



NORTH CAROLINA
PRIVATE PROTECTIVE SERVICES BOARD

4901 Glenwood Avenue • Suite 200
Raleigh, North Carolina 27612
Phone: (919) 788-5320 • Fax: (919) 788-5365
E-Mail: PPSASL@ncdoj.gov
Web Page: www.ncdoj.gov/PPS.aspx



MEMORANDUM – June 2014

TO: PPSB Licensees
Firearms Trainers
Proprietary Licensees

FROM: Terry Wright, PPS Director

Terry Wright

The purpose of this informational mailing is to update the industry on the upgrade of the PPS computer database.

NEW ON-LINE APPLICATION SYSTEM

During the past several years, PPS has worked with the Department of Justice Information Technology Division (DOJ-IT) to upgrade our computer database. The projected completion date of the upgrade will be in the **Fall/Winter** of 2014. When the upgrade is completed, licensees and designees will be able to enter and submit applications electronically.

There have been several information gathering/training sessions involving licensees; and as we get closer to the implementation date, PPS staff will conduct industry-wide training to prepare all for the use of the new on-line application system.

The potential benefits from upgrading the PPS database include accessing the PPSB website to query or use a search engine for any information that is public record.

Qualifying Agents/Designees will be able to submit applications and additional documentation electronically and track the status of applications. The system's structure will guide users through the process, including calculating the appropriate fees. The QA will also have the ability to enter pictures for applicants.

With the upgrade there will be some significant changes in the processing of applications.

Some of the changes are:

- Once we go live with the on-line application process, PPS strongly encourage all to apply on-line. Applying on-line will eventually expedite the registration process. Individuals

who continue to send applications into the office must ensure that all information is complete and accurate. If incorrect fees are received, the check/money order will be returned and you will receive an invoice listing the correct amount due.

- Once an applicant receives notification requesting information, all information requested must be received within sixty (60) days. After the sixty day timeframe, the system will consider the application null and void and the applicant will be required to reapply.

UNARMED GUARDS

Previously, an **unarmed guard** who had an active registration and requested to work for another company was treated as a dual or transfer. Effective immediately, all unarmed guards with a valid registration and requesting to work for another company will be listed as a transfer since there is no change in the expiration date. The unarmed guard registration application listed on the PPSB website has been revised to reflect this change. Please ensure your staff is utilizing the most up to date application.