

# Getting and Keeping your Security Worker Licence

**THIS GUIDE and SUPPORTING INFORMATION:** Each type of security licence has general and specific requirements and conditions. This guide will only take you through the steps of applying for a security worker licence in British Columbia and the forms to complete to keep your licence current. The Security Industry and Licensing Website provides more information and resources on your responsibilities as a licensee. Check the website periodically for updated information and forms, policies and alerts. An important resource on the site is the "Legislation and Policy" page where you'll find links to acts, regulations, policies and the Code of Conduct. It is up to every licensed security worker to stay informed and be aware of their responsibilities.

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## CONTACT INFORMATION

### IMPORTANT:

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

**Website:** [www.pssg.gov.bc.ca/securityindustry](http://www.pssg.gov.bc.ca/securityindustry)  
**E-Mail:** [sgspdsec@gov.bc.ca](mailto:sgspdsec@gov.bc.ca)  
**Phone:** Victoria (250) 387-6981  
 Phone Toll-Free within B.C. through **Enquiry BC**  
 Dial (604) 660-2421 if in Vancouver and 1 800 663-7867 from anywhere else in B.C. ....  
 ask to be transferred to the Victoria number. If calling from outside B.C. dial: 604 660-2421

**Fax:** (250) 387-4454  
**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 Department**

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

# LICENCE TYPES

## — security services that require a licence

1. SECURITY ALARM INSTALLER *under supervision\**
2. SECURITY ALARM INSTALLER
3. SECURITY ALARM MONITOR
4. SECURITY ALARM RESPONSE
5. SECURITY ALARM SALES
6. ARMoured CAR GUARD
7. CLOSED CIRCUIT TELEVISION INSTALLER
8. ELECTRONIC LOCKING DEVICE INSTALLER
9. LOCKSMITH *under supervision\**
10. LOCKSMITH
11. PRIVATE INVESTIGATOR *under supervision\**
12. PRIVATE INVESTIGATOR
13. SECURITY GUARD *under supervision\** (A security guard under supervision is a separate licence that *can only be held once* for a term of 90 days.)
14. SECURITY GUARD includes in-house security guards (employed by a business that does not hold a security business licence such as a hospital, retail store or a university), loss prevention workers, bodyguards and doormen at establishments licensed under the Liquor Control and Licensing Act.)
15. SECURITY CONSULTANT

### In-House Security Guards:

If you are employed by a business to provide security services that does not hold a security business licence you do not require a licence to work as an in-house security guard until **September 1, 2009**.

Security guards who provide the guarding of an individual (bodyguard) or who provide door security at an establishment licensed under the Liquor Control and Licensing Act (doorman) do not require a licence for security guard work until **November 1, 2009**.

*\*Under Supervision: if you hold a licence type with an 'under supervision' condition, you may provide the services of the licence type you hold a licence for, but there will be a requirement that you be supervised. See Security Services Policy Manual, Section 3.6, "Supervision Requirements".*

## How your licence will look and what it will list:

Although there are 15 types of security services that require licensing, some of them are 'inclusive'. For example, the licence type Security Alarm Response includes Security Alarm Monitor. If you apply for Security Alarm Response and Security Alarm Monitor, when your licence is granted by the Registrar, you will only see licence type Security Alarm Response printed on your licence. You should refer to the table in section 2.4.3 of the *Security Licensing Process and Licence Conditions Policy Manual*, that outlines which licences are inclusive (policy can be downloaded from website.)

### 90-day, one-time only, Security Guard Under Supervision Licence (sample only)



Back of Licenses show description and list conditions (sample only)



Security Worker Licence (sample only) ... this is the licence for all licence types except Security Guard under supervision)

## APPLYING FOR A LICENCE and HOW LONG IT MAY TAKE TO GET YOUR LICENCE

It is very important to refer to the list of '*Pre-Licensing Requirements*' listed in this guide to see if you are ready to submit your application package for a Security Worker Licence. Your application package must be sent in **complete** to be accepted by the Registrar, Security Services: all form fields completed fully, all required documentation or additional forms included, and full payment, if required, using one of the methods described in this guide.

### *How long does it take to receive a licence?*

The Registrar's licensing department normally needs a processing time of **up to 30 days after a complete application package is received**. If the application package comes in with mistakes, missing documentation or without full payment, it will take longer. The licensing process involves the Registrar running a risk assessment on the applicant to evaluate suitability to hold a security licence—determining whether he or she presents a risk to the public if licensed. If the Registrar determines further review is necessary after considering any reliable information that brings into question the conduct, education, training, experience, skill, mental condition or repute of the applicant, the licensing process could take **approximately 4 – 6 weeks**. (Read more about risk assessment reviews on the Security Industry and Licensing website.)

## THE ONLINE SERVICE



While this guide is set up to take you through the various licensing application procedures using the manual process (printable forms), you have the option to **Apply for a NEW Licence or RENEW your current licence** *electronically*, using the Security Industry and Licensing website Online Service.

(Note: At this time, **Updating** a licence, requesting a **Replacement** licence and requesting authorization to use **dogs and/or restraints** cannot be done through the online service. You must use the manual process.)

