

**SECURITY BUSINESS/GUARD AND TAXI BUSINESS/DRIVER PROCEDURE  
APPLICATION FEES ARE NON-REFUNDABLE**

Fees: <b>Credit/Debit cards NOT accepted</b>	Business License Security <b>or</b> Taxicab	Individual License Security <b>or</b> Taxicab	Combined Security Business <b>and</b> Security Individual	Combined Taxi Business <b>and</b> Taxi Driver	Combined Individual Security <b>and</b> Taxicab
<b>Initial Fee</b>	\$250.00	\$75.00	\$250.00	\$250.00	\$75.00
Combined License			\$75.00	\$75.00	\$20.00
DCI Investigation	\$26.75	\$26.75	\$26.75	\$26.75	\$26.75
Fingerprint	<u>\$20.00</u>	<u>\$20.00</u>	<u>\$20.00</u>	<u>\$20.00</u>	<u>\$20.00</u>
<b>Total Initial Fee</b>	<b>\$296.75</b>	<b>\$121.75</b>	<b>\$371.75</b>	<b>\$371.75</b>	<b>\$141.75</b>
<b>Renewal Fee*</b>	\$200.00	\$50.00	\$200.00	\$200.00	\$50.00
Combined License			\$50.00	\$50.00	\$20.00
DCI Investigation	\$26.75	\$26.75	\$26.75	\$26.75	\$26.75
Fingerprint	<u>\$20.00</u>	<u>\$20.00</u>	<u>\$20.00</u>	<u>\$20.00</u>	<u>\$20.00</u>
<b>Total Renewal Fee</b>	<b>\$246.75</b>	<b>\$96.75</b>	<b>\$296.75</b>	<b>\$296.75</b>	<b>\$116.75</b>

**CONTACT THE FINANCE OFFICE IF YOU WOULD LIKE INFORMATION ABOUT HAVING YOUR FINGERPRINTS DONE ELSEWHERE, AS IT AFFECTS THE FEE AND PROCESSING TIME.**

1. A completed application is submitted to the City Finance Office. Application forms are available from the City Finance Office, 300 Sixth Street, Rapid City, SD or online at [https://www.rcgov.org/index.php?option=com\\_docman&view=download&alias=295-finance-security-license&category\\_slug=finance-department&Itemid=149](https://www.rcgov.org/index.php?option=com_docman&view=download&alias=295-finance-security-license&category_slug=finance-department&Itemid=149)
2. The application must be signed in front of a Notary Public and Government issued photographic identification (driver's license) must be provided. Notary Public services are available at the City Finance Office at no charge or you may use a Notary Public of your choosing.
3. The completed application and appropriate fees are submitted to the City Finance Office. The Finance Office will only accept payment by money order, check or cash for license applications; no debit or credit cards will be accepted. The Finance Office completes the "payment" information section of the application form.
4. The applicant contacts the Police Department at (605) 394-6612 to schedule the fingerprinting appointment, walk-ins are not accepted. The applicant will deliver the completed application and receipt of payment to the Police Department for fingerprint processing and background check. The fingerprinting location is in the Evidence Building.

Rapid City Police Department Evidence Division  
625 First Street – Rapid City SD

**PLEASE CALL AND SCHEDULE YOUR APPOINTMENT, WALK-INS ARE NOT ALLOWED**

5. Please allow 10-14 business days from the time of fingerprinting for the license to be issued. Calling / emailing the Police Department or Finance Office does not speed up the process, if after 14 business days, you have not been contacted by either office, please contact PD at 394-6612 or the Finance Office at 394-4143.
6. Application Approved – The Finance Office will call the applicant for pickup or mail the approved license to the applicant's home address provided on the application form. If special arrangements are needed, please discuss with the Finance Office at the time payment is made.

