SOFTWARE & TECH

Dos 1246 Security Guard Renewal

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Understanding the Dos 1246 Security Guard Renewal Process

For security professionals working in New York State, maintaining active registration is not just a legal requirement but a cornerstone of professional credibility. The **Dos 1246 Security Guard Renewal** process is the official mechanism by which licensed security guards renew their registration with the New York State Department of State (DOS). This article provides a thorough, step-by-step exploration of what you need to know about the renewal process, the necessary continuing education, and how to ensure your credentials remain valid without interruption.

What Is the Dos 1246 Security Guard Renewal?

The term **Dos 1246 Security Guard Renewal** refers specifically to the biennial renewal of a security guard registration in New York State. The number 1246 corresponds to the specific application form used for this process. Whether you are an armed or unarmed security guard, renewing your registration every two years is mandatory. Failure to do so can result in a lapse of licensure, which can lead to job loss and the need to reapply from scratch, including undergoing background checks and initial training.

Who Needs to Complete This Renewal?

Any individual currently employed or seeking employment as a security guard in New York State must maintain a valid registration issued by the DOS. This includes both unarmed guards (8-hour pre-assignment training) and armed guards (additional 47-hour firearm training). The renewal process applies to all guards, regardless of whether they work for a private security firm, in-house security department, or as an independent contractor.

Key Requirements for a Successful Renewal

Before diving into the steps, understanding the core requirements is essential. The **Dos 1246 Security Guard Renewal** process is anchored on several non-negotiable elements.

Continuing Education and Training Hours

The most critical requirement is the completion of mandated continuing education. New York State mandates that all security guards complete **8 hours of annual in-service training**. This training must be completed every calendar year following the year your initial registration was issued. For example, if you were registered in 2023, you must complete 8 hours of in-service training by December 31, 2024, and again by December 31, 2025, to be eligible for renewal.

The annual in-service training covers updated topics such as:

- Legal powers and limitations of a security guard
- Emergency response procedures
- Fire prevention and safety
- Communication and public relations
- Report writing and documentation
- Ethics and professional conduct

Without proof of this training, the Department of State will not process your renewal application.

Application Form DOS-1246

The actual renewal application is submitted using **Form DOS-1246**. This form requires you to update your personal information, confirm your training status, and answer character and fitness questions. It is critical to complete every section accurately to avoid processing delays.

Fingerprinting and Background Check

While initial registration requires fingerprinting, renewals typically do not require a new set of fingerprints unless your previous prints are unclassifiable or you have had a significant gap in registration. However, all renewal applications undergo a criminal history background check through the Division of Criminal Justice Services (DCJS). Any disqualifying convictions can result in denial of renewal.

Fee Payment

A renewal fee is required. As of the latest guidelines, the fee for a two-year renewal is $36.00 for unarmed guards and $102.00 for armed guards. These fees are subject to change, so always verify the current fee schedule on the New York State Department of State website before submitting payment.

Step-by-Step Guide to Completing the Dos 1246 Security Guard Renewal

The renewal process can be completed online or by mail. The online method is faster and recommended. Below is a detailed breakdown.

Step 1: Verify Your Current Registration Status

Start by logging into the New York State Department of State’s eLicensing portal. Check the expiration date of your current registration. You are eligible to renew up to 90 days before your registration expires. It is highly advisable not to wait until the last week, as processing can take several weeks.

Step 2: Complete Your Annual In-Service Training

If you have not already completed your required annual in-service training for the current year, schedule it immediately. The training must be provided by a DOS-approved security guard training school. Upon completion, you will receive a certificate of completion. Keep a copy for your records and provide it to your employer, who may need to verify your compliance.

Step 3: Gather Required Documentation

Before filling out the DOS-1246 form, gather the following:

- Your current security guard registration number
- Social Security number
- Proof of completed annual in-service training certificates
- Payment method (credit card, debit card, or money order)
- Updated contact information (address, phone number, email)

Step 4: Complete Form DOS-1246 Online

Navigate to the NYS Department of State eLicensing portal. Select “Renew a License,” then follow the prompts for security guard renewal. Carefully enter all personal information. You will be asked to confirm your training hours. Answer all character questions truthfully. Any false statements can lead to denial or revocation.

