

IMPORTANT NOTE

To prevent delays in getting your licence, use this checklist to confirm that you have completed all sections of the application correctly and attached all required documents. *Do not use white-out or liquid paper on your application form.*

Note, any documents filed with your application must be neat, legible and suitable for scanning.

Before you begin, make sure you meet all of the following mandatory requirements. You:

- are 18 years of age or older
- are legally entitled to work in Canada
- possess a clean criminal record (*according to Ontario Regulation 37/08 pursuant to the Private Security and Investigative Services Act. To view the Act, see our website under "Act and Regulations" section*)
- have a mailing address in Ontario

If you do not meet all of the mandatory requirements listed above, you will not be eligible to receive a licence. Contact a Customer Service Representative for further details at 1 416 212-1650 or 1 866 767-7454, or visit our website at www.ontario.ca/private-security.

Submit your signed and dated application, the fee and additional documents to:

Private Security and Investigative Services Branch
777 Bay Street, 3rd Floor
Toronto ON M7A 2J6

INSTRUCTIONS AND CHECKLIST

Check with
"✓" when
complete

Part 1 - Applicant Information

Have you indicated the type of licence you are applying for?

*Security Guard **or** Private Investigator **or** Dual Licence (Security Guard and Private Investigator)*

Have you completed the name fields (*Last Name/Surname, First Name, Middle Name, Other Name*)?

*You **must** enter your legal name in the Last Name/Surname and First Name field as shown on your Primary Identification document (e.g. Canadian Birth Certificate, Work Permit, Canadian Citizenship card). Enter any other names that you may have had in the past or are currently known as, in the Other Name(s) field.*

Have you completed the residential address fields?

Include your Unit/Suite/Apt. No., Rural Route, P.O. Box/Postal Station as applicable

If your residence is located outside of Ontario, have you provided an Ontario Mailing Address ?

Part 2 - Employment Record for Present Occupation(s)

Have you indicated whether or not you are legally entitled to work in Canada?

If you are not legally entitled to work in Canada or if your government-issued document has expired, you will not be granted a licence.

Have you indicated if you are currently working (yes or no) and, if working, have you provided information regarding your current employer(s)?

Part 3 - Training and Testing Check

Have you indicated which training program (for Security Guard and/or Private Investigator) you have completed?

Have you indicated which testing program (for Security Guard and/or Private Investigator) you have passed?

Part 4 - Police Records and Background Check

Have you completed **ALL** of the fields in this section, including a list of places of residence and declaration of all convictions?

- You must declare **ALL** convictions for an offence under the law of any country, state, province or territory, for which a pardon has not been granted.
- **ALL** pending charges must also be declared.

Part 5 - Declaration and Consent to the Release of Information

Have you read the declaration section and signed and dated the application?

Part 6 - Payment Options

Have you attached a payment with your application?

Annual fees for licences are as follows:

- **Security Guard Licence** **\$80**
- **Private Investigator Licence** **\$80**
- **Dual Licence (Security Guard and Private Investigator)** **\$160**

Cash and personal cheques are **not** accepted. **Also, no refunds will be issued.**

You may pay the annual fee using one of the following methods:

- **Credit card (VISA, MasterCard, American Express)**
- **Bank draft, money order (postal or bank) or certified cheque made payable to "Minister of Finance"**

Part 7 - Photograph Specifications (*Photograph must be taken within the last six months*)

Have you enclosed one passport quality photograph that meets the specifications listed on the application?

DO NOT use paperclips, glue or staple the photograph to the application. Put it in a small envelope and include with application package.

Have you clearly printed your name on the back of your photo?

Part 8 - Photograph Verification

Has a professional (listed in Part 8 of the application form) signed the back of your photo?

Has the professional completed all applicable fields and signed the application?

OTHER ATTACHMENTS THAT MUST BE INCLUDED WITH YOUR LICENCE APPLICATION

Attachments	What is Acceptable?	What to do?
Primary Identification Requirements	Any of the following are acceptable Primary IDs: <ul style="list-style-type: none"> • Canadian Birth Certificate • Valid Permanent Resident Card • Confirmation of Permanent Residence • Record of Landing • Canadian Citizenship Card • Valid Work Permit 	Submit a clear photocopy of one piece of primary identification. Photocopy both the front and back of the primary ID and attach the photocopy to your application with a paperclip. Please note, as per the Ministry of Citizenship and Immigration, Canadian passport should not be used for purposes other than travel. As such, we cannot accept any passport as primary ID.

Attachments	What is Acceptable?	What to do?
Secondary Identification Requirements	Any of the following are acceptable Secondary IDs: <ul style="list-style-type: none"> • Valid Canadian Driver's Licence • Valid Canadian Passport • Any other piece of ID that clearly supports or proves the applicant's identity 	Submit a <u>clear</u> photocopy of one piece of secondary identification. Photocopy both the front and back of the secondary ID and attach the photocopy to your application with a paperclip.