

Wisconsin Department of Safety and Professional Services

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

PROCEDURES FOR FIREARMS CERTIFICATION OF PROFICIENCY - RENEWAL

INTRODUCTION

An owner or officer of a licensed Private Detective Agency (note that Private Security Companies are licensed as Private Detective Agencies) must obtain a permit from the Department of Safety and Professional Services for each officer or employee who will carry a firearm while on duty as a Private Security Person, except as provided in Wis. Admin. Code SPS 34 (5) to (8). The permit is based on the certification of a Department-approved Firearms Proficiency Certifier that the owner or employee has successfully completed required firearms training. It is also conditioned on the following:

- The circumstances of an assignment give rise to a substantial need for being armed.
- The agency has submitted a firearms policy to the Department.
- The owner or employee is not prohibited from possessing a firearm by state or federal law.

APPLICATION FOR A PERMIT

The Department has developed the following three (3) forms relating to Certification of Firearms Proficiency:

- Firearms Certification of Proficiency – Initial Certification Form #467
- Firearms Certification of Proficiency – Renewal Form #2117
- Firearms Certification of Proficiency – Change of Employer or Additional Employer Form #2118

The first two (2) forms contain information about the person who will carry the firearm and about the training he or she has received. They must be signed by an owner or officer of the Private Detective/Security Agency, by the Firearms Certifier, and by the person who will carry the weapon. The third form must be submitted to the Department when a person who holds a valid firearms permit transfers to a new employer or works for another employer, and will carry a firearm when placed on duty by that employer.

QUALIFICATIONS OF A PERSON WHO WILL CARRY FIREARM

Training: A person for whom an initial permit is being obtained must have successfully completed the required 36 hours of training. Wis. Admin. Code SPS 34.03 provides more information about required training.

A person for whom a permit renewal is being obtained must complete a six (6) hour refresher course which more briefly covers the contents of the 36-hour course.

A person who has not obtained a Certificate of Proficiency within the five (5) years preceding the date of application for a permit must complete the full 36-hour course.

A person from another licensing jurisdiction (state, province, etc.) for whom an initial permit is being obtained in Wisconsin may satisfy the training requirement by successfully completing the six (6) hour refresher course, provided that the following conditions apply:

- The person received at least 30 hours of firearms training in the other jurisdiction.
- The person was authorized by the other jurisdiction or a governmental agency to carry a firearm while on duty as a Peace Officer, a Security Person, or a Private Detective at any time during the five (5) years preceding application for a permit.

Conviction of Crime: A person, who has been convicted of a felony, unless pardoned, may not receive a Firearms Permit from the Department. A person who has been convicted of one (1) or more misdemeanors may be approved, depending on the nature of the crime, the number of crimes, and evidence of rehabilitation.

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REQUIREMENTS PERTAINING TO LAW ENFORCEMENT OFFICERS AND CONCEALED CARRY PERMITS

SPS 34.01(5) A person who is employed in this state by a public agency as a Law Enforcement Officer to carry a concealed firearm and if Wis. Stats. § 941.23 (1) (g) 2 to 5 and (2) (b) 1 to 3, applies, may carry on, about or near his or her person a firearm, concealed or otherwise, when acting as a Private Detective or Private Security Person, without first obtaining a Firearms Permit granted by the Department.

(6) A person who is a qualified out-of-state Law Enforcement Officer, as defined in Wis. Stats. § 941.23 (1) (g), to carry a concealed firearm and if Wis. Stats. § 941.23 (2)(b) 1 to 3, applies, may carry on, about or near his or her person a firearm, concealed or otherwise, when acting as a Private Detective or Private Security Person without first obtaining a Firearms Permit granted by the Department.

(7) A person who is a former officer, as defined in Wis. Stats. §. 941.23 (1)(c), to carry a concealed firearm and if Wis. Stats. § 941.23 (2)(c), applies, may carry on, about or near his or her person a firearm, concealed or otherwise, when acting as a Private Detective or Private Security Person without first obtaining a Firearms Permit granted by the Department.

