

Licence Application for a Security Guard and/or Private Investigator

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Instructions for completing this application correctly are available on the Private Security and Investigative Services Branch's website at www.ontario.ca/privatesecurity or by calling customer service at 416 212-1650 or toll-free at 1 866 767-7454.

Some of the boxes on the application form contain numbers. These numbers correspond to the same step in the instructions. For example, a box with the number 1 in it will correspond to information in step 1 of the instructions.

Part A – Applicant Information

1. Application for (*select one*):
 Security Guard Licence (\$80) Private Investigator Licence (\$80) Dual Licence (Security Guard and Private Investigator – \$160)

2. Ontario Training Completion Number or Ontario Licence Number

3. Do you have a valid security guard and/or private investigator licence from another province/territory? Yes No

If yes: Licence No. Expiry Date (yyyy/mm/dd) Province/Territory of Issue

Part B – Personal Information

Important Note: You must provide your full legal name, as it appears on your two pieces of identification. Your name must be the same on both pieces of identification, or you will be required to provide additional documentation. For more information please refer to the instructions.

4. Last Name 5. First Name 6. Middle Name

7. Other Name(s) (e.g. maiden name, former name, alias, etc. – please specify)

8. Telephone Number Home Mobile/Cell
() 9. Email Address

10. Address of Permanent Residence

Unit No.	Street No.	Street Name	Rural Route	PO Box
City/Town			Province/State/Territory	Postal Code/Zip Code
Country				

11. Ontario Mailing Address

Is your Ontario mailing address the same as your permanent address? Yes No

If you checked "No" you must provide a mailing address in Ontario. All correspondence from the Private Security and Investigative Services Branch will be sent to this address.

Unit No.	Street No.	Street Name	Rural Route	PO Box
City/Town			Province ONTARIO	Postal Code

12. Additional Personal Information

Date of Birth (yyyy/mm/dd)	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Height <input type="checkbox"/> Feet/Inches <input type="checkbox"/> Centimetres	Weight <input type="checkbox"/> lbs. <input type="checkbox"/> kg	Eye Colour	Hair Colour
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Driver's Licence No. (if applicable)	Expiry Date of Driver's Licence (yyyy/mm/dd)	Province/Territory where Driver's Licence was Issued
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13. Part C – Guarantor Information

14. Last Name of Guarantor		15. First Name of Guarantor	
16. Telephone Number <input type="checkbox"/> Home <input type="checkbox"/> Mobile/Cell ()		17. Relationship to Applicant OR Guarantor's Profession	
18. Guarantor's Signature		19. Date (yyyy/mm/dd)	

20. Part D – Declaration of Convictions and Outstanding Charges

21. Do you have any convictions for which a pardon has not been granted and/or any outstanding unresolved charges for offences under the laws of any country, state, province or territory?
- Yes (please declare the conviction(s) and/or outstanding charges in the box below and attach a separate sheet if more space is required)
- No

DO NOT declare any offences committed while you were a young person, as defined under the *Young Offender Act*, *Youth Criminal Justice Act* or *Juvenile Delinquent Act*. **IMPORTANT: If you have been convicted of one of the offences listed in Ontario Regulation 37/08 Eligibility to Hold a Licence - Clean Criminal Record, you are not eligible to hold a licence under the *Private Security and Investigative Services Act, 2005*.**

For a list of offences please refer to **Appendix C** of the Instructions Guide (page 9).

22. Offence	Date (yyyy/mm/dd)	City/Province/State/Country	Police Service	Status/Outcome

23. Part E – Declaration and Consent to the Release of Information**By signing this application:**

- I consent to a background check being done by the Registrar and the Private Security and Investigative Services Branch. This consent includes the release of records of criminal convictions for which a pardon has not been granted, records of discharges which have not been removed from the CPIC system in accordance with the *Criminal Records Act*, as well as any convictions registered, charges pending or any other judicial order issued under an Act of Parliament or an Act of the Legislature;
- This consent is given pursuant to s.42(b) of the *Freedom of Information and Protection of Privacy Act*;
- I consent for the Registrar to conduct or have local police conduct a background check, which would include but not be limited to information regarding convictions and findings of guilt, a record of outstanding warrants, charges and unpaid provincial fines;
- I understand that all information about me that is obtained during this background check may be disclosed by the Registrar or any person authorized by the Registrar for the purpose of determining eligibility for the issuance of a security guard and/or private investigator licence;
- I consent to an investigation of my immigration status in Canada by the immigration authorities and to the immigration authorities disclosing the results of an investigation to the Registrar or any person authorized by the Registrar;
- I am fully aware of my rights and responsibilities as a licensee under the *Private Security and Investigative Services Act, 2005*.

