

CHANGE OF INFORMATION FORM

PS-23

DPSST, Private Security/Investigator Program, 4190 Aumsville Hwy SE Salem, OR 97317
Phone: (503) 378-8531 / Fax: (503) 378-4600
E-mail: dpsst.security@state.or.us / Website: www.oregon.gov/DPSST/PS



PLEASE PRINT CLEARLY OR TYPE

PLEASE NOTE: If not all applicable portions are completed or legible, it may delay the processing of your request.

REQUIRED INFORMATION:

NAME _____ DOB: _____ PSID # _____
Last First 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 _____
Your email will now be used as our form of communication for all correspondences regarding your certification/licensure Additionally, please check yes if you would like to be added to our email messaging system regarding other updates to the private security program.
New Email Address: _____

CHANGE OF EMPLOYMENT - NO FEE REQUIRED

New Employer _____ Start of Employment Date: _____
New Employer _____ Start of Employment Date: _____
Former Employer _____ End of Employment Date: _____
Was the employee terminated? Yes No
Was the termination for a possible violation of the Private Security Services Providers Act? Yes No
Former Employer _____ End of Employment Date: _____
Was the employee terminated? Yes No
Was the termination for a possible violation of the Private Security Services Providers Act? Yes No

- I am certified unarmed professional and I have applied for **upgrade** to an unarmed/armed professional. I have submitted a \$20 fee, PS-1 application, PS-6 (24 hour armed course), PS-23 and a PS-27.
An upgrade does not change your expiration date.
- I am certified unarmed professional and I have applied to **add** an armed professional. I have submitted a \$65 fee, PS-1 application, PS-6 (24 hour armed course), PS-6 (unarmed refresher course), PS-23 and a PS-27.
Completing the adding application packet will allow DPSST to issue a new two-year certificate.

Individuals currently certified as an unarmed private security provider applying to upgrade or add armed private security certification must carry a copy of the PS-6 and the PS-23 while performing private security services until a new certificate is received.

REPLACEMENT OF CERTIFICATION/LICENSE- \$20 FEE REQUIRED

\$20.00 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 form, at all times, while performing security services until a replacement certification/license is received.