

Controlling Members of a Security Business – GUIDE

THIS GUIDE

When a business in British Columbia applies to the Registrar, Security Services Act, for a security business licence, all controlling members and members with the ability to control the operations of the business (*referred to in this guide as ‘controlling members’*) have particular reporting responsibilities that must be complied with. (For more information, refer to the Security Licensing Process and Licence Conditions POLICY, Sec. 2.4.2 available on the website.)

This guide is for controlling members—WHO DO NOT HOLD a current security worker licence.

It will take you through the various forms and processes, and it provides information on how you must keep the Registrar’s records up-to-date on certain particulars about yourself. Controlling members who hold a current security worker licence do not have to follow the process outlined in this guide as long as they keep their security worker licence current.

Controlling members wanting to apply for a Security Worker Licence should refer to the guide *“Getting and Keeping Your Security Worker Licence”* on the Security Industry and Licensing website.

Check out the **Security Industry and Licensing website** periodically for updates, policies, alerts. It is important that you review and become familiar with the Security Services Act and Regulations and the Code of Conduct available from the Legislation and Policy page of the website. The website also provides all the forms you may need to complete.

CONTENTS:

Forms - how to get, fill in and submit the application forms	2
Requirements - information you must provide to the Registrar	3
Quick Readiness Checklist - a quick and easy double-check	5
FORMS -	
• <i>Authorization, Acknowledgement of Information Collection and Use AND Consent to a Criminal Record Check</i>	6
• <i>Request for Fingerprinting</i>	7
• <i>Mental Condition Form</i>	7
• <i>Controlling Member of a Security Business Reporting an UPDATE</i>	8

CONTACT INFORMATION

IMPORTANT:
Put FULL address on any envelope being mailed or couriered to the Registrar.

Website: www.pssg.gov.bc.ca/securityindustry
 E-Mail: sgspdsec@gov.bc.ca
 Fax: Victoria (250) 387-4454
 Phone: Victoria (250) 387-6981
 Outside Victoria call **Enquiry BC** Vancouver: 604 660-2421 . . .
 Elsewhere in B.C., toll free: 1 800 663-7867 . . .
 Outside British Columbia: 604 660-2421 . . .
 . . . *ask to be transferred to (250) 387-6981*

Full Address: Ministry of Public Safety and Solicitor General
 Policing and Community Safety Branch
 Security Programs and Police Technology Division
Attention: Registrar, Security Services Act - Licensing Dept.

Mailing Address: PO Box 9217 Stn Prov Govt, Victoria BC V8W 9J1
Courier Dropoff: 4000 Seymour Place, Victoria BC - Loading Dock (*rear of building*)

FORMS: How to get, fill in & submit the application forms

Options for getting forms:

1. The business's manager may give you a hard copy of the forms you need or, if you wish, you may download the forms to your computer from the Security Industry and Licensing website (www.pssg.gov.bc.ca/securityindustry). You will need to have the current version of Adobe Acrobat Reader installed on the computer you are using as all the forms are in a 'portable document format' (PDF). To download the free, most current, Adobe Acrobat Reader program, go to:
www.adobe.com/products/acrobat/readstep2.html

2. If you don't have a computer, you can visit any one of the Service BC Centres to use a Community Access Terminal (CAT) to access the Security Industry and Licensing website and download the forms.

Computer Access Terminals are located in the public area of each Service BC Centre, with a printer located behind the counter for printing. To locate a Service BC Centre, visit their website:

www.servicebc.gov.bc.ca/locations

3. You may phone Security Programs to request copies of the forms be **mailed or faxed** to you.

Options for filling the forms in:

1. If you complete the form by hand, be sure you use dark ink and print clearly.
2. If you complete the form at a computer, typing your information into the form fields, it is best to have the most current version of Adobe Acrobat Reader installed on the computer. To download the free Adobe Acrobat Reader program, go to: **www.adobe.com/products/acrobat/readstep2.html**

The advantage of using the current version of Adobe Acrobat Reader (version 7 or later) is you may save the completed form to your computer. If you are using an earlier version of Reader, you can still complete the form at your computer, but you cannot save the completed form.

Submitting your forms:

In some cases, the forms you complete and documentation you submit with the completed form are given directly to the business manager to attach to their main application form. The business manager then sends the entire application package to the Registrar, Security Services Act.

