are reasonably calculated to provide necessary information and protect the confidentiality of the information. Such criminal justice information submitted to the division is confidential and exempt from the provisions of s. 119.07(1).

(6) The department may institute judicial proceedings in the appropriate circuit court seeking enforcement of this chapter or any rule or order of the department.

(7) Any investigation conducted by the department pursuant to this chapter is exempt from s. 119.07(1) until:

(a) The investigation of the complaint has been concluded and determination has been made by the department as to whether probable cause exists;

(b) The case is closed prior to a determination by the department as to whether probable cause exists; or

(c) The subject of the investigation waives her or his privilege of confidentiality.

**History.**—ss. 2, 11, ch. 90-364; s. 17, ch. 91-248; s. 4, ch. 91-429; s. 5, ch. 92-183; s. 2, ch. 93-197; s. 10, ch. 94-172; s. 69, ch. 95-144; s. 326, ch. 96-406; s. 1139, ch. 97-103; s. 7, ch. 97-248; s. 9, ch. 2002-295; s. 2, ch. 2006-165; s. 10, ch. 2011-205.

**493.6122 Information about licensees; confidentiality.**—The residence telephone number and residence address of any Class “C,” Class “CC,” Class “E,” or Class “EE” licensee maintained by the department is confidential and exempt from the provisions of s. 119.07(1), except that the department may provide this information to local, state, or federal law enforcement agencies. When the residence telephone number or residence address of such licensee is, or appears to be, the business telephone number or business address, this information shall be public record.

**History.**—ss. 2, 11, ch. 90-364; s. 18, ch. 91-248; s. 4, ch. 91-429; s. 327, ch. 96-406.

**493.6123 Publication to industry.**—

(1) The department shall have the authority to periodically, through the publication of a newsletter, advise its licensees of information that the department or the advisory council determines is of interest to the industry. Additionally, this newsletter shall contain the name and locality of any licensed or unlicensed person

or agency against which the department has filed a final order relative to an administrative complaint and shall contain the final disposition. This newsletter shall be published not less than two or more than four times annually.

(2) The department shall develop and make available to each Class “C,” Class “D,” and Class “E” licensee and all interns a pamphlet detailing in plain language the legal authority, rights, and obligations of his or her class of licensure. Within the pamphlet, the department should endeavor to present situations that the licensee may be expected to commonly encounter in the course of doing business pursuant to his or her specific license, and provide to the licensee information on his or her legal options, authority, limits to authority, and obligations. The department shall supplement this with citations to statutes and legal decisions, as well as a selected bibliography that would direct the licensee to materials the study of which would enhance his or her professionalism. The department shall provide a single copy of the appropriate pamphlet without charge to each individual to whom a license is issued, but may charge for additional copies to recover its publication costs. The pamphlet shall be updated every 2 years as necessary to reflect rule or statutory changes, or court decisions. Intervening changes to the regulatory situation shall be noticed in the industry newsletter issued pursuant to subsection (1).

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429; s. 537, ch. 97-103.

**493.6124 Use of state seal; prohibited.**—No person or licensee shall use any facsimile reproduction or pictorial portion of the Great Seal of the State of Florida on any badge, credentials, identification card, or other means of identification used in connection with any activities regulated under this chapter.

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429.

**493.6125 Maintenance of information concerning administrative complaints and disciplinary actions.**—The department shall maintain statistics and relevant information, by profession, for private investigators, recovery agents, and private security officers which details:

(1) The number of complaints received and investigated.

(2) The number of complaints initiated and investigated by the department.

(3) The disposition of each complaint.

(4) The number of administrative complaints filed by the department.

(5) The disposition of all administrative complaints.

(6) A description of all disciplinary actions taken by profession.

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429; s. 19, ch. 94-172; s. 49, ch. 95-196.

**493.6126 Saving clauses.**—

(1) No judicial or administrative proceeding pending on October 1, 1990, shall be abated as a result of the repeal and reenactment of this chapter.

(2) All licenses valid on October 1, 1990, shall remain in full force and effect until expiration or revocation by the department. Henceforth, all licenses

shall be applied for and renewed in accordance with this chapter.

**History.**—ss. 2, 11, ch. 90-364; s. 4, ch. 91-429.

## PART II

### PRIVATE INVESTIGATIVE SERVICES

- 493.6201 Classes of licenses.  
 493.6202 Fees.  
 493.6203 License requirements.

