

Below are the steps for getting a guard card.

1. Go to <https://pdsclasses.com/guard-card/> to take the initial 8-hr course. You only need to take "Part 1" for now. (Course fee \$18.95)
2. Once the course is completed and you have a completion certificate in your possession, go the California Breeze website (part of the Cal Dept of Consumer Affairs) <https://www.breeze.ca.gov/datamart/loginCADCA.do> and register as a new user, create an account and apply for a guard card. At some point in the application, you'll have to upload the certificate of completion from the online course. (I believe the Application fee is \$55)
3. After, and ONLY after, you have submitted the application online you will need to get Live-scan fingerprinted. Even if you have been fingerprinted a dozen times before for other jobs, you will still have to do it again. I always recommend getting the Live-scan done at the local Police Department as your first option (I like sending people to Cal Poly PD). If the PD is currently not providing that service my second option is at a UPS store in SLO (go to the one in the Marigold Shopping Center on Broad Street, we've had multiple issues with submissions made from the north county UPS Stores). I've attached a copy of the Live-scan form you will need to take with you. You DO NOT need to fill out the "Employer" section (second box from the bottom). **VERY IMPORTANT:** Because it is not a prompted field (not required to submit the form) the person completing the Live-scan will not usually enter the applicant's social security number on the application. There is a space for it, but it's not a required one. Ask the Live-scan operator to please enter the social security number. This will considerably speed up the process by allowing BSIS to match your application with your background check. Once they have submitted your Live-scan they will have an ATI number for your application. Make sure you get this number from them. It will make it considerably easier to track down your application if there is a problem later. (I believe the Live-scan is \$80-90)
4. When all of this is done email me and let me know so I can start checking for your guard card status online.

Please let me know if you have any questions or issues.

Thank You,