7. Application Denied – The applicant will be notified of the denial by the Police Department. At that time the applicant will be provided the opportunity to contact the Chief of Police to schedule a meeting or may contact the Finance Office in writing and request an appeal of the denial; if the latter is chosen, the application will be placed on the next available City Council meeting agenda where the applicant will be allowed to appeal the denial recommendation.
8. Security licenses expire two years from the date they are issued. Renewal notices are NOT mailed prior to the expiration date; it is the responsibility of the licensee to renew prior to expiration. A renewal application may be submitted up to 30 days prior to the expiration date, and should NOT be received any later than two weeks before the expiration date to avoid a lapse in licensing. Renewal applications received after the expiration date will be charged the initial rate, not the renewal rate. (See fee chart at top of form)
9. The fingerprint processing and background check is required bi-annually regardless if the application is new or being renewed.
10. Per Rapid City Municipal Code Section 5.52.020, working without a security license is a Class 2 misdemeanor punishable by up to 30 days imprisonment and up to \$500 in fines, or both. Further information regarding the City regulations and fees for Security Guards is available in the following Chapters of the Rapid City Municipal Code:
  - Chapter 5.04 – Business Licenses Generally
  - Chapter 5.52 – Security Guards
  - Chapter 2.20.030 – Fees for Criminal Background InvestigationThe following web link is provided for your use in researching the above Chapters:  
<http://www.rcgov.org/> - click on Municipal Codes
11. If there are any questions regarding this procedure, please contact the Finance Office at (605) 394-4143.

APPLICATION FOR CITY LICENSE  
SECURITY GUARDS - TAXICABS

**APPLICATION FEES ARE NON-REFUNDABLE**

License is valid for 24 months from the date of issuance

Check type of License applied for:

**SECURITY GUARDS**

- Individual Security  
 Security Business <sup>(1)(2)</sup>

**TAXICABS**

- Driver  
 Taxi Cab Business <sup>(3)</sup>

Name of corporation or company by whom you will be  employed;  owner

BUSINESS NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

BUSINESS CITY/STATE/ZIP \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_

BUSINESS EMAIL (OPTIONAL) \_\_\_\_\_

Is this a -NEW -RENEWAL application?

Fee \$ \_\_\_\_\_

License No. \_\_\_\_\_

Payment

Cash  Check # \_\_\_\_\_

Date: \_\_\_\_\_

Receipt # \_\_\_\_\_

<b>Fees – Credit/Debit cards NOT accepted</b>	<b>Initial</b>	<b>Renewal</b>
Business Security or Taxicab	\$296.75	\$246.75
Individual Security or Taxi	\$121.75	\$96.75
Combined Security Business/Individual	\$371.75	\$296.75
Combined Individual Security/Taxi	\$141.75	\$116.75

All licenses shall expire 24 months from the date of issuance, unless sooner revoked, canceled or otherwise terminated. The official making the determination of suitability will provide you with opportunity to complete or challenge the accuracy of the information contained in the identification record.

<sup>(1)</sup> **Security Business must provide the number of vehicles to be operated** \_\_\_\_\_

<sup>(2)</sup> **Security Business must provide the following for all vehicles:**

Year	Make	Model	VIN #

<sup>(3)</sup> **Taxicab Business must provide the number of taxicabs to be operated** \_\_\_\_\_

**Personal History and Identification:**

NAME OF:  APPLICANT;  EMPLOYEE

\_\_\_\_\_ (last) (first) (middle)

List all AKA and Alias names:		

CURRENT PHYSICAL ADDRESS \_\_\_\_\_  
(Street)

\_\_\_\_\_ (City/State/Zip)

PHONE (PRIMARY) \_\_\_\_\_

EMAIL (OPTIONAL) \_\_\_\_\_

Are you legally authorized to hold employment within the United States: -YES -NO

PLACE OF BIRTH \_\_\_\_\_

AGE	DOB	SS#	STATE/DL#		
HEIGHT	WEIGHT	HAIR	EYES	RACE	SEX

Please list the local telephone number(s) at which you can be contacted and the hours you can be contacted:

Phone ( ) \_\_\_\_\_ Hours \_\_\_\_\_ - \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Hours \_\_\_\_\_ - \_\_\_\_\_

**EMPLOYMENT** - Beginning with current employment, please list all jobs you have held in the past five years and the dates of employment. If more space is required, please provide information on an additional sheet of paper.