Generally, the format for applying online is similar to the manual forms and processes described in this guide — the same information and documentation is required. Throughout this guide, there are markers to indicate if there is specific information you should be referring to if using the online service. **The Online Service Mini Guide starts on page 24.**

## FORMS & SUBMITTING PAYMENT and the APPLICATION PACKAGE

### Options for getting forms:

1. *If you are using a computer*, go to the Security Industry and Licensing website to access forms:  
[www.pssg.gov.bc.ca/securityindustry/worker/index.htm](http://www.pssg.gov.bc.ca/securityindustry/worker/index.htm)

All forms necessary to get and maintain your security worker licence are available in this section of the website. If you are applying for a **New Licence**, **Renewing** your current licence, need to **Update** your current licence and records with the Registrar, or request a **Replacement** licence as yours was lost or stolen, you may download the forms to your computer from the website. You need to have the current version of *Adobe Acrobat Reader* installed as all the forms are in a 'portable document format' (PDF). The current version of Acrobat Reader allows you to print the forms (to complete by hand) or you can download the forms to your computer, type your information in the form fields, then save and print.

To download the free, most current version of Adobe Acrobat Reader program, go to:  
[www.adobe.com/products/acrobat/readstep2.html](http://www.adobe.com/products/acrobat/readstep2.html)

2. *If you don't have a computer*:
  - a) you may visit any one of the Service BC Centres to use a Community Access Terminal (CAT) to access the Security Industry and Licensing website. Then follow option 1a or 1b above.  
*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](http://www.servicebc.gov.bc.ca/locations)*
  - b) you may phone the Registrar's Licensing Department to request copies of the forms be **mailed** to you. (See contact information on page 1.)

## Options for filling in the forms:

1. Complete the form by hand—use dark ink and print clearly.
2. Complete the form at a computer, typing your information into the form fields—have the most current version of *Adobe Acrobat Reader* installed on your computer.
3. Use the 'Online Service' to complete forms and provide payment *electronically*, but only if you are going to apply for a new licence (any licence type) or renew your current licence.

## Fees and Terms:

Payment must be received with your application package or the application package will be returned to you. Be sure to include the correct amount and be advised, there are no refunds.

**Payment** may be made by:

- **credit card** using form "*Authorized Credit Card Usage*" form (#SPD0508) which you can download from the Security Industry and Licensing website.
- **bank-issued certified cheque or money order made payable to the Minister of Finance**  
You can buy a money order at any post office, bank or other financial institution for a nominal fee. **DO NOT send cash and personal cheques are not accepted.**

**Term**

- Select the term for which your licence will be valid: 90-days, or one, two, three years. Each term has a corresponding fee to include in your application package.

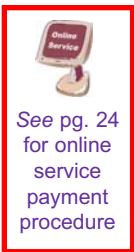
## Sole Proprietorship

If you are the sole proprietor of a security business (this does not include a partnership or corporation) you are not required to pay the fee for your security worker licence. On the application form there is a place for you to provide your current security business licence number and licence expiry date. With this information, the fee with respect to the security worker licence is waived. Holding a current Security Worker Licence does not allow you to operate a security business in B.C.—you must also have a security business licence.

## Submitting the application package:

See full mailing address and courier dropoff location on page one of this guide.

**IMPORTANT:** Put FULL address on any envelope being mailed or couriered to Security Programs. On the envelope include the following attention line **ATTENTION: Registrar, Security Services Act - Licensing Department**, as this department is only one of many departments in the building. If you are providing a bank-issued certified cheque or money order, make it payable to the Minister of Finance.



# PRE-LICENSING REQUIREMENTS

**BEFORE** you apply for a security worker licence, whether **MANUALLY** or **ONLINE** review the following to see that all requirements are met and that you are able to provide the requested documentation. (Some of the following pre-licensing requirements may be applicable when **renewing** your licence as well.)

## Fingerprints

Before you apply for security worker licence, you must have your fingerprints taken. Use the form *Request for Fingerprinting under the Security Service Act* (#SPD0507).

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

Your fingerprints will be taken. The “Confirmation of Fingerprinting” section of the form will be completed and returned to you. Include the confirmation in your application package. The top half of the form will be sent directly to the Registrar, Security Services Act, on your behalf.

## Consent to a Criminal Record Check

You must provide the Registrar with an authorization to conduct a criminal record check, a police information check and a correctional service information check. This is done when you sign and submit the *Request for Fingerprinting* (#SPD0507), the *Application for a New Security Worker Licence* (#SPD0503) and any renewal form. The Registrar’s office runs these record checks when you first apply for a security worker licence and the record checks may be run at anytime while your licence is current.

## 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). Submit the completed form with your application for a security worker licence.

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** hold a security worker licence in B.C. if you are a member of a police force as defined in the Police Act.

You **may** be considered for a security worker licence if you are:

- 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 are still listed as a member for administrative reasons
- a volunteer auxiliary or reserve constable.

**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

Some security workers are expected to be sufficiently fluent in the English language to converse with the public while carrying out their duties. The following licence types hold this requirement:

- armoured car guard
- private investigator
- security alarm monitor and response
- security guard
- security guard *under supervision*

When fluency in English is in question, the Registrar may ask a security worker licence applicant to submit a copy of the results of an *English Language Proficiency Assessment*.

