



Request for Reissued Private Security Certificate

To receive a copy of your Private Security certificate(s), please complete this form and attach proof of your online payment confirmation receipt from the OPOTA payment portal: [Ohio Peace Officer Training Academy Payment Portal](#) and email it to ProfessionalStandards@OhioAGO.gov.

-OR-

Mail this form, along with a money order or certified check made payable to the Ohio Peace Officer Training Commission (OPOTC), to:

Ohio Peace Officer Training Commission
Attention: Professional Standards Division - Private Security
P.O. Box 309
London, Ohio 43140

An online payment receipt or a money order or certified must be attached to this application in order for it to be processed in accordance with ORC Section 109.78 for the following amounts:

- Reissued Academic Training Certificate with or without firearms: **\$15.00**
- Reissued Firearms Basic or Requalification Training Certificate: **\$5.00**

***Please note: Only electronic copies will be sent via email; no hard copies will be provided.**

Full Name: _____ Alias: _____

SSN (Last 5 only): _____ DOB: _____ Contact Number: _____

Home Mailing Address: _____
Street/P.O. Box City State Zip

County: _____

*Email: _____

Type of Course Completed: Academic Firearms Date Completed: _____

Type of Weapon: Semi-Auto Pistol Revolver Shotgun None

School Name/Location: _____

Signature _____ Date _____

OPOTC USE ONLY

Certified Check/Money Order # _____ Amount _____ Clerk Initials _____ Date _____