REQUIREMENTS: Information you must provide to the Registrar

Controlling members of a security business (or a business applying for a security business licence) MUST provide the Registrar, Security Services Act, with specific information. If you are a controlling member that *does not* hold a current B.C. security worker licence, review the following to see that all requirements are met and that you are able to supply the requested documentation.

Consent to a Criminal Record Check

All controlling members must provide the Registrar, Security Services Act with the authorization to conduct a criminal record check, a police information check and a correctional service information check. By completing, signing and submitting (you may give the form to the business manager to submit with the application for a security business licence) the [Authorization and Acknowledgement of Information Collection and Use AND Consent to a Criminal Record Check](#) (#SPD0510), you provide your consent to these checks.

A criminal record check may be undertaken by the Registrar at any time during when the security business licence is current. It is your responsibility under the Security Services Act to notify the Registrar if you ever acquire new charges or convictions against you within 14 days of the occurrence. Use form: [Controlling Member of a Security Business Reporting an UPDATE](#) (#SPD0518).

Fingerprints

Controlling members **residing in Canada** are required to provide fingerprints and must have the fingerprints taken by a recognized fingerprinting agency (see page 7). Use form: [Request for Fingerprinting under the Security Service Act](#) (#SPD0507).

NON-RESIDENTS OF CANADA: If you are a controlling member but do not reside in Canada, you are not required to provide your fingerprints.

MOVING TO CANADA: If you move to Canada and are still a controlling member of a security business in B.C., you must report your new address to the Registrar – use form: [Controlling Member of a Security Business Reporting an UPDATE](#) (#SPD0518); PLUS you must be fingerprinted – use form: [Request for Fingerprinting under the Security Service Act](#) (#SPD0507).

RESIDENCY – Identification Required

Controlling members **residing in Canada** (nothing to do with citizenship), provide a copy of **one** of the following pieces of **CURRENT/VALID** photo identification:

- Drivers Licence
- Passport
- BCID — you may apply for a BCID card at any driver licensing office but note, it takes 4 to 6 weeks to process and mail to you. Visit this website for more information and BCID forms: www.icbc.com/driver-licensing/BCID
(Note: if you are renewing and have already provided the Registrar with identification as stated above, you do not have to send a copy in again.)
- Canadian Permanent residence Card
- Canadian Native Status Card (if issued with a photo)
- Canadian Firearms Licence (must be current)

NON-RESIDENTS OF CANADA: Controlling members that do not reside in Canada must provide two pieces of identification and one of them must be photo ID.

MOVING TO CANADA: If you move to Canada while still being a controlling member of a security business in B.C. use form [Controlling member of a Security Business Reporting an UPDATE](#) (#SPD0518) to provide your new address PLUS you must be fingerprinted (see fingerprint section).

☐ Citizenship

If you are a citizen of Canada, you are required to provide a copy of **one** of the following: your birth certificate **or** current Canadian Passport (may not be expired) **or** Canadian Citizenship Card.

☐ Mental Condition Report from your Physician

If you are being treated or have ever been treated for a mental condition, you must have your doctor complete and sign the *Mental Condition Form* (#SPD0511). For privacy reasons, you do not have to attach the completed mental condition form to your completed *Authorization and Acknowledgement of Information Collection and Use AND Consent to a Criminal Record Check* (#SPD0510) which is given to the security business's manager; you may send it directly to the Registrar yourself. If so, complete the enclosure slip found at the bottom of the authorization and consent form (#SPD0510) and attach it to your completed mental condition form — it will ensure it is correctly matched to your records when received by the Registrar's licensing department.

Your doctor will be asked to provide the following information concerning your mental condition:

- a detailed definition
- a conclusion about whether it could interfere with your job and/or ability to interact with the public
- if you must take medication for it
- if the doctor has any concerns with your condition and the type of security work you wish to provide

☐ Police Officer/Peace Officer Status

You **may not** be a controlling member of a security business if you are a member of a police force as defined in the Police Act.

You **may** be a controlling member of a security business if you are a:

- a volunteer auxiliary or reserve constable
- a sheriff
- a corrections officer
- a court-appointed bailiff
- a special provincial constable or special municipal constable (as defined in the Police Act)
- retired from a police force but is still listed as a member for administrative reasons

... **BUT** ... **you must provide** with your application a letter from your superior confirming what access you have to any justice, court or police information systems (PRIME, PIRS, PROS, CPIC) and that you know and understand that you may not utilize information from these systems while acting in the capacity of a security worker.