(8) A person who is a licensee, as defined in Wis. Stats. §. 175.60 (1)(d), or an out-of-state licensee, as defined in Wis. Stats. § 175.60 (1)(g), to carry a concealed weapon as permitted under Wis. Stats. § 175.60, may carry on, about or near his or her person a firearm, concealed or otherwise, when acting as a Private Detective or Private Security Person, without first obtaining a Firearms Permit granted by the Department.

APPROVAL OR DENIAL

The Department will review the application for permit, and grant a permit for those who qualify. The permit will be valid for one (1) year and the date of expiration will be printed on the permit.

If the Department denies the application, the Department will send the applicant a formal Notice of Denial and offer the applicant an opportunity for a hearing.

APPROVED FIREARMS CERTIFIERS

Firearms Certifiers must be approved by the Department before certifying that a person has completed the required firearms training. Application Form #1912 is available from the Department to apply for a Firearms Certifier license. Firearms Certifiers provide training in indoor or outdoor firing ranges which they own, lease, or use. The Department maintains a current list of approved Firearms Proficiency Certifiers on the Department's website at <http://dsps.wi.gov/Licenses-Permits/FirearmsPermit/FIREPforms> (Form #2698 Approved Firearms Instructors).

FALSIFICATION OF CERTIFICATION

The urgency of certain situations may occasionally tempt a Private Detective/Security Agency to place a person on duty with a firearm before a permit has been obtained or may tempt a company or employee to falsify the Certification of Training. Such falsification would be ill-advised, considering that the Department will treat such matters seriously and will pursue disciplinary action against the agency, and also consider the agency's liability exposure if an improperly trained person causes serious injury to another while on duty, and finally, consider that those who provide false information on an application may be charged with the crime of false swearing.

RESTRICTIONS ON CARRYING A FIREARM IN A VEHICLE

Wis. Admin. Code SPS 34.011 states the conditions under which a Private Security Person may carry a loaded firearm in a vehicle. Except as provided in SPS 34.01(4) to (9), no owner or employee of an agency may transport a loaded firearm in a vehicle, unless all of the following conditions are met:

SPS 34.011 Conditions relating to transporting a loaded firearm in a vehicle.

- (1)** The firearm is in plain view. In this section "in plain view" means it is visible from ordinary observation to a person outside the vehicle. **Note:** A firearm located in a glove compartment, in a briefcase, under a seat of a vehicle, or covered by the clothing of an occupant, is not "in plain view."
- (2)** If the firearm is a handgun, the owner or the employee transports the firearm in a holster which is in plain view.
- (3)** If the firearm is other than a handgun, the owner or employee transports the firearm in a device inside the vehicle which locks the firearm in position and prevents an unauthorized person from removing the firearm from the locking device and which is in plain view.
- (4)** The owner or employee complies with the requirements in s. SPS 34.01.

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

FIREARMS CERTIFICATION OF PROFICIENCY - RENEWAL

IMPORTANT: This form is required for the annual re-certification of proficiency in the use of a Firearm for which a person is required to obtain a six (6) hour refresher course.

Under Wisconsin law, the Department must deny your application if you are liable for delinquent State Taxes or Child Support (Wis. Stat. § 440.12).

