

CHANGE OF INFORMATION FORM

PS-23



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Website: www.oregon.gov/DPSST/PS

PLEASE PRINT CLEARLY OR TYPE – form not legible will delay the processing.

REQUIRED INFORMATION:

LEGAL NAME _____ DOB: _____ PSID # _____
Last name First name M.I.

FORM SUBMITTED BY _____ DATE _____

CHANGE OF ADDRESS, TELEPHONE AND/OR EMAIL - NO FEE REQUIRED

New Mailing Address: _____ Apt #: _____

City _____ State _____ ZIP _____ Contact Phone _____

Please check this box if you are on the 'Instructor list' on our website.

New Email Address: _____

Email is used as the primary communication for all correspondences regarding your certification/license.

CHANGE OF EMPLOYMENT - NO FEE REQUIRED

New Employer _____ Start of Employment Date: _____

Former Employer _____ End of Employment Date: _____

1. Was the employee terminated? YES NO
 2. Was the termination due to a notice received from the Private Security Program? YES NO
 3. Was the termination for a possible violation of the Private Security Services Providers Act? *YES NO
- *If you answer yes to question 3, include supporting documentation regarding the possible violation with this form.
4. Was the employee listed above the primary contact executive manager for the entity? YES NO

UPGRADING OR ADDING AN ARMED PROFESSIONAL CERTIFICATION – FEE REQUIRED

- I am a certified unarmed professional and am applying for an **UPGRADE** to an unarmed/armed professional. I have submitted a \$45 fee, PS-1 application, PS-6 (24-hour armed course), and a PS-23. **An upgrade does not change your expiration date.**
- I am a certified unarmed professional and I am applying to **ADD** an armed professional. I have submitted a \$110 fee, PS-1 application, PS-6 (24-hour armed course), PS-6 (unarmed refresher course), and a PS-23. **You will be issued a new two-year certificate.**

Individuals certified as unarmed private security professionals applying to upgrade or add an armed private security certification must carry their valid PSID card, a copy of the PS-6 and this PS-23 while performing private security services until a new certificate is received.

REPLACEMENT OF CERTIFICATION/LICENSE– \$24 FEE REQUIRED

\$24.00 fee enclosed

Submit a money order, cashier's check, business check or credit card authorization form.

Name change - Former Legal Name _____

Current Legal Name _____

(Attach proof of legal name change, i.e. copy of court document, driver's license or SSN)

Replacement certification/license card required due to loss of original.

All certified/licensed individuals who request a replacement card must carry a copy of this PS-23 while performing private security services until a replacement certification/license is received.