☐ English Fluency

If you are a controlling member that will engage with the public in providing security services, then your English fluency must meet the English Language Proficiency Assessment. Security Programs and Police Technology Division recognizes the Centre for Canadian Language's Benchmark Level 5 as the minimum fluency requirement. To check if your English language abilities meet the standard, download the *Canadian Language Benchmarks* (www.language.ca/pdfs/clb_adults.pdf). Contact our office if you require further information or locations where the assessment can be done.

Quick Readiness Checklist for a **Controlling Member of a Security Business**

Review the following checklist to help show if you are ready to provide the Registrar with all required information. If you do not meet the criteria below, the application the business is making to acquire a Security Business Licence may not be processed and the fee the business submits with the application for a business licence will not be refunded.

*If you can answer **YES** to ALL the questions below, you are ready to proceed!*

- Yes**, I will complete and sig the “*Authorization and Acknowledgement of Information Collection and Use AND Consent to a Criminal Record Check*” (#SPD0510) — knowing that signing the form provides the Registrar my consent to a criminal record check, a police record check and a correctional service information check.
- Yes**, if I **reside** in Canada, I will provide my confirmation of **fingerprinting**.
- Yes**, if I have been treated for **mental condition**, I will have my doctor complete the Mental Condition form.
- Yes**, I confirm I am not a member of a **police force**, as defined in the Police Act.
- Yes**, if I am a **peace officer**, I will obtain and submit the required letter from my supervisor with my form #SPD0510.

*... plus, you must be able to comply with **ONE** of the selections below:*

- Yes, I am a Canadian Citizen** and am submitting with my application a copy of my Canadian birth certificate **or** current/valid Canadian passport **or** Citizenship Papers;
AND I will submit a copy of one piece of photo identification as described on page 4 of this guide.
OR
- Yes, as I am NOT a Canadian Citizen**, I will submit **two** pieces of valid/current identification ... at least one piece will be photo ID (such as passport or drivers licence).

Authorization and Acknowledgement of Information Collection and Use AND Consent to a Criminal Record Check

(Form #SPD0510)

Completing this is the form will give the Registrar all the information required from you—a controlling member or one who has the ability to control a security business’s operations—as stated in the Security Services Act. By signing this form, you are also consenting to comply with certain conditions set out under the Security Services Act and Regulations and consenting to the Registrar carrying out a criminal, police and correctional service check on you.

FINGERPRINTS: If you are a controlling member that resides in Canada, you need to have your fingerprints taken and attach the “Confirmation of Fingerprinting” slip to this form (see page 7 of this guide). (NOTE: if you were ever an owner/controlling member of a security business licence or held a security worker licence in B.C. before, **and the Registrar already has your prints on record**, you do not have to have your prints taken again. You will see this outlined on the form under “B.C. Security Licence History”.)

Legal name of the Security Business applying for a Security Business Licence: This is not the trade name or ‘doing business as’ name, but the actual legal name. Your business manager can give you the exact name as shown on the business licence.

Name(s): Enter your legal name and under that field there is space for you to provide other names you may use now or have had in the past such as your maiden name, etc.

Police and Peace Officer Status: see page 4 of this guide.

Criminal History: You **must** check ‘no’ or ‘yes’.

Mental Condition: If you do have a medical condition, you will have to have form SPD0511 completed by your doctor. The bottom of the Authorization and Acknowledgement of Information Collection form (SPD0510) is a return slip you may use if you would rather send the completed mental condition form directly to the Registrar rather than giving it to the security business’s manager to send in on your behalf. Check the box ‘yes’ or ‘no’ as to whether you have a condition to report, and also check off if you will be attaching it to form SPD0510 for your manager to send in or if you will be sending the mental condition form in separately.

2. Putting together your form:

Attach to your form:

- Confirmation of Fingerprints slip (Canadian residents only)
- Completed Mental Condition Form (SPD0511) – if applicable (you may attach it or send it to the Registrar separately)
- If Canadian Citizen attach copy of birth certificate or valid passport or citizenship papers
- Copy of Photo Identification (see page 3)
- If you are a Peace Officer or volunteer auxiliary or reserve constable or retired from the police force, attach a letter from your supervisor confirming you have no access to Justice, court or police information systems.