Company Name	Street Address	City/State	Dates Employed

**LEGAL**

If you have ever been arrested **or** convicted for any crime (excluding traffic citations), please provide details below.

Approximate Date	Agency and State	Circumstances & Disposition	Indicate Y=Yes or N=No for each item		
			Arrested	Convicted	Charges Pending

Have you ever been on court probation **or** parole as an adult?  Yes  No

If "Yes", please give details (including when, where, why).


**TRAFFIC** - If operation of a motor vehicle is an integral part of the position you are being licensed for, an investigation of your driving history will be made through a records check. To expedite this procedure, please supply the following information.

Name	Driver's License #	State	Expiration Date

Please list all other states where you have been licensed to operate a motor vehicle \_\_\_\_\_

Please list all traffic citations (excluding parking citations) you have received within the last five years.

Nature of Violation	Location (City/State)	Date	Disposition

**Taxi Driver ONLY:** have you been previously licensed as a driver?  Yes  No

If Yes: Where \_\_\_\_\_, When \_\_\_\_\_

Was the license revoked?  Yes  No

If Yes: Cause \_\_\_\_\_

Have you been involved as a driver in a motor vehicle accident within the last five years?  Yes  No

Date	Location (City/State)	Agency	Citation	Disposition

If there is any additional information you wish to explain, please indicate below.

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**WAIVER TO PERMIT BACKGROUND INVESTIGATION & ACKNOWLEDGMENT OF PENALTY**  
***Must be signed in front of a Notary***

I, \_\_\_\_\_, hereby authorize the Rapid City Police Department to  
(print name)

conduct an investigation into my complete history, including my former employment, together with any and all information concerning my abilities, personal character, credit history, arrest record, etc. I hereby release any law enforcement agency, company, corporation, or individual from all liability for furnishing information concerning me in response to this investigation. I also hereby understand that I may be asked to submit to a polygraph examination, in order to verify aspects of this background investigation.

**Per Rapid City Municipal Code Section 5.52.020, working without a security license is a Class 2 misdemeanor punishable by up to 30 days imprisonment and up to \$500 in fines, or both.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Seal

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

**NOTICE: FAILURE TO DISCLOSE ANY CRIMINAL OR TRAFFIC OFFENSES MAY RESULT IN THE DENIAL OF THIS LICENSE BY THE RAPID CITY COMMON COUNCIL**

**SYSTEMS CHECKED: (For Department Use ONLY)**

- Driver's License       CJIS       RCPD/PCSO       DCI  
 Sex Offender       Other

Information Summary:

INVESTIGATOR \_\_\_\_\_  
 SUPERVISOR \_\_\_\_\_

YES     NO  
 RECOMMENDED

DEPARTMENT:  APPROVAL     DISAPPROVAL

Date: \_\_\_\_\_

\_\_\_\_\_  
 Chief of Police

**FINGERPRINTING SERVICES**

Fingerprinting Service Hours: Monday through Friday; 8:00 a.m. to 3:00 p.m.

Appointment for fingerprinting can only be made by calling the Criminal Investigation Division at (605) 394-6612 during normal business hours, as listed above. Payment to the Finance Office must be made and valid identification provided to the fingerprint operator before your fingerprints are scanned.

Identification Required:

You must bring a valid form of photo identification with you to your appointment. Valid identification includes a valid driver's license or State issued identification card, military ID, or a valid passport. No other forms of identification will be accepted for purposes of fingerprinting.

Fingerprinting Location:

The Rapid City Police Department Evidence Building, located at 625 1<sup>st</sup> Street, Rapid City, SD.

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