The applicant is responsible for paying the cost of the 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 ability meets the standard, download the *Canadian Language Benchmarks*

([www.language.ca/pdfs/clb\\_adults.pdf](http://www.language.ca/pdfs/clb_adults.pdf)).

Contact our office if you require further information or locations where the assessment can be done.

## □ Citizenship — Canadian Residency

To hold a security worker licence, you must be ordinarily resident in Canada as proven by your citizenship, residence status, and other factors. Documentation is required as proof:

- If you were born in Canada, you are required to provide a copy of your birth certificate or current Canadian Passport.
- If you were not born in Canada but have obtained your Canadian Citizenship, submit a clear copy of either your Canadian Citizenship Card or your current Canadian Passport.
- If you were not born in Canada, provide a copy **one** of the following documents:
  - Record of Landing Document (IMM1000)
  - Confirmation of Permanent Residence Document (IMM5292)

- Canadian Permanent Residence Card
- Citizenship Certificate Card
- current work or study permit (visa)

**Citizenship Documentation upon *RENEWAL* of Licence:** *if you had already provided the Registrar with a copy of your birth certificate or documentation proving you are an ordinarily resident, you do not have to submit proof again.*

## □ Identification

When you submit your application for a security worker licence, you are required to attach a copy of one of the following pieces of **CURRENT** Photo Identification:

- Drivers Licence (issued by a Canadian province or territory only)
- Passport
- BCID — you may apply for a BCID card at any driver licensing office but note it takes four to six weeks to process and mail to you. Visit this website for more information and BCID forms:  
[www.icbc.com/driver-licensing/BCID](http://www.icbc.com/driver-licensing/BCID)
- Canadian Permanent Residence Card
- Canadian Native Status Card (if issued with a photo)
- Canadian Firearms Licence (must be current)

*(Note: if you are renewing and have already provided the Registrar with a piece of photo identification, you do not have to send a copy in again.) A current or expired security worker licence is not accepted as photo Identification.)*

## □ Age

You must be at least **16 years** of age to hold a locksmith under supervision licence, a security alarm installer under supervision licence or a security alarm monitor licence. You must be at least **19 years** of age to hold all other security worker licences.

## □ Photo Specifications

You must supply a **photograph** of yourself which will be printed on your licence. The photo must be current, taken within the last 12 months. The photo should be much like a passport photo—the head front-facing (not leaning or profile) with eyes open and looking at the camera; the face should cover about 65 to 75% of the photo. Eyeglasses are acceptable in photo only if the lenses are not tinted and there is no



See pg. 25 for how you may upload your digital photo if using the Online Service

glare, shadows or rims/frames obscuring the eyes. The focus must be clear and sharp. The photograph should be 50mm x 70mm in size (two inches wide and 2 ¾ inches long). The photograph may be in black & white or in colour.

**IMPORTANT NOTE regarding Photos: EVERY FIVE YEARS, while you continue to hold a security worker licence, you must submit a new passport-quality photograph taken within 12 months. If, at any time, you wish to have the photo replaced on your licence, this can be done using the Update form (#SPD0517)**

## ☐ Use of Dogs

If the use of dogs for security work is required by your employer, you must request authorization from the Registrar, Security Services Act. There is a section on the forms for this request. Refer to Security Services Regulation 13 regarding use of dogs and Security Programs Licensing Policy Manual Section 3.5.

Because of the possible effects on public safety associated with the use of dogs for security work, the Registrar will only grant an authorization to a security guard to use a dog if satisfied that the guard is competent in the use and control of the dog for either detection of people *or* explosives *or* drugs; and/or the protection of the guard while providing a guard patrol or watch of property. The proof provided to the Registrar that shows both the dog and handler are adequately trained is a **validation certificate** the security guard attains from the Justice Institute of British Columbia. If the Registrar grants the request, a condition will be printed on the back of the security guard's licence that will identify the purpose of the security dog, that is, whether for security work protection, people detection, drug detection or explosive detection. Once a security guard has the Registrar's authorization to use security dogs, the guard must re-qualify annually (or every six months if the dog is a dual-purpose dog, that is used for both detection and protection) plus he or she must carry the validation certificate and results, along with their security worker licence, at all times when providing security services.

## ☐ Use of Restraints

If the use of restraints (handcuffs only) is required by your employer, you must request authorization from the Registrar, Security Services Act. There is a section on the forms for this request. Refer to Security Services Regulation 11 regarding restraints and Security Programs Licensing Policy Manual Section 3.3.

Because of the possible effects on civil liberties and public safety associated with the use of restraining devices, the Registrar will only grant this authorization in limited circumstances. The Registrar's policies on the use of dogs and the use of restraints outlines fully what is expected including the successful completion of the Advanced Security Training course provided by the Justice Institute of BC (JIBC) or that you have equivalent training to the JIBC's course. This training, re-training or equivalent must have been taken within the last three years of applying, plus the licensee must re-qualify in the use of restraints every three years through an approved re-qualification course. (Click "Training and Testing – Approved Programs" on Security Industry and Licensing website for JIBC contact information.)