#### 493.6201 Classes of licenses.—

(1) Any person, firm, company, partnership, or corporation which engages in business as a private investigative agency shall have a Class “A” license. A Class “A” license is valid for only one location.

(2) Each branch office of a Class “A” agency shall have a Class “AA” license. Where a person, firm, company, partnership, or corporation holds both a Class “A” and Class “B” license, each additional or branch office shall have a Class “AB” license.

(3) Any individual who performs the services of a manager for a:

(a) Class “A” private investigative agency or Class “AA” branch office shall have a Class “MA” license. A Class “C” or Class “M” licensee may be designated as the manager, in which case the Class “MA” license is not required.

(b) Class “A” and “B” agency or a Class “AB” branch office shall have a Class “M” license.

(4) Class “C” or Class “CC” licensees shall own or be an employee of a Class “A” agency, a Class “A” and Class “B” agency, or a branch office. This does not include those who are exempt under s. 493.6102, but who possess a Class “C” license solely for the purpose of holding a Class “G” license.

(5) Any individual who performs the services of a private investigator shall have a Class “C” license.

(6) Any individual who performs private investigative work as an intern under the direction and control of a designated, sponsoring Class “C” licensee or a designated, sponsoring Class “MA” or Class “M” licensee must have a Class “CC” license.

(7) Only Class “M,” Class “MA,” Class “C,” or Class “CC” licensees are permitted to bear a firearm, and any such licensee who bears a firearm shall also have a Class “G” license.

(8) A Class “C” or Class “CC” licensee may perform bodyguard services without obtaining a Class “D” license.

**History.**—ss. 3, 11, ch. 90-364; s. 4, ch. 91-429; s. 11, ch. 94-172; s. 70, ch. 95-144; s. 8, ch. 97-248.

#### 493.6202 Fees.—

(1) The department shall establish by rule examination and biennial license fees, which shall not exceed the following:

(a) Class “A” license—private investigative agency: \$450.

(b) Class “AA” or “AB” license—branch office: \$125.

(c) Class “MA” license—private investigative agency manager: \$75.

(d) Class “C” license—private investigator: \$75.

(e) Class “CC” license—private investigator intern: \$60.

(2) The department may establish by rule a fee for the replacement or revision of a license, which fee shall not exceed \$30.

(3) The fees set forth in this section must be paid by check or money order or, at the discretion of the department, by electronic funds transfer at the time the application is approved, except that the applicant for a Class “G,” Class “C,” Class “CC,” Class “M,” or Class “MA” license must pay the license fee at the time the application is made. If a license is revoked or denied or if the application is withdrawn, the license fee is non-refundable.

**History.**—ss. 3, 11, ch. 90-364; s. 4, ch. 91-429; s. 12, ch. 94-172; s. 11, ch. 2011-205.

**493.6203 License requirements.**—In addition to the license requirements set forth elsewhere in this chapter, each individual or agency shall comply with the following additional requirements:

(1) Each agency or branch office shall designate a minimum of one appropriately licensed individual to act as manager, directing the activities of the Class “C” or Class “CC” employees.

(2) An applicant for a Class “MA” license must have 2 years of lawfully gained, verifiable, full-time experience, or training in:

(a) Private investigative work or related fields of work that provided equivalent experience or training;

(b) Work as a Class “CC” licensed intern;

(c) Any combination of paragraphs (a) and (b);

(d) Experience described in paragraph (a) for 1 year and experience described in paragraph (e) for 1 year;

(e) No more than 1 year using:

1. College coursework related to criminal justice, criminology, or law enforcement administration; or

2. Successfully completed law enforcement-related training received from any federal, state, county, or municipal agency; or

(f) Experience described in paragraph (a) for 1 year and work in a managerial or supervisory capacity for 1 year.

However, experience in performing bodyguard services is not creditable toward the requirements of this subsection.

(3) An applicant for a Class “M” license shall qualify for licensure as a Class “MA” manager as outlined under subsection (2) and as a Class “MB” manager as outlined under s. 493.6303(2).

(4) An applicant for a Class “C” license shall have 2 years of lawfully gained, verifiable, full-time experience, or training in one, or a combination of more than one, of the following:

(a) Private investigative work or related fields of work that provided equivalent experience or training.

(b) College coursework related to criminal justice, criminology, or law enforcement administration, or successful completion of any law enforcement-related training received from any federal, state, county, or municipal agency, except that no more than 1 year may be used from this category.

