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PERMANENT ADMINISTRATIVE ORDER

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CHAPTER 259
DEPARTMENT OF PUBLIC SAFETY STANDARDS AND TRAINING

FILING CAPTION: Establishes process for handling overpayments of private security fees for certification and licensure.

EFFECTIVE DATE: 10/29/2020

AGENCY APPROVED DATE: 10/22/2020

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Filed By:
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AMEND: 259-060-0500

RULE TITLE: Fees and Payments

NOTICE FILED DATE: 09/10/2020

RULE SUMMARY: The Department collects fees for the private security provider certification and licensure program. The forms of payment that are accepted are business checks, cashier's checks, money orders, and credit cards. It is not uncommon to receive a fee amount greater than the amount due (overpayment).

Before this rule change, the Department rejected and returned unprocessed any payment that included an overpayment. This caused delays in issuing certifications and licenses. This rule change establishes a Department process for overpayments to allow for more efficient processing of applications for private security certifications and licenses.

Overpayments will be handled in accordance with the rule. If the overpayment amount is $10.01 or more, the payment will be rejected and returned unprocessed to the payee for re-submission of the correct amount. If the overpayment amount is $10.00 or less, the payment will be accepted and processed. The payee may request a refund of the overpaid amount by submitting a written request.

In addition to establishing criteria for processing overpayments, the rule change included revisions for clarity and consistency. The rule revisions did not make any changes to existing fee amounts but did add administrative fees the Department charges for the training accreditation process, the range fee for the Private Security Firearms Instructor Course at DPSST, and the course fee for instructor applicants who choose to complete the DPSST Handgun Instructor Development Course, which had not been listed in the rule before.

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 - $65;
(b) Armed Private Security Professional Certification - $65;
(c) Event and Entertainment Private Security Professional Certification - $65;
(d) Unarmed Private Security Professional Certification - $65;
(e) Alarm Monitor Private Security Instructor Certification - $90;
(f) Unarmed Private Security Instructor Certification - $90;
(g) Private Security Firearms Instructor Certification - $90;
(h) Supervisory Manager License - $75;
(i) Executive Manager License - $250; 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 - $25. 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 - $20;
(d) Armed Upgrade Fee - $20. 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;
(e) DPSST Range Fee (Private Security Firearms Instructor Course). The current range fee may be obtained from the Department;
(f) DPSST Handgun Instructor Development Course Fee - The current course fee may be obtained from the Department; and
(g) 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