## ☐ Proof of Experience, Education and Training

Each security worker licence type has a different list of required experience, education and training; you must submit documentation to prove you have the licence requirements and are, therefore, qualified to hold a particular licence type. The chart on the next page summarizes qualifications by category of licence type. Information is also posted on the Security Industry and Licensing website.

## Out-of-Province Training or Experience:

If you have received training or have been working in a security position outside British Columbia, your training and/or experience may be considered by the Registrar. The licence types listed below have a process set up for you to 'challenge an exam' or to demonstrate your skills:

- **Security Alarm Installer & Locksmiths** – apply to the Industry Training Authority to write a "Challenge Exam" to demonstrate knowledge and obtain recognition credentials.
- **Security Guards** – if you do not have a Basic or Advanced Security Training Certificate, contact the Justice Institute of BC to provide and review previous training or experience.
- **Private Investigation & Security Consultant** – submit documentation directly to the Registrar, Security Services Act to consider training and experience.

If the licence type you are interested in is not listed above as having a challenge exam, and believe you have the equivalent training and/or experience required, before you proceed with your application, you should contact the Registrar's office, to discuss. (see contact information at the front page of this guide).

## Security Workers from Alberta

On April 1, 2009 the Trade, Investment and Labour Mobility Agreement (TILMA) came into effect. TILMA provides for labour mobility for workers in certified occupations that are regulated in both provinces.

Under TILMA, any individual who has a current Security Guard, Private Investigator or Locksmith licence from the Public Security Division in Alberta, will be required to submit an application form for a B.C. Security Worker licence.

For more information see the Training and Testing – Approved Programs information page Security Industry and Licensing website:  
[www.pssg.gov.bc.ca/securityindustry/training](http://www.pssg.gov.bc.ca/securityindustry/training)

## Experience, Education & Training – Qualifications for each Licence Type –

### 1. SECURITY ALARM INSTALLER (under supervision)

(see Regulation section 15(4) item 7)

A Security Alarm Installer under supervision must work under the supervision of a fully licensed Security Alarm Installer. You do not need training certificates or prior experience for this type of licence.

### 2. SECURITY ALARM INSTALLER

(see Regulation section 3(7) and section 15(4) item 6)

When applying for a Security Alarm Installer licence, you must provide proof that you hold a Certificate of Qualification (recognition credentials) granted by the Industry Training Authority.

If you are unable to prove the training or experience above, you may apply to the Industry Training Authority to write a "Challenge Exam." A Challenge Exam allows individuals to demonstrate their knowledge of alarm installation and obtain their Certificate of Qualification (recognition credentials) to apply for a full security alarm installer licence without having to work under supervision in B.C.

### 3. SECURITY ALARM MONITOR

(see Regulation section 15(4) item 8)

No training or document required.

### 4. SECURITY ALARM RESPONSE

(see Regulation section 15(4) item 9)

No training or document required.

### 5. SECURITY ALARM SALES

(see Regulation section 15(4) item 10)

No training or document required.

### 6. ARMoured CAR GUARD

(see Regulation section 3(4) and 15(4) item 1)

To apply for a security worker licence to provide armoured car guard services, you must meet **one of the following** training or experience requirements (a or b):

- completion of a course on the use of force and firearms designed for armoured car guards and provided by the Justice Institute of British Columbia (JIBC) or a person approved by JIBC; or
- completion of a training course modeled on the federal firearms and use of force training course that is equivalent to the JIBC course.

Armoured Car Guards must possess a current Authorization to Carry (ATC) a restricted firearm, under the Firearms Act (Canada) to be licensed as an armoured car guard.

**Important Note:** Armoured car guards must be certified annually in Firearms Proficiency by a Justice Institute of B.C. qualified firearms instructor.

### 7. CLOSED CIRCUIT TELEVISION INSTALLER

(see Regulation section 15(4) item 14)

No training or document required.

### 8. ELECTRONIC LOCKING DEVICE INSTALLER

(see Regulation section 15(4) item 15)

No training or document required.

### 9. LOCKSMITH (under supervision)

(see Regulation Section 15(4) item 3)

A locksmith under supervision licensee must work under the supervision of a licensed locksmith. You do not need training certificates or prior experience for a locksmith under supervision licence.

### 10. LOCKSMITH

(see Regulation section 3(5) and 15(4) item 2)

To apply for a locksmith security worker, you must have:

- Proof you hold a B.C. Certificate of Qualification (recognition credentials) granted by the Industry Training Authority; or
- Proof of at least two years of full-time work experience as a locksmith or a locksmith under supervision within the last five years. A letter of recommendation from your employer indicating that you are qualified to perform the services of a fully-licensed (unsupervised) locksmith is accepted as proof; or
- If you have worked as a locksmith in another province(s), submit a letter(s) of reference explaining you have a minimum of two years experience; or
- If you are unable to prove the training or experience above, you may apply to the Industry Training Authority to write a "Challenge Exam." A Challenge Exam allows individuals to demonstrate their knowledge of locksmithing and obtain their Certificate of Qualification (recognition credentials) to apply for a full locksmith licence without having to work under supervision in B.C.