(c) Work as a Class “CC” licensed intern.

However, experience in performing bodyguard services is not creditable toward the requirements of this subsection.

(5) Effective January 1, 2008, an applicant for a Class "MA," Class "M," or Class "C" license must pass an examination that covers the provisions of this chapter and is administered by the department or by a provider approved by the department. The applicant must pass the examination before applying for licensure and must submit proof with the license application on a form approved by rule of the department that he or she has passed the examination. The administrator of the examination shall verify the identity of each applicant taking the examination.

(a) The examination requirement in this subsection does not apply to an individual who holds a valid Class "CC," Class "C," Class "MA," or Class "M" license.

(b) Notwithstanding the exemption provided in paragraph (a), if the license of an applicant for relicensure has been invalid for more than 1 year, the applicant must take and pass the examination.

(c) The department shall establish by rule the content of the examination, the manner and procedure of its administration, and an examination fee that may not exceed \$100.

(6)(a) A Class "CC" licensee must serve an internship under the direction and control of a designated sponsor, who is a Class "C," Class "MA," or Class "M" licensee.

(b) Effective January 1, 2012, before submission of an application to the department, the applicant for a Class "CC" license must have completed a minimum of 40 hours of professional training pertaining to general investigative techniques and this chapter, which course is offered by a state university or by a school, community college, college, or university under the purview of the Department of Education, and the applicant must pass an examination. The training must be provided in two parts, one 24-hour course and one 16-hour course. The certificate evidencing satisfactory completion of the 40 hours of professional training must be submitted with the application for a Class "CC" license. The training specified in this paragraph may be provided by face-to-face presentation, online technology, or a home study course in accordance with rules and procedures of the Department of Education. The administrator of the examination must verify the identity of each applicant taking the examination.

1. Upon an applicant's successful completion of each part of the approved training and passage of any required examination, the school, community college, college, or university shall issue a certificate of completion to the applicant. The certificates must be on a form established by rule of the department.

2. The department shall establish by rule the general content of the professional training and the examination criteria.

3. If the license of an applicant for relicensure is invalid for more than 1 year, the applicant must complete the required training and pass any required examination.

(c) An individual who submits an application for a Class "CC" license on or after September 1, 2008,

through December 31, 2011, who has not completed the 16-hour course must submit proof of successful completion of the course within 180 days after the date the application is submitted. If documentation of completion of the required training is not submitted by that date, the individual's license shall be automatically suspended until proof of the required training is submitted to the department. An individual licensed on or before August 31, 2008, is not required to complete additional training hours in order to renew an active license beyond the total required hours, and the timeframe for completion in effect at the time he or she was licensed applies.

(7) In addition to any other requirement, an applicant for a Class "G" license shall satisfy the firearms training set forth in s. 493.6115.

**History.**—ss. 3, 11, ch. 90-364; s. 9, ch. 91-248; s. 4, ch. 91-429; s. 1, ch. 2007-232; s. 12, ch. 2011-205.

### PART III

#### PRIVATE SECURITY SERVICES

493.6301	Classes of licenses.
493.6302	Fees.
493.6303	License requirements.
493.6304	Security officer school or training facility.
493.6305	Uniforms, required wear; exceptions.
493.631	Temporary detention by a licensed security officer or licensed security agency manager at critical infrastructure facilities.

#### 493.6301 Classes of licenses.—

(1) Any person, firm, company, partnership, or corporation which engages in business as a security agency shall have a Class "B" license. A Class "B" license is valid for only one location.

(2) Each branch office of a Class "B" agency shall have a Class "BB" license. Where a person, firm, company, partnership, or corporation holds both a Class "A" and Class "B" license, each branch office shall have a Class "AB" license.

(3) Any individual who performs the services of a manager for a:

(a) Class "B" security agency or Class "BB" branch office shall have a Class "MB" license. A Class "M" licensee, or a Class "D" licensee who has been so licensed for a minimum of 2 years, may be designated as the manager, in which case the Class "MB" license is not required.

(b) Class "A" and Class "B" agency or a Class "AB" branch office shall have a Class "M" license.

(4) A Class "D" licensee shall own or be an employee of a Class "B" security agency or branch office. This does not include those individuals who are exempt under s. 493.6102(4) but who possess a Class "D" license solely for the purpose of holding a Class "G" license.

