

## Items to bring to a Private Security Bureau Audit

### Company Documents indicating the following:

1. Name of Business
2. Business Mailing Address
3. Principal Place of Business
4. Branch Locations
5. Name of Business Owners
6. Name of Company Qualifying Manager
7. Proof of Insurance
8. Evidence of Private Security Bureau Company License and Consumer Signs
9. Type of Business Structure and listing of Company Officers

### Non- Commissioned Employee File must have all of the following:

1. Date of Birth
2. Place of Birth
3. Social Security Number
4. Hiring Date
5. Termination Date
6. Job Position
7. Job Position Address
8. Color Photo
9. Pre-employment Check
10. Training Certificates
11. Signed Consent to Test for Drugs/Alcohol

### Commission Employee File must have all of the following:

1. All items listed above for Non-Commissioned Employee
2. Training Records
3. Current Assigned Duty Location
4. Current Residential Address
5. Signed Consent to Test for Drugs/Alcohol
6. Results of Drug Screen Administered



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