### 11. PRIVATE INVESTIGATOR (under supervision)

(see Regulation section 15(4) item 5)

A Private Investigator under supervision licensee must work under the supervision of a licensed Private Investigator. You do not need training certificates or prior experience for a Private Investigator under supervision licence.

### 12. PRIVATE INVESTIGATOR

(see Regulation section 15(4) item 4)

To apply for a security worker licence as a full Private Investigator, you must meet **one of the following four** training and/or experience requirements:

- Two years of experience, all within the last five years, providing the services of a private investigator and successful completion of courses in the areas of: criminal law, civil law and process, human rights legislation, information and privacy legislation, evidence recognition, presentation and protocols, interviewing techniques, report writing, documentary research (electronic and hard copy) and surveillance techniques; or
- If currently holding a private investigator under supervision licence and ready to apply for a full, unrestricted Private Investigator licence, you must prove: 2400 hours or more of work experience including: the names of employers, the names of your licensed private investigator supervisors, the dates of employment, and the hours logged with each employer, the successful completion of the courses identified (1), above, in the form of a diploma or report from the educational facility attended; or
- Five years experience performing general police duties in a Canadian police force, ending not more than five years prior to the date of the application for a security worker licence; or
- The knowledge and experience equivalent to that which would be obtained under (1) above.

**If you are an out-of-province Private Investigator ...** you may apply to the Registrar for an exemption solely for the purpose of conducting or continuing an investigation on behalf of an employer/client outside B.C. (See Sec. 2.2.3 of the Security Licensing Process and Licence Conditions Policies.)

### 13. SECURITY CONSULTANTS

(see Regulation section 3(9) and 15(4) item 11)

To apply for a security consultant licence, you must provide proof that you have at least two years experience, within the past five years, working as or providing any of the following services of a security consultant. To verify this experience you must written proof in the form of a resume and letters from previous employers or clients verifying your experience, including the type of work and length of time:

- security alarms
- closed circuit television
- access controls
- loss prevention surveys
- physical security design
- lighting and building design installation
- insurance
- electronic countermeasures
- tool marks
- fingerprints
- documents

### 14. SECURITY GUARD (under supervision)

(see Regulation section 15(4) item 13)

A Security Guard *under supervision* must work under the direct supervision of a licensed security guard. This licence type holds a term of 90 days only, it is **not renewable** and no training or experience documentation is required when you submit your application for this licence type. The 90-day term is meant to provide you with the opportunity to gain experience while you complete Basic Security Training. Once you have your training, you may apply for a **full** security guard licence type using form "Application to Upgrade to a Full Security Guard Licence from Security Guard Under Supervision" (#SPD0519).

### 15. SECURITY GUARDS

(see Regulation sections 3(10) and 15(4) item 12)

You may apply for a security guard worker licence upon completion of the **Basic Security Training**. *(If your training was under the previous program and you hold a BST Level 1 and 2 certificate, they are accepted as proof of training. If you have out-of-province training and experience, contact the Justice Institute of B.C. to review/test for equivalency.)*

It is not necessary to hold the security guard *under supervision* licence type first ... if you have the training and qualifications, you may apply for this full licence using form "Application for a NEW Security Worker Licence" (SPD#0503).

If you did hold the Security Guard under supervision licence type and are applying now for this full security guard licence, use form: "Application to Upgrade to a Full Security Guard Licence from Security Guard Under Supervision" (#SPD019)

**Use of DOGS and Use of RESTRAINTS:** If your employer requires you to use restraints (handcuffs) or to use dogs while performing security guard services, you must apply for authorization, and if granted, the Registrar will have the authorization printed on your licence. The request for this authorization is done part of the application form when you apply for a **new** licence, **renew** your licence, or using the **update** application form. For full information on use of Dogs and Use of Restraints, refer to the Security Licensing Process and Licence Conditions Policies - sections 3.5 and 3.3 respectively.

## Quick Readiness Checklist for a New Security Worker Licence

Review the following checklist to help determine if you are ready to complete and submit your Security Worker Licence application. If you submit your application and do not meet the criteria below, your application may not be processed. Application **fees are not refunded**.

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

- Yes**, I have my confirmation of fingerprinting.
- Yes**, I will consent to having a criminal record check, a police record check and a correctional service information check.
- Yes**, if I have been treated for mental condition, I will have my doctor complete the Mental Condition form.
- Yes**, I have the specified training and/or proof of qualification documentation required in order to be licensed for the type(s) of security services I wish to be licensed for.
- Yes**, if I am applying for licence type security guard and my employer will require me to use either dogs or restraints (handcuffs only), I am able to provide a copy of current documents to prove I have had training and qualify.
- 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 application.
- Yes**, I was born in Canada and have a copy of my birth certificate or Canadian Passport to submit with my application **or** if not born in Canada I am able to provide a copy of one of the specified documents to show ordinary residence.
- Yes**, I will submit a copy of one piece of current photo ID.
- Yes**, (if required by licence type) I am sufficiently fluent in English as per the Canadian Language Benchmarks.
- Yes**, I will be supplying the full fee with my application.
- Yes**, I am at least 19 years of age or if applying for a Locksmith under supervision, a Security Alarm Installer under supervision or Security Alarm Monitor, I am at least 16 years of age.