(5) Any individual who performs the services of a security officer shall have a Class "D" license. However, a Class "C" licensee or a Class "CC" licensee may perform bodyguard services without a Class "D" license.

(6) Only Class "M," Class "MB," or Class "D" licensees are permitted to bear a firearm, and any

such licensee who bears a firearm shall also have a Class "G" license.

(7) Any person who operates a security officer school or training facility must have a Class "DS" license.

(8) Any individual who teaches or instructs at a Class "DS" security officer school or training facility must have a Class "DI" license.

**History.**—ss. 4, 11, ch. 90-364; s. 10, ch. 91-248; s. 4, ch. 91-429; s. 13, ch. 94-172; s. 71, ch. 95-144; s. 7, ch. 96-407; s. 9, ch. 97-248.

#### **493.6302 Fees.—**

(1) The department shall establish by rule biennial license fees, which shall not exceed the following:

(a) Class "B" license—security agency: \$450.

(b) Class "BB" or Class "AB" license—branch office: \$125.

(c) Class "MB" license—security agency manager: \$75.

(d) Class "D" license—security officer: \$45.

(e) Class "DS" license—security officer school or training facility: \$60.

(f) Class "DI" license—security officer school or training facility instructor: \$60.

(2) The department may establish by rule a fee for the replacement or revision of a license, which fee shall not exceed \$30.

(3) The fees set forth in this section must be paid by check or money order or, at the discretion of the department, by electronic funds transfer at the time the application is approved, except that the applicant for a Class "D," Class "G," Class "M," or Class "MB" license must pay the license fee at the time the application is made. If a license is revoked or denied or if the application is withdrawn, the license fee is nonrefundable.

**History.**—ss. 4, 11, ch. 90-364; s. 4, ch. 91-429; s. 14, ch. 94-172; s. 13, ch. 2011-205.

**493.6303 License requirements.—**In addition to the license requirements set forth elsewhere in this chapter, each individual or agency must comply with the following additional requirements:

(1) Each agency or branch office shall designate a minimum of one appropriately licensed individual to act as manager, directing the activities of the Class "D" employees.

(2) An applicant for a Class "MB" license shall have 2 years of lawfully gained, verifiable, full-time experience, or training in:

(a) Security work or related fields of work that provided equivalent experience or training;

(b) Experience described in paragraph (a) for 1 year and experience described in paragraph (c) for 1 year;

(c) No more than 1 year using:

1. Either college coursework related to criminal justice, criminology, or law enforcement administration; or

2. Successfully completed law enforcement-related training received from any federal, state, county, or municipal agency; or

(d) Experience described in paragraph (a) for 1 year and work in a managerial or supervisory capacity for 1 year.

(3) An applicant for a Class "M" license shall qualify for licensure as a Class "MA" manager as outlined under s. 493.6203(2) and as a Class "MB" manager as outlined under subsection (2).

(4)(a) Effective January 1, 2012, an applicant for a Class "D" license must submit proof of successful completion of a minimum of 40 hours of professional training at a school or training facility licensed by the department. The training must be provided in two parts, one 24-hour course and one 16-hour course. The department shall by rule establish the general content and number of hours of each subject area to be taught.

(b) An individual who submits an application for a Class "D" license on or after January 1, 2007, through December 31, 2011, who has not completed the 16-hour course must submit proof of successful completion of the course within 180 days after the date the application is submitted. If documentation of completion of the required training is not submitted by that date, the individual's license shall be automatically suspended until proof of the required training is submitted to the department. A person licensed before January 1, 2007, is not required to complete additional training hours in order to renew an active license beyond the total required hours, and the timeframe for completion in effect at the time he or she was licensed applies.

(c) An individual whose license is suspended or revoked pursuant to paragraph (b), or is expired for at least 1 year, is considered, upon reapplication for a license, an initial applicant and must submit proof of successful completion of 40 hours of professional training at a school or training facility licensed by the department as provided in paragraph (a) before a license is issued.

(5) An applicant for a Class "G" license shall satisfy the firearms training outlined in s. 493.6115.

**History.**—ss. 4, 11, ch. 90-364; s. 11, ch. 91-248; s. 4, ch. 91-429; s. 15, ch. 94-172; s. 3, ch. 2006-165; s. 14, ch. 2011-205.