Step 5: Pay the Renewal Fee

Submit your payment online using a credit or debit card. You will receive an immediate confirmation receipt. Print

and save this receipt as proof that your renewal application has been submitted.

Step 6: Monitor Your Application Status

After submission, you can track your application status through the eLicensing portal. Typical processing time is 4 to 6 weeks, but this can vary. If your registration expires before you receive your new card, you may continue to work under the “receipt” rule if you submitted your renewal before expiration? Actually, it is crucial to know: If your registration expires, you cannot legally work as a security guard until the new registration is issued. Therefore, submitting your renewal early is essential.

Common Mistakes to Avoid During Renewal

Many security guards face delays or denials due to simple errors. Being aware of these pitfalls can save you time and frustration.

Incomplete Training Records

One of the most common reasons for a delayed **Dos 1246 Security Guard Renewal**is failing to upload or attach proof of annual in-service training. Ensure that your training certificates clearly show your name, the date of completion, the number of hours, and the signature or stamp of the approved training provider.

Incorrect Fee Payment

Sending the wrong amount, or using an unaccepted form of payment, can result in your application being returned. Always double-check the current fee amount on the official DOS website.

Providing Outdated Information

Your address, phone number, and email on file must be current. The Department of State communicates important updates through mail and email. If you have moved and not updated your information, you may miss critical correspondence regarding your renewal status.

Waiting Until the Last Minute

Procrastination is a major issue. While the online system is efficient, background checks and verification processes cannot be rushed. Submitting your application at least 60 days before expiration is the safest approach.

What Happens If Your Renewal Is Denied?

In some cases, a renewal application may be denied. This can occur due to a disqualifying criminal conviction, fraudulent application information, or failure to meet training requirements. If denied, you will receive a notice from the Department of State explaining the reason. You have the right to request a hearing to contest the denial. Consulting with an attorney who specializes in licensing law is recommended in such situations.

Reinstatement After Lapse

If your registration lapses because you missed the renewal deadline, you cannot simply renew. You must apply for reinstatement, which may involve additional fees, re-fingerprinting, and retaking the pre-assignment training course. This process can be more costly and time-consuming than a standard renewal.

Benefits of Staying Current with Your Dos 1246 Security Guard Renewal

Maintaining an active registration through timely renewal is about more than avoiding penalties. It directly impacts your career trajectory and earning potential.

Continuous Employment

Most security companies require valid, current registration to keep you on the schedule. A lapse can lead to suspension without pay or even termination.

Better Job Opportunities

Guards with an impeccable renewal record and up-to-date training are often preferred for higher-paying assignments, supervisory roles, and positions at prestigious venues or government contracts.

Professional Credibility

Being diligent about your renewal reflects your commitment to the profession. It demonstrates responsibility and a respect for the regulatory framework that governs the security industry.

Frequently Asked Questions About Dos 1246 Security Guard Renewal

Can I work while my renewal is pending?

If you submitted your renewal application before your current registration expired, you can continue to work while it is being processed. However, if your registration expires before you submit the renewal, you must stop working immediately.

Is the 8-hour annual training the same every year?

The topics are generally consistent, but training providers often update course content to reflect new laws, technologies, and best practices. Taking the same course each year is acceptable as long as it is provided by an approved school.

Do armed guards have additional renewal requirements?

Yes. In addition to the standard renewal form and fee, armed guards must complete the 8-hour annual in-service training plus a separate 8-hour annual firearms recertification course. Proof of both must be submitted.

What if I lost my renewal certificate?

You can request a duplicate registration card through the eLicensing portal for a small fee. It is always wise to keep a digital copy of your current registration card on your phone.

Conclusion

The **Dos 1246 Security Guard Renewal**process is a straightforward but essential obligation for all security professionals in New York State. By understanding the requirements, completing your annual training on time, submitting accurate paperwork, and paying the correct fee, you can ensure your registration remains active without interruption. Staying proactive with your renewal protects your career, enhances your professional reputation, and keeps you compliant with state regulations. Do not wait until your card is about to expire. Begin the process early, keep meticulous records, and approach each renewal as an opportunity to reaffirm your commitment to safety and professionalism in the security industry.

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