Release and Discharge

- I hereby release and forever discharge Her Majesty the Queen in right of Ontario, the Commissioner of the Ontario Provincial Police and all members and employees of the OPP from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of information by the OPP.

I confirm that:

- I am 18 years of age or older;
- I am legally entitled to work in Canada;
- I do not have a conviction for which a pardon has not been granted for one of the 82 offences listed in Ontario Regulation 37/08 Eligibility to Hold a Licence - Clean Criminal Record;
- I have read and understand all parts of this application form;
- Information set out in this application is true and correct to the best of my knowledge and belief;
- My guarantor meets the requirements as set out in the application process;
- I have attached a recent photograph of me (if applicable) that has been signed and certified by my guarantor;
- I have attached photocopies of two pieces of required identification that my guarantor has signed and certified.

Caution

Any person who knowingly provides false information in any application under the *Private Security and Investigative Services Act, 2005* is guilty of an offence and may be refused a licence.

24. Signature of Applicant	25. Date (yyyy/mm/dd)
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The information provided is collected under the authority of Section 11 of the *Private Security and Investigative Services Act, 2005* for the purpose of issuing a licence under the Act. For further information please contact a Customer Service Representative at 416 212-1650 or toll-free at 1 866 767-7454.

Part F – Payment Options

Pay by credit card or attach a bank draft, certified cheque or money order payable to “MINISTER OF FINANCE.” Debit is only accepted for applicants applying in-person at the Private Security and Investigative Services Branch. Cash and personal cheques are not accepted. No refunds will be issued.

26. Type of Payment

Bank Draft Certified Cheque Money Order Visa MasterCard American Express

27. Amount of Payment (*please select one*):

\$80 for a security guard licence
 \$80 for a private investigator licence
 \$160 for a dual licence (*security guard and private investigator*)

28. Authorization (*for payment by credit card only*):

I authorize the Private Security and Investigative Services Branch to charge the appropriate fee to my credit card for my licence application or on behalf of _____ for their licence application.
(*Name of Applicant*)

29. Credit Card Number

30. Expiry Date (*mm/yy*)

31. Name of Cardholder (*print clearly*)

32. Signature of Cardholder

33. Application Checklist

Use this checklist to ensure that you have completed all of the steps necessary to process your application. Incomplete applications may be delayed or returned.

- I have successfully completed all prescribed training and testing requirements.
- I have read the instructions for applying for a security guard and/or private investigator licence.
- I have reviewed this application to ensure it is fully completed.
- I have included photocopies of two separate pieces of identification. For identification cards, I have included photocopies of the back as well as the front (*see instructions for more information and a list of acceptable forms of identification.*)
 - My name is the same on both pieces of identification.
 - One piece of identification is government-issued and shows my name, photograph, date of birth, and signature (*See page 2 of Instructions for Completing a Security Guard and/or Private Investigator Licence Application.*)
 - One piece of identification shows my eligibility to work in Canada (*See page 3 of Instructions for Completing a Security Guard and/or Private Investigator Licence Application.*)
- I have included one passport-quality photograph (*this applies to all new applicants and renewing applicants whose photo is at least 6 years old; see page 3 of Instructions for Completing a Security Guard and/or Private Investigator Licence Application.*)

My guarantor has:

- Signed and dated this application form.
- Verified my two original pieces of identification in my presence.
- Confirmed that the two original pieces of identification match the photocopies.
- Clearly printed and signed his or her name on all photocopies (*including copies of the backs of identification cards*).
- Written on each photocopy, “**I certify that this photocopy is a true copy of the original document which has not been altered in any way.**”
- If a photograph is included, clearly printed and signed his or her name on the back of the photograph.
- Written on the back of the photograph, “**I certify this photo to be a true likeness of [your name].**”

I have provided payment that is:

- In the correct amount (*\$80 for a security guard or private investigator licence, \$160 for a dual licence*).
- By an acceptable method (*by debit if applying in-person, by credit card, or by bank draft, money order, or certified cheque payable to Minister of Finance*)