#### **493.6304 Security officer school or training facility.—**

(1) Any school, training facility, or instructor who offers the training outlined in s. 493.6303(4) for Class "D" applicants shall, before licensure of such school, training facility, or instructor, file with the department an application accompanied by an application fee in an amount to be determined by rule, not to exceed \$60. The fee shall not be refundable.

(2) The application shall be signed and verified by the applicant under oath as provided in s. 92.525 and must contain, at a minimum, the following information:

(a) The name and address of the school or training facility and, if the applicant is an individual, her or his name, address, and social security or alien registration number.

(b) The street address of the place at which the training is to be conducted.

(c) A copy of the training curriculum and final examination to be administered.

(3) The department shall adopt rules establishing the criteria for approval of schools, training facilities, and instructors.

**History.**—ss. 4, 11, ch. 90-364; s. 4, ch. 91-429; s. 538, ch. 97-103; s. 15, ch. 2011-205.

**493.6305 Uniforms, required wear; exceptions.**

(1) Class "D" licensees shall perform duties regulated under this chapter in a uniform which bears at least one patch or emblem visible at all times clearly identifying the employing agency. Upon resignation or termination of employment, a Class "D" licensee shall immediately return to the employer any uniform and any other equipment issued to her or him by the employer.

(2) Class "D" licensees may perform duties regulated under this chapter in nonuniform status on a limited special assignment basis, and only when duty circumstances or special requirements of the client necessitate such dress.

(3) Class "D" licensees who are also Class "G" licensees and who are performing limited, special assignment duties may carry their authorized firearm concealed in the conduct of such duties.

*History.—*ss. 4, 11, ch. 90-364; s. 12, ch. 91-248; s. 4, ch. 91-429; s. 10, ch. 97-248; s. 30, ch. 99-7.

**493.631 Temporary detention by a licensed security officer or licensed security agency manager at critical infrastructure facilities.—**

(1) As used in this section, the term "critical infrastructure facility" means any of the following, if it employs measures such as fences, barriers, or guard posts that are designed to exclude unauthorized persons:

(a) A chemical manufacturing facility.

(b) A refinery.

(c) An electrical power plant as defined in s. 403.031, including a substation, switching station, electrical control center, or electric transmission or distribution facility.

(d) A water intake structure, water treatment facility, wastewater treatment plant, or pump station.

(e) A natural gas transmission compressor station.

(f) A liquid natural gas terminal or storage facility.

(g) A telecommunications central switching office.

(h) A deepwater port or railroad switching yard.

(i) A gas processing plant, including a plant used in the processing, treatment, or fractionation of natural gas.

(2) As used in this section, the terms "security officer" and "security agency manager" mean a security officer or security agency manager who possess a valid Class "D" or Class "MB" license pursuant to s. 493.6301 and a valid Class "G" license pursuant to s. 493.6115.

(3) A security officer or security agency manager who is on duty, in uniform, and on the premises of a critical infrastructure facility, and who has probable cause to believe that a person has committed or is committing a crime against the client operating the premises or the client's patron may temporarily detain the person to ascertain his or her identity and the circumstances of the person's activity.

(4) When temporarily detaining a person, the security officer or security agency manager shall notify the appropriate law enforcement agency of the detention as soon as reasonably possible. A security officer or security agency manager may temporarily detain a person only until a law enforcement officer arrives at the premises of the client and is in the presence of the detainee. Upon arrival of the law enforcement officer,

the security officer or security agency manager shall immediately transfer custody of a person being temporarily detained to the responding law enforcement officer.

(5) A security officer or security agency manager may not detain a person under this section after the arrival of a law enforcement officer unless the law enforcement officer requests that the security officer or security agency manager continue detaining the person. The authority of the security officer or security agency manager to continue detaining a person after the arrival of a law enforcement officer under this subsection does not extend beyond the place where the person was first detained or in the immediate vicinity of that place.

(6) A security officer or security agency manager may not temporarily detain a person under this section longer than is reasonably necessary to affect the purposes of this section.

(7) While detaining a person under this section, if a security officer or security agency manager observes that the person temporarily detained is armed with a firearm, concealed weapon, or destructive device that poses a threat to the safety of the security officer, the security agency manager, or any person for whom the security officer or security agency manager is responsible for providing protection, or if the detainee admits to having a weapon in his or her possession, the security officer or security agency manager may conduct a search of the person and his or her belongings only to the extent necessary to disclose the presence of a weapon. If the security officer or security agency manager finds a weapon during the search, he or she shall seize and transfer the weapon to the responding law enforcement officer.

