



OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO HOMELAND SECURITY – PI/SG

1970 West Broad Street
P.O. Box 182001
Columbus, OH 43218-2001
PHONE (614) 466-4130 FAX (614) 466-0342
http://www.homelandsecurity.ohio.gov/ohs_pisg.stm

PI/SG**EMPLOYEE TRANSFER**

- **Print or Type** the form
- Do not terminate the employee from the transferring branch
- Do not complete a HLS 0012 at the receiving licensee branch
- Enter Licensee information
- Enter employee information
- Incomplete applications and applications that are filled out improperly will be returned for correction
- Mail the report to the address listed above

OHIO REVISED CODE (R.C.) 4749.06 Registration of employees.

(A) Each class A, B, or C licensee shall register the licensee's investigator or security guard employees, with the department of public safety, which shall maintain a record of each licensee and registered employee and make it available, upon request, to any law enforcement agency. The class A, B, or C licensee shall file an application to register a new employee no sooner than three days nor later than seven calendar days after the date on which the employee is hired.

(B)(1) Each employee's registration application shall be accompanied by one recent photograph of the employee, the employee's physical description, and the registration fee the director determines, not to exceed forty dollars.

(2) The employee shall submit one complete set of fingerprints directly to the superintendent of the bureau of criminal identification and investigation for the purpose of conducting a criminal records check. The employee shall provide the fingerprints using a method the superintendent prescribes pursuant to division (C)(2) of section 109.572 of the Revised Code and fill out the form the superintendent prescribes pursuant to division (C)(1) of section 109.572 of the Revised Code. An employee who intends to carry a firearm as defined in section 2923.11 of the Revised Code in the course of business or employment shall so notify the superintendent. This notification is in addition to any other requirement related to carrying a firearm that applies to the employee. The individual or corporation requesting the criminal records check shall pay the fee the superintendent prescribes.

The superintendent shall conduct the criminal records check as set forth in division (B) of section 109.572 of the Revised Code. If an employee intends to carry a firearm in the course of business or employment, pursuant to division (B)(2) of section 109.572 of the Revised Code the superintendent shall make a request of the federal bureau of investigation for any information and review the information the bureau provides. The superintendent shall submit all results of the completed investigation to the director of public safety.

(3) If, after investigation, the bureau finds that the employee has not been convicted of a felony within the last twenty years, the director **shall issue to the employee an identification card bearing the licensee number** and signature of the licensee, which in the case of a corporation shall be the signature of its president or its qualifying agent, and containing the employee's name, address, age, physical description, and right thumb print or other identifying mark as the director prescribes, a recent photograph of the employee, and the employee's signature. The director may issue a duplicate of a lost, spoliated, or destroyed identification card issued under this section, upon payment of a fee fixed by the director, not exceeding five dollars.

Notice: Evidence that payment has been refused by the drawer's bank upon a check drawn to the order of the Ohio Treasurer Kevin L. Boyce, shall constitute prima facie evidence of misconduct and shall constitute a violation of R.C. 4749.13.

Additional information, the rules and additional forms can be found at http://www.homelandsecurity.ohio.gov/ohs_pisg.stm. Questions can be directed to the Ohio Homeland Security, **Private Investigator/Security Guard Licensing and Registration (PI/SG) Unit** at (614) 466-4130.

**MAKE CHECK OR MONEY ORDER PAYABLE TO
OHIO TREASURER KEVIN L. BOYCE**



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EMPLOYEE TRANSFER

- Use this form **ONLY** to change the location of current employees from one branch office to another branch office within the same company. **DO NOT TERMINATE** the employee.
- This form is interactive. You may, before printing, type your responses directly onto the form. Otherwise, this form must be typewritten or printed in legible black ink.
- Fill out all sections of this application. Incomplete applications and applications that are filled out improperly will be returned for correction.
- A check or money order for fees, made payable to Ohio Treasurer Kevin L. Boyce, **MUST** be remitted with application. **Cash is not accepted.**
- **Transfer Fee is \$5.00**

TRANSFERRING LICENSEE INFORMATION

COMPANY NAME		LICENSEE FILE #	
DOING BUSINESS AS (DBA) NAME			
ADDRESS (PHYSICAL ADDRESS)			
CITY			STATE ZIP
DAYTIME PHONE	FAX	E-MAIL ADDRESS	

RECEIVING LICENSEE INFORMATION

COMPANY NAME		LICENSEE FILE #	
DOING BUSINESS AS (DBA) NAME			
ADDRESS (PHYSICAL ADDRESS)			
CITY			STATE ZIP
DAYTIME PHONE	FAX	E-MAIL ADDRESS	

NAME OF EMPLOYEE	SOCIAL SECURITY #	EMPLOYEE I.D. CARD #	FEE
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

I AFFIRM THAT THE INFORMATION PROVIDED IS COMPLETE AND ACCURATE.

PRINT QUALIFYING AGENT NAME	QUALIFYING AGENT SIGNATURE X	DATE
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