# Applying For a *New* Security Worker Licence

This form is also for holders of *EXPIRED* security worker licences — *renewal applications are not accepted for expired licences.*

## **Use Form: Application for a NEW Security Worker Licence (#SPD0503)**

### **Exceptions: SECURITY GUARDS UNDER SUPERVISION**

*(this note is not applicable to those using the online service)*

- **If you are applying for licence type Security Guard Under Supervision**, use form *Application for 90-day Security Guard Under Supervision*, #SPD0520.
- **If you've previously held a Security Guard Under Supervision licence** and wish to apply for a *full* Security Guard licence now, use the shorter form "*Application to Upgrade to a Full Security Guard Licence from Security Guard Under Supervision*" (SPD#05019). This shorter form recognizes that you had to provide certain documentation to the Registrar when you applied for your 'under supervision' licence type, and therefore does not require you send it in again.

See pg. 24 for information on how you may apply for a new security worker licence — *all types* — and pay the licence fee electronically, using the online service. Note: If you will be requesting authorization to use DOGS or to USE RESTRAINTS, you must use the manual process.



## **Filling out the form:**

### **What you consent to when you sign and submit your application form:**

When you complete, sign and submit your application form, you are giving your consent to the Registrar to conduct a criminal record check, a police record check and a correctional service information check on you — the Registrar may conduct checks as long as you hold a current licence. You are also consenting to having your licence number and status (i.e., if licence is valid or not) available for public viewing on the Security Industry and Licensing website.

### **PART 1, FEES & TERMS:**

See page 4 of this guide.

### **PART 2, APPLICATION DETAILS:**

#### **Application Type**

Applying for a new licence form is for those who have never been licensed in B.C. before, and for those who have been licensed before but have let their licence expire.

Indicate, by checking one of the two boxes if you are a 'New Applicant' or if your licence has expired. If you hold an **expired** licence, the form asks for your licence number and expiry date as it helps us pull your records together so you do not have to re-submit documentation we already have on record for you such as your citizenship papers, photo ID, etc.

#### **Business History (security business):**

Answer 'no' or 'yes' to the question regarding your involvement with a B.C. security business in the past as a controlling member.

**Licence Type:** You may apply for more than one licence type to be listed on your licence, but only check off those you are qualified for. Refer to the 'Training and Proof of Qualifications' chart in this guide (pg. 9) to review requirements. You will receive one licence that will list all the security services the Registrar has approved you to provide. Note: Once licenced, you will have the opportunity to **change or add a licence type** at any time, either through the *Update* process or *Renewal* application process.

**Dogs and Use of Restraints:** There are two questions. Only respond by checking 'yes' if the use of dogs and/or restraints is required by your employer. If you are to use dogs, attach a copy of your current Validation Certificate and results issued by JIBC. If you are to use Restraints (handcuffs only), attach copy of proof of training provided by the approved training agency.

## PART 3, APPLICANT INFORMATION:

Provide your **legal name** plus additional names such as your maiden name, previous names and any alias names. Enter your **date of birth** and **gender**.

**Citizenship:** check off **only one** of the three boxes and follow through by providing the documentation listed to prove **citizenship** or your legal entitlement to work in Canada.

**Photo identification** is required for all new licensees. Check off **one** of the three types of photo ID you will be providing in your application package.

**Physical Description:** the information you supply here will be printed on your licence.

**Contact Information:** Your residential address will not be printed on your licence, but it is required by the Registrar. You have the option of entering a mailing address if it is different from your residential address. If you supply your **e-mail** address, you may request a copy of the licence be e-mailed to you when the Registrar mails your actual licence to your mailing address. You may print out the copy of the e-mailed licence to carry with you until the actual licence arrives in the mail — allowing you to start working right away in compliance with the Act which states you must have your licence on you at all times while providing security services.

**Photograph:** the photo you supply will be printed on your licence. Refer to the section in this guide, 'Pre-Licensing Requirements', for photo instructions.

**Experience, Education and Training Certification:** This section is a reminder of what documentation must be included in your application package to prove you are qualified.

**Police Officer and Peace Officer:** information to help you with this section of the form is under 'Pre-Licensing Requirements' in this guide (on page 5). You'll also find there information on what must be contained in the *letter* from your superior officer.

**Mental Condition:** You **MUST** answer *yes* or *no* to the question about treatment for a mental condition. If *yes*, the Registrar requires information from your physician on your condition. The information will be considered during the risk assessment (see information on risk assessment on the website). Have your physician complete the "**Mental Condition Form**" (#SPD0511). You or your physician may download the form from the Security Industry and Licensing website.