(8) A security officer or security agency manager who possesses a valid Class "G" license shall perform duties regulated under this section in a uniform with at least one patch or emblem visible at all times clearly identifying the agency employing the security officer or security agency manager.

(9) A law enforcement officer, security officer, or security agency manager is not criminally or civilly liable for false arrest, false imprisonment, or unlawful detention due to his or her custody and detention of a person if done in compliance with this section.

*History.—*s. 2, ch. 2013-221.

**PART IV**

**REPOSSESSION SERVICES**

- 493.6401 Classes of licenses.
- 493.6402 Fees.
- 493.6403 License requirements.
- 493.6404 Property inventory; vehicle license identification numbers.
- 493.6405 Sale of motor vehicle, mobile home, motorboat, aircraft, personal watercraft, all-terrain vehicles, farm equipment, or industrial equipment by a licensee; penalty.
- 493.6406 Recovery agent school or training facility.



**493.6401 Classes of licenses.—**

(1) Any person, firm, company, partnership, or corporation which engages in business as a recovery agency shall have a Class “R” license. A Class “R” license is valid for only one location.

(2) Each branch office of a Class “R” agency shall have a Class “RR” license.

(3) Any individual who performs the services of a manager for a Class “R” recovery agency or a Class “RR” branch office must have a Class “MR” license. A Class “E” licensee may be designated as the manager, in which case the Class “MR” license is not required.

(4) Any individual who performs the services of a recovery agent must have a Class “E” license.

(5) Any individual who performs repossession as an intern under the direction and control of a designated, sponsoring Class “E” licensee or a designated, sponsoring Class “MR” licensee shall have a Class “EE” license.

(6) Class “E” or Class “EE” licensees shall own or be an employee of a Class “R” agency or branch office.

(7) Any person who operates a recovery agent school or training facility or who conducts an Internet-based training course or a correspondence training course must have a Class “RS” license.

(8) Any individual who teaches or instructs at a Class “RS” recovery agent school or training facility shall have a Class “RI” license.

**History.**—ss. 5, 11, ch. 90-364; s. 14, ch. 91-248; s. 4, ch. 91-429; s. 7, ch. 93-49; s. 2, ch. 2007-232; s. 16, ch. 2011-205.

**493.6402 Fees.—**

(1) The department shall establish by rule biennial license fees that shall not exceed the following:

(a) Class “R” license—recovery agency: \$450.

(b) Class “RR” license—branch office: \$125.

(c) Class “MR” license—recovery agency manager: \$75.

(d) Class “E” license—recovery agent: \$75.

(e) Class “EE” license—recovery agent intern: \$60.

(f) Class “RS” license—recovery agent school or training facility: \$60.

(g) Class “RI” license—recovery agent school or training facility instructor: \$60.

(2) The department may establish by rule a fee for the replacement or revision of a license, which fee shall not exceed \$30.

(3) The fees set forth in this section must be paid by check or money order, or, at the discretion of the department, by electronic funds transfer at the time the application is approved, except that the applicant for a Class “E,” Class “EE,” or Class “MR” license must pay the license fee at the time the application is made. If a license is revoked or denied, or if an application is withdrawn, the license fee is nonrefundable.

**History.**—ss. 5, 11, ch. 90-364; s. 4, ch. 91-429; s. 17, ch. 94-172; s. 17, ch. 2011-205; s. 66, ch. 2012-5.

**493.6403 License requirements.—**

(1) In addition to the license requirements set forth in this chapter, each individual or agency shall comply with the following additional requirements:

(a) Each agency or branch office must designate a minimum of one appropriately licensed individual to act

as manager, directing the activities of the Class “E” or Class “EE” employees. A Class “E” licensee may be designated to act as manager of a Class “R” agency or branch office in which case the Class “MR” license is not required.

(b) An applicant for Class “MR” license shall have at least 1 year of lawfully gained, verifiable, full-time experience as a Class “E” licensee performing repossessions of motor vehicles, mobile homes, motorboats, aircraft, personal watercraft, all-terrain vehicles, farm equipment, or industrial equipment.

(c) An applicant for a Class “E” license shall have at least 1 year of lawfully gained, verifiable, full-time experience in one, or a combination of more than one, of the following:

1. Repossession of motor vehicles as defined in s. 320.01(1), mobile homes as defined in s. 320.01(2), motorboats as defined in s. 327.02, aircraft as defined in s. 330.27(1), personal watercraft as defined in s. 327.02, all-terrain vehicles as defined in s. 316.2074, farm equipment as defined under s. 686.402, or industrial equipment as defined in s. 493.6101(22).

