



FEE \$100 per application/license type

Form CJT 726 – Firearms Certificate Application

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

- Send Completed Application, Form(s), and Fee to this address.
WSCJTC Fiscal Unit, 19010 1st Avenue South, Burien, WA 98148

Incomplete applications **will not** be processed until **all** required paperwork, signatures, and fees have been submitted.

Instructions

1. Enclose a check or money order made payable to **WSCJTC**.
2. Complete this application and return it to the address above with the following Forms: Form 723 Criminal History Records Check Attestation; Form 731 Written Test; and Qualification(s) Form(s), 728, 729, and/or 730.
3. Application processing is first come/first serve by date up to **20** business days. Notification of the Firearms Certificate is emailed to the agency and provided to the Washington State Department of Licensing. The Firearms Certificate is not active until an armed license is issued by DOL. Firearms Certificates are **NOT** the property of the individual. One Firearms Certificate is issued per company/per license type because the firearm is owned or leased by the company the individual works for per RCWs 18.165, 18.170, 18.185, 43.101.250, and 43.101.260.
4. **If sole proprietor, or DBA, please provide a copy of principal license with application and sign for self as owner/designee.**

Select One Certificate Type <u>ONLY</u> from the options below:			
<input type="checkbox"/> Private Security		<input type="checkbox"/> Private Investigator	
<input type="checkbox"/> Bail Bond Recovery Agent			
Last Name	First Name	Middle Initial	Social Security Number:
Date of Birth:	Other Name(s) Used (If applicable):		
Agency/Company Name		<input type="checkbox"/> Sole Proprietor	Attach copy of
		<input type="checkbox"/> Principal	business license
		Hire Date:	
Agency Address		City	State
		Zip Code	
Agency Phone	Agency Owner/Designee Email Address (Required to receive the certificate):		
Applicant Work Email Address (Required):			

Firearms: Complete all that Apply

Firearm	No. 1	No. 2	No. 3	No. 4
Manufacturer				
Model Name				
Caliber				
Type (e.g. Rifle)				

The applicant named herein is at least 21 years of age and possesses a valid, or is in the process to receive, a Security Guard, Private Investigator, or Bail Bond Recovery Agent license. Signature Must Be Original. (Handwritten)

Company Owner/Designee (Print)	Company Owner/Designee (Signature)
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FOR COMMISSION USE ONLY

FIREARMS CERTIFICATE: PS _ _ _ _ _ PI _ _ _ _ _ BB _ _ _ _ _ Certificate emailed: _____	APPROVED <input type="checkbox"/> DENIED <input type="checkbox"/> Initials: _____ Date: _____	FIREARM COUNT: Handgun(s): _____ Shotgun(s): _____ Rifle(s): _____ Other: _____	RECEIVED: Payment Type: _____ Trans No.: _____ Amount: \$ _____
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Form CJT 723 – Firearms Certificate Criminal History Records Check Attestation

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

Instructions

1. Top of this form printed, and signed by agency owner/designee.
2. Bottom of this form initialed, printed, and signed by applicant.
3. This form is REQUIRED with an initial Firearm Certificate application packet.
4. Incomplete forms will be held until completed in full.

Firearm Certificate Type		<input type="checkbox"/> Private Security	<input type="checkbox"/> Private Investigator	<input type="checkbox"/> Bail Bond Recovery Agent
Last Name	First Name	Middle Initial	SSN: Last Four	
Agency/Company Name:		Other Name(s) Used (if applicable):		

Criminal History Records Check Attestation

I, hereby attest that the above name applicant is an employee, or will be an employee, of this agency and this agency has completed hiring eligibility requirements and:

1. A criminal history records check has been completed by this agency regarding this applicant through appropriate submission of applicant's fingerprints and/or documentation to appropriate systems (WSP WATCH, NCIS, WASIC, and law enforcement agencies, etc.); and
2. Such search indicated the absence of any conviction of the applicant for a felony offense, or any misdemeanor, or gross misdemeanor offense that prohibits the applicant from lawfully possessing a firearm to include any domestic violence conviction or an active Domestic Violence Protection Order.

Company Owner/Designee Printed Name	Company Owner/Designee Signature and Date
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Applicant Attestation

Applicant Attestation MUST be handwritten.

I, the above named applicant do attest that I have met the following.

1. I do **NOT** have a conviction for a felony offense, or any misdemeanor or gross misdemeanor, which prohibits me from lawfully possessing a firearm. _____ (Initials)
2. I do **NOT** have any military conviction or offenses that prohibit me from lawfully possessing a firearm. _____ (Initials)
3. I do **NOT** have any domestic violence conviction or an active Domestic Violence Protection Order that prohibits me from lawfully possessing a firearm. _____ (Initials)
4. I am **NOT** prohibited by law from possessing a firearm for any reason in any jurisdiction. _____ (Initials)

ACTUAL SIGNATURE REQUIRED – NO ELECTRONIC ALLOWED

Applicant Printed Name	Applicant Signature
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FormCJT 729 – Handgun Test Form

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

- Complete and return to WSCJTC, 19010 1st Avenue South, Burien, WA 98148

Instructor and Student Information

Range Name	Range Location	Instructor Name (Print)	Instructor Phone
Instructor Employer	Instructor Email	Shooter Name (Print)	Shooter Signature

