OFFICE OF THE SECRETARY OF STATE
TOBIAS READ
SECRETARY OF STATE

MICHAEL KAPLAN
DEPUTY SECRETARY OF STATE



ARCHIVES DIVISION
STEPHANIE CLARK
DIRECTOR

800 SUMMER STREET NE
SALEM, OR 97310
503-373-0701

PERMANENT ADMINISTRATIVE ORDER

FILED
01/23/2025 10:58 AM
ARCHIVES DIVISION
SECRETARY OF STATE
& LEGISLATIVE COUNSEL

DPSST 3-2025
CHAPTER 259
DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING

FILING CAPTION: Fee Increases for Private Security Provider Certifications and Licenses

EFFECTIVE DATE: 02/01/2025

AGENCY APPROVED DATE: 01/23/2025

CONTACT: Jennifer Howald
503-551-3258
jennifer.howald@dpsst.oregon.gov

DPSST
4190 Aumsville Hwy SE
Salem ,OR 97317

Filed By:
Jennifer Howald
Rules Coordinator

AMEND: 259-060-0500

RULE TITLE: Fees and Payments

NOTICE FILED DATE: 10/25/2024

RULE SUMMARY: This rule change is for the following fee increases for private security provider certifications and licenses. Each certification and license is issued for a two-year period.

Alarm Monitor Private Security Professional Certification - from: $78 to: $94 increase amount: $16
Armed Private Security Professional Certification - from: $78 to: $110 increase amount: $32
Event and Entertainment Private Security Professional Certification - from: $78 to: $94 increase amount: $16
Unarmed Private Security Professional Certification - from: $78 to: $94 increase amount: $16
Alarm Monitor Private Security Instructor Certification - from: $108 to: $130 increase amount: $22
Unarmed Private Security Instructor Certification - from: $135 to: $312 increase amount: $177
Private Security Firearms Instructor Certification - from: $108 to: $153 increase amount: $45
Supervisory Manager License - from: $100 to: $120 increase amount: $20
Executive Manager License - from: $312 to: $400 increase amount: $88
Late Renewal Fee - from: $30 to: $35 increase amount: $5
Armed Upgrade Fee - from: $25 to: $45 increase amount: $20
Certification Reinstatement - from: N/A new: $25

The following certifications and licenses have a higher increase based on costs that are unique to that certification or license.

The Armed Private Security Professional Certification will be increased to $110. The higher increase here is impacted by the additional workload for tracking and ensuring compliance with the annual firearms qualification and training requirement.

The Armed Upgrade Fee will be increased to $45. The higher increase here is impacted by the additional workload for tracking and ensuring compliance with the annual firearms qualification and training requirement. The change from an Unarmed Professional to an Armed Professional also requires additional review of the applicant's criminal history for disqualifiers that are specific to the Armed Professional Certification.

The Firearms Instructor Certification will be increased to $153. The higher increase here is impacted by the additional workload for tracking and ensuring compliance with annual firearms qualification requirement, the certified instructor audits, and compliance. There is a separate fee for the Private Security Firearms Instructor Course. This fee will be increased to $250. The increase is necessary to cover the cost for use of the DPSST Academy training Firearms Range and Firearms Instructors. The course fee will include the cost for the ammunition that DPSST supplies for the course ($68), which did not increase.

A new fee of $25 has been added to reinstate an Armed Private Security Professional Certification or Private Security Firearms Instructor Certification after an emergency suspension. This addresses some of the costs related to issuing notices for Emergency Suspension Orders and the postage for certified delivery of the notices.

The Unarmed Instructor Certification will be increased to $312. The higher increase here is impacted by the length and delivery of the Unarmed Instructor Development Course, the certified instructor audits, and compliance.

There will no longer be the opportunity to apply for more than one certification or license without paying the application fee for each one. The exception will be the Armed/Unarmed certification, in which the applicant is applying for the Armed Professional Certification and by DPSST administrative processes is also issued the Unarmed Professional Certification.

RULE TEXT:

(1) Payments.

(a) The Department accepts business checks, money orders, cashier's checks, and credit cards approved by the Department. Credit card payments may require submission of additional verification information as designated by the Department. The Department does not accept personal checks or cash.

(b) Fees for certification or licensure are due at the time of application.

(c) Amounts due to the Department for fees or penalties are non-refundable and non-transferable.

(d) Applicants who choose to withdraw their application or fail to complete the application process forfeit their application fees.

(2) The application fees charged by the Department for each 2-year private security provider certification and license are:

(a) Alarm Monitor Private Security Professional Certification - $94;

(b) Armed Private Security Professional Certification - $110;

(c) Event and Entertainment Private Security Professional Certification - $94;

(d) Unarmed Private Security Professional Certification - $94;

(e) Alarm Monitor Private Security Instructor Certification - $130;

(f) Unarmed Private Security Instructor Certification - $312;

(g) Private Security Firearms Instructor Certification - $153;

(h) Supervisory Manager License - $120;

(i) Executive Manager License - $400; and

(j) Fingerprint Criminal History Check Fee – The current fee for processing a fingerprint criminal history check may be obtained from the Department. This fee is to recover the costs of administering the fingerprint check through the Oregon State Police and the Federal Bureau of Investigation. This fee is separate from and does not apply to any fees charged by a fingerprinting services vendor. An additional fee will be charged for the third submittal of fingerprint cards

when rejected for filing by the FBI.
(3) Other administrative fees charged by the Department include:
(a) Late Renewal Fee - $35. A late fee is required when the Department receives an application for renewal after the expiration date;
(b) Non-sufficient Funds (NSF) Penalty Fee - $25;
(c) Duplicate or Replacement Certification or License Fee - $24;
(d) Armed Upgrade Fee - $45. An armed upgrade adds the armed private security professional certification to the applicant's existing two-year certification period for the unarmed private security professional certification. The armed upgrade fee applies to applications for armed private security professional certification received by the Department within 18 months of the issuance of the unarmed private security professional certification;
(e) Certification Reinstatement Fee - $25. A reinstatement fee is required after an Armed Private Security Professional or Private Security Firearms Instructor Certification has been suspended by an Emergency Suspension Order under OAR 259-060-0120 (8) or 259-060-0135 (7);
(f) DPSST Private Security Firearms Instructor Course Fee - The current course fee may be obtained from the Department;
(g) DPSST Handgun Instructor Development Course Fee - The current course fee may be obtained from the Department; and
(h) Training Accreditation Fees. The accreditation process includes an application fee and an evaluation fee. The current accreditation process fees may be obtained from the Department.
(4) If the Department receives payment of any fees or penalty by check and the check is returned to the Department as a non-sufficient funds (NSF) check, the payer of the fees or penalty will be assessed an NSF penalty fee in addition to the required payment of the fees or penalty.
(5) Overpayment of Amounts Due.
(a) The Department will reject payments that include an overpayment of the amount due that is $10.01 or more.
(b) The Department may accept payments that include an overpayment of the amount due when the overpaid amount is $10.00 or less.
(c) Overpayment amounts that are $10.00 or less will only be refunded upon receipt of a written request from the person who made the overpayment, or the person's legal representative. The written request must be received by the Department within three years of the overpayment.

STATUTORY/OTHER AUTHORITY: ORS 181A.870, ORS 293.445

STATUTES/OTHER IMPLEMENTED: ORS 181A.870, ORS 293.445