2. Work as a Class “EE” licensed intern.

(2) Beginning October 1, 1994, an applicant for a Class “E” or a Class “EE” license must have completed a minimum of 40 hours of professional training at a school or training facility licensed by the department. The department shall by rule establish the general content for the training.

**History.**—ss. 5, 11, ch. 90-364; s. 15, ch. 91-248; s. 4, ch. 91-429; s. 8, ch. 93-49; s. 18, ch. 94-172; s. 11, ch. 94-241; s. 5, ch. 2005-143.

**493.6404 Property inventory; vehicle license identification numbers.—**

(1) If personal effects or other property not covered by a security agreement are contained in or on a recovered vehicle, mobile home, motorboat, aircraft, personal watercraft, all-terrain vehicle, farm equipment, or industrial equipment at the time it is recovered, a complete and accurate inventory shall be made of such personal effects or property. The date and time the inventory is made shall be indicated, and it shall be signed by the Class “E” or Class “EE” licensee who obtained the personal property. The inventory of the personal property and the records regarding any disposal of personal property shall be maintained for a period of 2 years in the permanent records of the licensed agency and shall be made available, upon demand, to an authorized representative of the department engaged in an official investigation.

(2) Within 5 working days after the date of a repossession, the Class “E” or Class “EE” licensee shall give written notification to the debtor of the whereabouts of personal effects or other property inventoried pursuant to this section. At least 45 days prior to disposing of such personal effects or other property, the Class “E” or Class “EE” licensee shall, by United States Postal Service proof of mailing or certified mail, notify the debtor of the intent to dispose of said property. Should the debtor, or her or his lawful designee, appear to retrieve the personal property, prior to the date on which the Class “E” or Class “EE” licensee is allowed to dispose of the property, the licensee shall surrender the personal property to that

individual upon payment of any reasonably incurred expenses for inventory and storage. If personal property is not claimed within 45 days of the notice of intent to dispose, the licensee may dispose of the personal property at her or his discretion, except that illegal items or contraband shall be surrendered to a law enforcement agency, and the licensee shall retain a receipt or other proof of surrender as part of the inventory and disposal records she or he maintains.

(3) Vehicles used for the purpose of repossession by a Class "E" or Class "EE" licensee must be identified during repossession by the license number of the Class "R" agency only, local ordinances to the contrary notwithstanding. These vehicles are not "wreckers" as defined in s. 713.78. The license number must be displayed on both sides of the vehicle and must appear in lettering no less than 4 inches tall and in a color contrasting from that of the background.

**History.**—ss. 5, 11, ch. 90-364; s. 4, ch. 91-429; s. 9, ch. 93-49; s. 539, ch. 97-103; s. 11, ch. 97-248; s. 6, ch. 2005-143.

**493.6405 Sale of motor vehicle, mobile home, motorboat, aircraft, personal watercraft, all-terrain vehicles, farm equipment, or industrial equipment by a licensee; penalty.—**

(1) A Class "E" or Class "EE" licensee shall obtain, prior to sale, written authorization and a negotiable title from the owner or lienholder to sell any repossessed motor vehicle, mobile home, motorboat, aircraft, personal watercraft, all-terrain vehicles, farm equipment, or industrial equipment.

(2) A Class "E" or Class "EE" licensee shall send the net proceeds from the sale of such repossessed motor vehicle, mobile home, motorboat, aircraft, personal watercraft, all-terrain vehicles, farm equipment, or industrial equipment to the owner or lienholder, within 20 working days after the licensee executes the

documents which permit the transfer of legal ownership to the purchaser.

(3) A person who violates a provision of this section commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

**History.**—ss. 5, 11, ch. 90-364; s. 4, ch. 91-429; s. 7, ch. 2005-143.

**493.6406 Recovery agent school or training facility.—**

(1) Any school, training facility, or instructor who offers the training outlined in s. 493.6403(2) for Class "E" or Class "EE" applicants shall, before licensure of such school, training facility, or instructor, file with the department an application accompanied by an application fee in an amount to be determined by rule, not to exceed \$60. The fee shall not be refundable. This training may be offered as face-to-face training, Internet-based training, or correspondence training.