**Criminal History:** You **MUST** answer 'yes' or 'no' to question on your criminal history.

## Putting together the application package:

You must attach the following documentation. (*Note: If you are applying for a new licence as your previous B.C. security licence expired, you do not have to re-submit documentation that you had provided to the Registrar previously.*)

- Confirmation of Fingerprints
- Proof of qualification/training documentation required for the type of security service(s) you wish to perform.
- Proof of qualification/training documentation required if requesting authorization to use dogs or restraints.
- If you are applying for an Armoured Guard Licence type — copy of your current ATC
- Completed **Mental Condition Form** (#SPD0511) – if applicable
- If born in Canada, copy of your Canadian birth certificate
- If not born in Canada – copy of appropriate immigration papers, Canadian citizenship papers, current work permit or current study permit or Canadian Passport.
- Copy of current photo identification: Drivers Licence, BCID, Passport or Government-issued Photo ID
- A passport quality photograph (taken within last 12 months, clearly showing front view of full face)
- Full** payment for New Security Worker Licence depending on selected term.
- Your completed form, signed and dated.



If using the Online Service, you would apply for a Security Guard Under Supervision licence type by using the **Apply for New** process as outlined on page 24.

## Applying For a 90-day Security Guard Under Supervision Licence

*A Security Guard Under Supervision Licence is a separate and different licence from the standard Security Worker Licence. It is issued only once per applicant, it carries a 90-day term, and it MAY NOT be renewed. This category allows you to work for a short period of time under supervision and, should you wish to apply for a full security guard licence type in the future, allows you to work while you are receiving the required training to obtain your Basic Security Training.*

### **Use Form: Application for a Security Guard Under Supervision Licence** (#SPD0520)

#### **Filling out the form:**

##### **What you consent to when you sign and submit your application form:**

When you complete, sign and submit your application form, you are giving your consent to the Registrar to conduct a criminal record check, a police record check and a correctional service information check on you – the Registrar may conduct checks as long as you hold a current licence. You are also consenting to having your licence number and status (i.e., if licence is valid or not) available for public viewing on the Security Industry and Licensing website.

#### **PART 1, FEE:**

This license type is only issued for a 90-day term and the fee is \$60.

**Payment** may be made by:

- **credit card** using form “*Authorized Credit Card Usage*” form (#SPD0508) which you can download from the Security Industry and Licensing website.
- **bank-issued certified cheque made payable to the Minister of Finance**
- **money order made payable to the Minister of Finance.** You can buy a money order at any post office, bank or other financial institution for a nominal fee.
- **DO NOT SEND CASH or a personal cheque.**

#### **PART 2, APPLICATION TYPE:**

There are three possibilities. Check the applicable box depending on your situation. If you have never held a security licence in B.C. before, you will have to complete all of the form. The other two possibilities show what you should provide.

#### **PART 3, APPLICANT INFORMATION:**

**Name:** provide your **legal name** plus additional names such as your maiden name, previous names and any alias names.

**Citizenship:** check off **only one** of the three boxes and follow through by providing the documentation listed to prove **citizenship** or your legal entitlement to work in Canada.

**Photo identification** is required for all new licensees. Check off **one** of the three types of photo ID you will be providing in your application package.

**Physical Description:** the information you supply here will be printed on your licence.

**Contact Information:** Your residential address will not be printed on your licence, but it is required. You may also enter a mailing address if it is different from your residential address. If you supply your **e-mail** address, you may request a copy of the licence be e-mailed to you when your actual licence is sent to your mailing address. You may print the e-mailed licence to carry with you until the actual licence arrives in the mail — allowing you to start working right away in compliance with the Act which states you must have your licence on you at all times while providing security services.

**Photograph:** the photo you supply will be printed on your licence. Refer to the section in this guide, 'Pre-Licensing Requirements', for photo instructions. Check the box to indicate your photo is included in your application package.

### Experience, Education and Training

**Certification:** This section is a reminder of what documentation must be included in your application package to prove you are qualified.

**Police Officer and Peace Officer:** information to help you with this section of the form is under 'Pre-Licensing Requirements' in this guide (on page 5). You'll also find there information on what must be contained in the *letter* from your superior officer.

**Mental Condition:** You **must** answer yes or no to the question if you have ever been treated for a mental condition. If yes, the Registrar requires information from your physician on your condition that will be considered during the risk assessment (see information on risk assessment on the website). Have your physician complete the "*Mental Condition Form*" (#SPD0511). You or your physician may download the form from the Security Industry and Licensing website.

**Criminal History:** You **must** answer 'yes' or 'no' to the question on your criminal history.

## Putting together the application package:

Once you have fully completed, signed and dated the form, you must attach the following documentation. (*Note: If you hold a B.C. Security Worker Licence for another type of security service you most likely have sent in documentation to the Registrar already. If you know which documentation you had provided to the Registrar previously, you do not have to send it in again.*)

- Confirmation of Fingerprints
- Completed *Mental Condition Form* (#SPD0511) – if applicable
- If born in Canada, copy of your Canadian birth certificate
- If not born in Canada – copy of appropriate immigration papers, Canadian citizenship papers, current work permit or current study permit or Canadian Passport
- Copy of current photo identification: Drivers Licence, BCID, Passport, or government-issued photo ID. You may not send in a copy of a security worker licence as proof.
- A passport quality photograph (taken within last 12 months, clearly showing front view of full face)
- Full** payment for the Security Guard Under Supervision Licence - \$60
- Application form, completed, signed and dated

## Submitting the Application Package:

The mailing address and courier drop off location are on page one of this guide. It is important to put the **FULL** address your package, including "*Attention, Registrar, Security Services Act - Licensing Dept.*" to ensure the package is delivered to the correct department.