Handgun Skills and Safety Test

Instructions for Skills and Safety Test ❖ The individual being tested must demonstrate each skill to qualify. ❖ The instructor will verify each skill is demonstrated correctly and safely.		❖ The following skills require the individual to keep their finger off the trigger and the firearm pointed in a safe direction.	❖ This is a pass/fail test. ❖ Individuals are to use their duty firearm and the test is conducted on a range.
1. Drawing the Handgun <input type="checkbox"/> Perform a proper and safe draw (presentation to the guard and to the shot).	2. Loading/Unloading Handgun <input type="checkbox"/> Perform proper loading and unloading of the handgun. <input type="checkbox"/> Perform a Speed Reload (magazine is discarded) for <i>both Semi Auto and Revolver</i> . <input type="checkbox"/> Perform a Tactical Reload (magazine is retained) for <i>Semi Auto Handguns Only</i> .	3. Clear Weapon Malfunctions (Semi-Automatics Only, Requires Ammunition) <input type="checkbox"/> Clear a Failure to Fire Malfunction (Primary Malfunction Clearance) Tap, Rack, Roll. <input type="checkbox"/> Clear a Failure to Eject Malfunction (Primary Malfunction Clearance) Tap, Rack, Roll. <input type="checkbox"/> Clear a Failure to Extract Malfunction (Secondary Malfunction Clearance) Look, Lock, Strip, Rack, Rack, Rack, Insert, Rack <i>Semi Auto Handguns Only</i> .	
		4. Holstering the Handgun <input type="checkbox"/> Perform a Press Check on the Handgun. <i>Semi Auto Handguns Only</i> . <input type="checkbox"/> Perform a proper return to holster.	

Handgun Used for Qualification

Handgun Make	Model	Caliber
Ammunition Caliber (if different than firearm caliber)		

Handgun Qualification Course

Instructions ❖ This course must be completed using standard new manufactured ammunition of the same grain weight as duty ammunition, duty handgun, and holster. ❖ The entire course of fire must be completed at all distances; failure to attempt any string will result in course failure. ❖ Any malfunctions must be cleared and resolved in the time allowed. ❖ The Basic Law Enforcement Academy target BLEA-1 or BLEA-2 (Tactical) will be used. 50% reduced targets are acceptable for ranges shorter than 25 yards. ❖ The target will be scored using the scoring rings as marked on the silhouette. Hits breaking the scoring line will be awarded the higher point value. The head area of the target is not used for scoring and will count as a hit on the silhouette but outside the scoring rings. ❖ Hits in the silhouette, but outside the scoring rings, and DNFs (Did Not Fire) result in zero points, but are not penalized. A miss off the silhouette, will result in a ten point penalty.	❖ 294 (70%) of the 420 total possible points must be scored in order to certify. ❖ The reloads specified in the course must be performed regardless of the type of magazine or capacity of the handgun. ❖ The holster and ammunition pouches must have all retention devices snapped/closed at the beginning of each firing sequence. ❖ During Pivot Sequences, individuals start with their side down range. On command to fire, individuals must turn and face the firing line, then draw while facing down range. ❖ The weapon malfunction sequence of the test requires semi-automatic shooters to insert (6) live rounds and (1) inert round in the magazine. The inert round may not be the first or last round. Semi-auto shooters must clear the malfunction (tap, rack) and fire within the time allowed. Revolver shooters fire this sequence normally.
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Distance	Description	Shots	Time	Remarks
3 Yards	Draw and fire 2 rounds center of available mass.	2	4	
5 yards	Pivot right, then draw and fire 2 rounds.	2	5	
5 Yards	Pivot left, then draw and fire 2 rounds.	2	5	
7 Yards	Draw and fire 6 rounds, clear malfunction (6 rounds for revolver) (6 rounds and 1 inert round for semi-autos).	6	15	
10 Yards	Draw and fire 6 rounds, speed load, and fire 6 rounds.	12	35	
15 Yards	Draw and fire 6 rounds while standing, initiate a speed reload while kneeling, fire 6 rounds kneeling. Upon completion of the course of fire, the shooter will recover to a standing position with weapon in guard position.	12	35	
25 Yards	From a standing position behind cover; draw, fire 3 rounds from the left side of the barricade, speed load behind cover, fire 3 rounds from the right side of the barricade and perform and untimed tactical load behind cover. (Revolvers complete a speed load.)	6	60	

FINAL RESULTS		TOTAL SCORE	
SKILLS AND SAFETY TEST		<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED
QUALIFICATION COURSE		<input type="checkbox"/> PASSED	<input type="checkbox"/> FAILED
Test Date	Instructor Signature	Instructor signatures must be original (handwritten).	



Form 731 CJT Firearms Certification Written Test – Answer Sheet

Private Security Guards, Private Investigators, Bail Bond Recovery Agents

Revised June 2018

Instructions for completing the test:

Answer the questions by marking the correct answer, filling in the blank, or choosing True (T) or False (F). This is a pass/fail test. The individual applying for a Firearms Certificate must answer all of the questions correctly to pass. The use of the Study Guide and notes are permitted for the Initial Firearms Certificate *only*. Closed book tests are administered during annual firearms certificate renewal training and qualification. A copy of this written test must be kept in employee file subject to audit.

Student name:		Test Version:	
1		18	
2		19	
3		20	
4		21	
5		22	
6		23	
7		24	
8		25	
9		26	
10		27	
11		28	
12		29	
13		30	
14		31	
15		32	
16		33	
17		34	
Test Results		Date of Training	Firearm Certificate Type
<input type="checkbox"/> PASSED <input type="checkbox"/> FAILED			<input type="checkbox"/> PS <input type="checkbox"/> PI <input type="checkbox"/> BBRA
Instructor Printed Name		Instructor Signature (Must be handwritten)	Date
Student Signature (Must be handwritten)			Date