

## **SORA FAQ'S**

### **1. How do I apply for a Security Officer Certification?**

1. [www.njsp.org](http://www.njsp.org)
2. Click on Services
3. Click on Private Detective Info
4. Click on the "Security Officer, Instructor, Owner and Bounty Hunter Applications" link on the right hand side of the page.

### **2. I forgot my Password and/or Logon ID. How can I get it?**

Follow the above steps to return to the application. After selecting Returning Applicant, click on either the "Forgot your Password" or "Forgot your LogonID" link. If you select "Forgot your Password," you will need to enter your logonID, application ID or certification number along with your email address. The email address must match the email on your profile. If you select "Forgot your LogonID," you will need to enter your place of birth, application ID or certification number and your date of birth. You will also need to know the answer to your hint question.

### **3. How do I pay for the application?**

Payment must be made using a credit or debit card issued by Visa or MasterCard. If you do not have one, you can use a Visa gift card. You must pay a non-refundable fee of \$75 to complete the Security Officer application.

### **4. How do I get fingerprinted correctly?**

You must be fingerprinted using the MorphoTrak form provided at the end of the Security Officer application. This form is already filled out with the required information for fingerprinting. If you do not use the correct form provided, we will not receive your fingerprint information and you will need to be printed again. To schedule an appointment, you can call the phone number at the bottom of the form or go to [www.bioapplicant.com/nj](http://www.bioapplicant.com/nj). The fee for fingerprinting is \$67.50.

### **5. How do I find an instructor?**

At the end of the application there is a link to browse the instructor registry. The list of instructors can be searched by zip code, state/county or by an instructor's last name. It is your responsibility to contact an instructor and schedule the 24 hour training class within 30 days from the date of your application. You can also view a complete list of certified instructors here: [http://www.njsp.org/info/pdf/pdet/010311\\_actinstructor.pdf](http://www.njsp.org/info/pdf/pdet/010311_actinstructor.pdf).

**6. Are active law enforcement officers who wish to provide security while off duty exempt from the requirements of SORA?**

No. Active law enforcement officers are only exempt from the 24 hour mandated training course. Fingerprinting is required via the vendor MorphoTrak. Upon retirement/termination of employment as a law enforcement officer, the training exemption is no longer applicable and completing the twenty-four (24) security officer training course provided by a certified SORA instructor is mandatory for the continued validity of the SORA certification.

**7. What happens if I don't submit fingerprints or complete the training course within 30 days?**

If you fail to complete the fingerprinting and/or 24 hour training class within 30 days, you must submit a new application.

**8. How long is my Security Officer Certification good for?**

The Security Officer Certification is good for a period of 2 years at which time a renewal application must be submitted.

**9. How do I renew my Security Officer Certification?**

Ninety days prior to expiration, you will be notified via email that it is time to renew. Subsequent emails are sent at 60 days and 30 days prior to expiration. Emails are sent to the email address that is listed on your personal profile. After logging back into the application, under the "Security Officer" tab click on "Submit Renewal." The renewal fee is \$82.55 and must be paid using a Visa or MasterCard. In addition to the renewal application, an 8 hour refresher training course provided by a SORA certified instructor must be completed prior to the expiration date.