Provide the form package to the security business’s manager who will be requiring this same package from all controlling members. Everything will go to the Registrar with the business’s application for a security business licence.

Double check everything!

Incomplete forms, missing documentation, no signature cause delays in processing and may prevent the application for a security business licence from being processed. The fee the business sends in for the licence will not be refunded.

Request for FINGERPRINTING under the Security Services Act (Form #SPD0507)

Controlling members that reside in Canada must provide their fingerprints to the Registrar, Security Services Act. Controlling members that reside outside of Canada do not need to provide their fingerprints. For instructions on how to download or have forms sent to you and options for completing, see FORMS on page 2.

Filling out the form:

After completing page one of the form, take both pages to any of the following:

- Pacific Fingerprinting Services www.pacificfingerprintservice.ca
- Commissionaires www.commissionaires.bc.ca
- International Fingerprinting Services www.policecheck.com
- your local police or RCMP office

An appointed individual will take your fingerprints and complete the “**Confirmation of Fingerprinting**” section of the form, returning it to you. (attach the confirmation of fingerprinting to the “**Authorization, Acknowledgement of Information Collection and Use AND Consent to a Criminal Record Check**” (#SPD0510).) The top slip of the fingerprinting form will be forwarded directly to Security Programs and Police Technology Division by the fingerprinting agency on your behalf.

Mental Condition Form (Form #SPD0511)

If you are being treated or have ever been treated for a mental condition, you must have your doctor complete and sign the Mental Condition Form (#SPD0511). The form does not have to be given to the security business’s business manager to send to the Registrar ... you may send it directly to the Registrar yourself. [Refer to Security Service Act, s. 13, Security Services Regulations, s.4(2)(c).]

Your doctor will be asked to provide the following information concerning your mental condition:

- a detailed definition
- a conclusion about whether it could interfere with your job and/or ability to interact with the public
- if you must take medication for it
- if the doctor has any concerns with your condition and the type of security work you wish to provide

Note: The bottom of the **Authorization and Acknowledgement of Information Collection** form (SPD0510) has a **return slip** you may use if you would rather send the completed mental condition form directly to the Registrar rather than giving it to the security business’s manager to send in on your behalf.

Controlling Member of a Security Business

Reporting an *Update* (Form #SPD0518)

THERE ARE TWO PURPOSES FOR THIS FORM:

If you need to notify the Registrar of any changes to the information previously reported as required under the Security Services Act. **NOTE: YOU MUST USE THIS FORM for any and all updates — do not e-mail updates.**

1 Updating the Registrar with current information:

As required by the Act, and while the security business licence is current, you must report to the Registrar, Security Services Act, *within 14 days of the occurrence*:

- a charge laid against you for a crime
- a conviction against you for a crime
- a change in your residential address
- a change in legal name

Other changes you must keep current with the Registrar:

- a change in peace officer status
- treatment for a mental condition

SUBMITTING THE UPDATE FORM:

Once you have completed this form (SPD0518), signed it and have included all attachments, **send it directly to the Registrar** (see page 1 for contact information).

2

If the security business's licence expired and it is applying again for a licence, all controlling members that had previously submitted their signed "*Authorization, and Acknowledgement of Information Collection and Use AND Consent to a Criminal Record Check*" form must now complete this short UPDATE form (SPD0518) to provide the Registrar with updated information and their acknowledgement of responsibilities under the Security Services Act and consent to a criminal, police and correctional record check. This is because the controlling member's and consent acknowledgement expired at the same time the security business licence expired and the Registrar must have this on record in order to re-issue a security business licence.

IF YOU HOLD a *current* security worker licence, however, you do not have to go through this update process—you would just carry on maintaining your security worker licence as required.

New controlling members of the security business must not use this UPDATE form.

All new controlling members must complete and sign the form "*Authorization, and Acknowledgement of Information Collection and Use AND Consent to a Criminal Record Check*" (SPD0510).

SUBMITTING THE UPDATE FORM:

Once you have completed this form, SPD0518, **provide it to your security business manager** to include in their full application for the security business licence. (You have the option of mailing your mental condition form directly to the Registrar, if applicable.)