(2) The application must be signed and verified by the applicant under oath as provided in s. 92.525 and shall contain, at a minimum, the following information:

(a) The name and address of the school or training facility and, if the applicant is an individual, his or her name, address, and social security or alien registration number.

(b) The street address of the place at which the training is to be conducted or the street address of the Class "RS" school offering Internet-based or correspondence training.

(c) A copy of the training curriculum and final examination to be administered.

(3) The department shall adopt rules establishing the criteria for approval of schools, training facilities, and instructors.

**History.**—ss. 5, 11, ch. 90-364; s. 4, ch. 91-429; s. 540, ch. 97-103; s. 3, ch. 2007-232; s. 18, ch. 2011-205.



Florida Department of Agriculture and Consumer Services
Division of Licensing

APPLICATION FOR
CLASS "DS" SECURITY OFFICER SCHOOL OR TRAINING FACILITY LICENSE
or CLASS "RS" RECOVERY AGENT SCHOOL OR TRAINING FACILITY LICENSE

ADAM H. PUTNAM
COMMISSIONER

Chapter 493, Florida Statutes
Post Office Box 9100 Tallahassee, FL 32315-9100 (850) 245-5665
www.mylicenseseite.com

FOR DIVISION OF LICENSING USE ONLY

PLACE LETTER/NUMBER INSIDE EACH BOX AS SHOWN

S M I T H 1 2 3

BEFORE YOU BEGIN, read the Applications Instructions. TYPE or PRINT using black ink. To help avoid unnecessary delay in the processing of your application, be sure to answer all questions and submit any necessary documentation.

SECTION I LICENSE INFORMATION [If applying for more than one school license, separate applications must be submitted.]

APPLYING FOR

Class "DS" License (select one):

- Tuition/Fee Charging
Community College/Vocational
Non Tuition/Non Fee Charging

"B", "BB", "AB" License Number (if applicable)

APPLYING FOR

Class "RS" License (select one):

- Tuition/Fee Charging
Community College/Vocational
Non Tuition/Non Fee Charging

"R", "RR", License Number (if applicable)

METHOD of Instruction
(select ALL that apply)

- Face-to-Face (standard classroom)
Internet-Based/Correspondence

SECTION II APPLICANT INFORMATION

NAME OF SCHOOL OR TRAINING FACILITY

PHONE NUMBER

ADDRESS

ADDRESS CONTINUED (SUITE, BUILDING, APT., ETC)

CITY

STATE

ZIPCODE

+4

MAILING ADDRESS IF DIFFERENT FROM ABOVE

MAILING ADDRESS CONTINUED (SUITE, BUILDING, APT., ETC)

CITY

STATE

ZIPCODE

+4

NAME OF PERSON COMPLETING THIS APPLICATION

PHONE NUMBER

TITLE

TRAINING START DATE (mmddyyyy)



**SECTION III SCHOOL STRUCTURE/OWNERSHIP INFORMATION**

The structure of the school ownership is: (select one):

Sole Proprietorship

Partnership

Corporation

Other (Specify)

PROVIDE THE NAMES AND TITLES OF OWNERS, PARTNERS, OFFICERS BELOW (use additional sheet of paper if necessary)

LAST NAME	FIRST NAME	MI

ADDRESS

CITY	STATE	ZIPCODE	+4

TITLE

LAST NAME	FIRST NAME	MI

ADDRESS

CITY	STATE	ZIPCODE	+4

TITLE

LAST NAME	FIRST NAME	MI

ADDRESS

CITY	STATE	ZIPCODE	+4

TITLE

**SECTION IV AFFIRMATION AND NOTARIZATION**

I affirm that this school has adopted the curriculum as outlined in Section 5N-1.140(1), Florida Administrative Code, and that all instructors utilized by this school, unless specifically exempted by rule, will be licensed as required by Section 5N-1.138, Florida Administrative Code. I also affirm that required property damage and personal injury liability insurance coverage in an amount not less than \$50,000 has been purchased and shall continue in force and effect so long as the school/facility is in operation. I understand that falsification or misrepresentation of any document may subject me to criminal prosecution under Section 837.06, Florida Statutes.

Signature of Applicant

Date Signed

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing application was sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by:

Print Name of Applicant

NOTARY SIGNATURE

Personally Known     Produced Identification

PRINT, TYPE, OR STAMP NAME OF NOTARY

Type of Identification Produced \_\_\_\_\_