

EMPLOYEE ROSTERS

Licensees must submit employee rosters to the Department on a quarterly basis.

Note: A renewal application shall not be processed if the quarterly roster has not been received for each quarter of the preceding 2-year license period.

Authority MCL 338.1067(3)

Quarterly rosters are due at the end of each quarter as shown below:

Quarter	Quarter Covered	Due Date
First Quarter	January through March	April 15 th
Second Quarter	April through June	July 15 th
Third Quarter	July through September	October 15 th
Fourth Quarter	October through December	January 15 th

You may use the attached form or you may use your own company roster form as long as it has the required information listed below. Double-sided rosters are preferred for multiple page reports.

Rosters must contain the following information:

- Agency name
- Agency license number
- Agency address and telephone number
- Name of License Holder
- Name of person preparing report, their title and signature
- Alphabetical listing of employees that have been employed by your agency for the quarter. Employees are classified as follows:
 - Human Resource employees
 - All employees that are hired to provide the protection of property on the premises of others
- Employee date of birth
- Employee hire date
- Employee termination date
- Total number of employees for quarter
- Quarter covered by the report
- **SWORN STATEMENT as follows:** I affirm that I am authorized to act on behalf of the above name agency and I verify that the information contained on this form is true, complete, and accurate to the best of my knowledge and belief. (Print Name of Person Performing Report, Signature, Title, and Date)
- You are required to file a roster form for each branch facility
- A roster is required even if your company does not have any employees. Documentation must indicate "No Employees" or list "0" under the area marked Number of Employees

Michigan Department of Licensing and Regulatory Affairs
Bureau of Commercial Services
Licensing Division
SECURITY GUARD REGULATION
P.O. Box 30018, Lansing, MI 48909
517-241-8205
517-373-2162 (Fax)
www.michigan.gov/securityguard

MAKE COPIES AS NEEDED

Quarter Covered By This Report	
<input type="checkbox"/> January - March	<input type="checkbox"/> July - September
<input type="checkbox"/> April - June	<input type="checkbox"/> October - December
Year: 20 _____	

PRIVATE SECURITY GUARD EMPLOYMENT ROSTER

AUTHORITY: P.A. 330 of 1968, as amended
COMPLETION: Mandatory
PENALTY: Failure to complete may result in disciplinary action

"Private security guard" means an individual or an employee of an employer who offers, for hire, to provide protection of property on the premises of another, and includes an employee of a private college security force. Authority MCL 338.1052(1)(f)

Name of Agency		Agency License Number (Must Have)	
Address		City	Zip Code
Type Name of License Holder	Number of Employees Listed	Telephone Number	

List all employees that are hired to provide the protection of property on the premises of others as well as all Human Resource employees.

Last	Full Name First	M.I.	Date of Birth	Date of Hire	Date of Termination	Last	Full Name First	M.I.	Date of Birth	Date of Hire	Date of Termination

SWORN STATEMENT: I affirm that I am authorized to act on behalf of the above named agency and I verify that the information contained on this form is true, complete, and accurate to the best of my knowledge and belief.

Print Name of Person Preparing Report

Title/Postion

Signature of Person Preparing Report

Date

