



**NORTH CAROLINA
PRIVATE PROTECTIVE SERVICES BOARD**

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MEMORANDUM - August 2007

TO: PPS Licensees & Branch Managers
Proprietary Security Companies
Firearms Trainers

FROM: Terry Wright, PPS Director

The purpose of this informational mailing is to update licensees on various important issues.

Photo Identification System

Effective **August 16, 2007** we will no longer be accepting 1" x 1" photographs for registrants, the 2" x 2" passport type photos for licensees or any other paper photograph and will begin accepting JPEG photos for all licensees and registrants. The department has purchased a new photo/identification system which will allow us to print a more professional looking photo ID for both licensees and registrations. With the new system in place companies are **required** to submit digital photos in JPEG format by e-mail or by submitting them on a compact disc (CD) or on a 3.5 floppy diskette. **E-mail is the preferred method.** If you are submitting photos on CD or diskette they should always be sent along with the application(s) in which the photograph(s) will be used with. Please utilize the following format when naming the photo on e-mail, CD or diskette: *Doe.John.Joseph.2587.type.jpg*, which is the last name, first name, middle name, last four digits of their social security number and the type should be either licensee or registrant. Licensee is used if you have a current license or applying for a license with the Private Protective Services Board or the Alarm Systems Licensing Board. Registrant is used if you have a current registration or applying for a armed, unarmed or alarm registration. Each company will also be required to submit a photo/identification log with each CD or diskette for record filing purposes when we file the CD or diskette. A photo/identification log is attached. Also on the face of each CD or Diskette please list the companies full name and the month/year the CD or diskette is being submitted to our office. If you submit by e-mail please list all individuals for which you have attached photos for. The log can also be used to identify the individuals for whom e-mailed JPEG photos have been submitted. You will need to limit the amount of photos you e-mail at one time. Your e-mail server will limit the size of your e-mail including all attachments. Please limit your photo attachments to 20 or less per e-mail.

The e-mail account that you will need to submit JPEG photos to is PPSASL-Photos@ncdoj.gov

for those who prefer to submit photos electronically. This e-mail account is for **PHOTOS ONLY**. This e-mail account will be separate from our current account PPSASL@ncdoj.gov This account is for all other questions and correspondence other than photos. Please submit photos to the correct account to ensure that we receive the e-mailed photographs.

Digital cameras used must be able to produce 0.1 to 1 megapixels and the resolution can be between 320 x 240 and 1280 x 960. We are requesting that photos smaller than 320 x 240 not be submitted. All photos must be in color with no caps, hats or sunglasses worn by the applicant. When taking digital photos please only take head and shoulder shots of individuals. Please do not submit photos with a lot of the background showing. We regulate over 20,000 individuals and all of these photos will be saved on a server. If the photos are too large or too small you will receive a response from our office requesting you to submit another photograph which will delay the process.

Beginning Tuesday, September 4, 2007 we will begin issuing photographs with the new ID system. Upon renewal of licenses and registrations everyone will receive an ID card from the new system. Current registration applications received prior to August 16th which have the 1" x 1" photographs will be issued under the old system. If you should have any questions regarding the photo process, please call Shannon Hunt at (919) 875-3611 or feel free to email her at shunt@ncdoj.gov.