PLEASE TYPE OR PRINT IN INK		<input type="checkbox"/> Your name and address are available to the public. Check box to withhold street address/PO Box number from lists of 10 or more credential holders (Wis. Stat. § 440.14).	
Last Name <input style="width:95%;" type="text"/>	First Name <input style="width:95%;" type="text"/>	MI <input style="width:95%;" type="text"/>	Former / Maiden Name(s) <input style="width:95%;" type="text"/>
Address (street, city, state, zip) <input style="width:95%;" type="text"/>		Daytime Telephone Number <input style="width:25%;" type="text"/> - <input style="width:25%;" type="text"/> - <input style="width:25%;" type="text"/>	
Mailing Address (if different) <input style="width:95%;" type="text"/>		Date of Birth <input style="width:10%;" type="text"/> / <input style="width:10%;" type="text"/> / <input style="width:20%;" type="text"/>	
Social Security # <input style="width:25%;" type="text"/> - <input style="width:25%;" type="text"/> - <input style="width:25%;" type="text"/>		Your social security number or employer identification number must be submitted with your application on this form. If you do not have a social security number, you must complete Form #1051. The Department may not disclose the social security number collected except as authorized by law.	
Ethnicity/gender status information is optional.			
Ethnicity: <input type="checkbox"/> White, not of Hispanic origin		<input type="checkbox"/> American Indian or Alaskan	
<input type="checkbox"/> Black, not of Hispanic origin		<input type="checkbox"/> Asian or Pacific Islander	
Sex: <input type="checkbox"/> M <input type="checkbox"/> F		<input type="checkbox"/> Hispanic	
		<input type="checkbox"/> Other	
Provide your WI Private Security and/or Private Detective license/credential number(s). <input style="width:95%;" type="text"/>			
The Firearms Certification of Proficiency is valid for one (1) year. It may be renewed for a one-year period at that time.			
Email Address <input style="width:95%;" type="text"/>		Agency License Number <input style="width:95%;" type="text"/>	
Name of Private Detective/Security Agency <input style="width:95%;" type="text"/>		Daytime Telephone Number <input style="width:25%;" type="text"/> - <input style="width:25%;" type="text"/> - <input style="width:25%;" type="text"/>	
Address of Agency to Send Firearms Permit (Number, Street, City, State, Zip Code) <input style="width:95%;" type="text"/>		(For Receiving Use Only)	
APPLICATION FEES: No Fee Is Required			
FOR OFFICE USE ONLY:			
Is agency's firearms policy on file? <input type="checkbox"/> Yes <input type="checkbox"/> No			
The applicant is covered under an agency insurance policy which includes firearms coverage to: <input style="width:10%;" type="text"/> / <input style="width:10%;" type="text"/> / <input style="width:20%;" type="text"/>			
Firearms Certification of Proficiency is valid through: <input style="width:10%;" type="text"/> / <input style="width:10%;" type="text"/> / <input style="width:20%;" type="text"/>			

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NOTE: A separate Certification of Proficiency is required for each type of firearm, such as a revolver, semi-automatic, or shotgun, which an owner or employee may carry when on duty as a Private Security Person.

Type of Weapon for which training provided:

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Type of Weapon for which training provided:

NOTE: One instructor may provide the complete six (6) hour training program or (2) two instructors may provide various segments of the program. If (1) one instructor provided the complete six (6) hour program, he or she should sign the statement in the left column below. If there was a second instructor, he or she should sign the statement in the right column below.

This is to certify that the above-named person has completed a training program of not less than 6 hours in the specific topics required by Wis. Admin. Code § SPS 34.03.

<p>Instructor who presented the complete course, or part of the course.</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Number of Hours Presented</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Print or Type Name of Instructor</p> <p>_____</p> <p>Signature of Instructor</p> <p>Subscribed and sworn before me this <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/></p> <p>day of _____, <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>.</p> <p>Signature of Notary Public (Seal)</p> <p>Date Commission Expires <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/></p>	<p>Second Instructor if two (2) Instructors presented the course.</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Number of Hours Presented</p> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Print or Type Name of Instructor</p> <p>_____</p> <p>Signature of Instructor</p> <p>Subscribed and sworn before me this <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/></p> <p>day of _____, <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>.</p> <p>Signature of Notary Public (Seal)</p> <p>Date Commission Expires <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/></p>
<p>I hereby attest that, to the best of my knowledge, the information on this form is accurate.</p> <p>I hereby attest that I have not been convicted of a felony crime, and that I am not prohibited by any applicable federal or state law from carrying or being in possession of a firearm.</p> <p>I further attest that I have read and understand Wis. Stat. § 941.29.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; border-top: 1px solid black; padding-top: 5px;"> <p>Signature of Person Applying for Firearms Certification</p> </div> <div style="width: 10%;"></div> <div style="width: 40%; text-align: center;"> <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> <p>Date</p> </div> </div>	