### **Double check everything!**

*Incomplete application forms, missing documentation, insufficient or no payment, declined credit card, no signature -- cause delays in processing and may prevent your application from being processed. Unprocessed applications cannot be returned and **no refunds** are available.*



If using the Online Service to UPGRADE from Security Guard Under Supervision licence type to full Security Guard Licence, use the Apply for New process as outlined on page 24.

# Applying to Upgrade to Full Security Guard Licence from Security Guard Under Supervision

Use the form and process describe below if you've *previously held a 90-day Security Guard Under Supervision licence* and are now ready to apply for your full security guard licence — you will not be required to re-submit documentation to the Registrar if sent previously.

**Note:** Use form “Application for a NEW Security Worker Licence” (#SPD0503):

- if you HAVE NOT HELD a Security Guard Under Supervision licence before and are applying for your first licence as a full security guard (no supervision); or
- if you are applying for OTHER LICENCE TYPES AS WELL AS UPGRADING to a full security guard licence,

**Use Form: Application to Upgrade to a Full Security Guard Licence from Security Guard Under Supervision (#SPD0519)**

## Filling out the form:

### What you consent to when you sign and submit your application form:

When you complete, sign and submit your application form, you are giving your consent to the Registrar to conduct a criminal record check, a police record check and a correctional service information check on you – the Registrar may conduct checks as long as you hold a current licence. You are also consenting to having your licence number and status (i.e., if licence is valid or not) available for public viewing on the Security Industry and Licensing website.

## PART 1, FEES & TERMS:

**Payment** may be made by:

- **credit card** using form “*Authorized Credit Card Usage*” form (#SPD0508) which you can download from the Security Industry and Licensing website.
- **bank-issued certified cheque or money order made payable to the Minister of Finance.** You can buy a money order at any post office, bank or other financial institution for a nominal fee. **DO NOT SEND CASH or a personal cheque.**

### Term:

- Select the term for which your licence will be valid: 90 days, or one, two or three years. Each term has a corresponding fee to enclose in your application package.
- Answer ‘no’ or ‘yes’ to the question regarding **sole proprietorship** of a security business (this **does not** include a partnership or corporation). If yes, you must provide your *current* security business licence number and expiry date to have the fee for your security worker licence waived (in the ‘Total Enclosed’ field, enter \$0).

## PART 2, PREVIOUS LICENCE:

You must provide your Security Guard Under Supervision licence number and the date it will or has expired.

## PART 3, APPLICANT INFORMATION:

**Name:** Provide your full legal **name** and indicate if it is the same as on record in the Registrar’s office or if it has changed due to a legal name change. If it has, documentation is required to show the change and fill in the new name on the form.

**Citizenship:** check off **only one** of the boxes and follow through, as applicable, with attaching documentation as or if required.

**Contact Information:** Your residential address will not be printed on your licence, but it is required. You may also enter a mailing address if it is different from your residential address. If you supply your **e-mail** address, you may request a copy of the licence be e-mailed to you when your actual licence is sent to your mailing address. You may print the e-mailed licence to carry with you until the actual licence arrives in the mail — allowing you to start working right away in compliance with the Act which states you must have your licence on you at all times while providing security services.

**Photograph:** the photo you supply will be printed on your licence. Refer to the section in this guide, 'Pre-Licensing Requirements', for photo instructions. If the photo you provided with your Security Guard Under Supervision licence is current (taken within the last 12 months), answer "No" to the question, but if you are submitting a new photo, check of 'Yes' and include the new photo in your application package.

### Experience, Education and Training

**Certification:** you must be able to supply proof as per the instruction in the table on page 9 of this guide, "List of Training and Proof of Qualifications for each Licence Type" (Security Guard).

**Dogs and Use of Restraints:** There are two questions. Only respond by checking 'yes' if the use of dogs and/or restraints is required by your employer. If you are to use dogs, attach a copy of your current Validation Certificate and results issued by JIBC. If you are to use Restraints (handcuffs only), attach copy of proof of training provided by the approved training agency.

**Police Officer and Peace Officer:** information to help you with this section of the form is under 'Pre-Licensing Requirements' in this guide (on page 5). You'll also find there information on what must be contained in the *letter* from your superior officer.

**Mental Condition:** You **must** answer yes or no to the question if you have ever been treated for a mental condition. If yes, the Registrar requires information from your physician on your condition that will be considered during the risk assessment (see information on risk assessment on the website). Have your physician complete the "*Mental Condition Form*" (#SPD0511). You or your physician may download the form from the Security Industry and Licensing website.

**Criminal History:** You **must** answer 'yes' or 'no' to the question on your criminal history.

## Putting together the application package:

Once you have completed, signed and dated the form, you must attach the following documentation:

- Proof of qualification/training
- Proof of qualification/training documentation required if requesting authorization to use dogs or restraints.
- If you are a Peace Officer, the letter from your supervisor
- As applicable, citizenship documents
- If applicable, photograph for your licence
- Completed Mental Condition Form (#SPD0511) – *if applicable*
- Full** payment for the full security guard licence type, depending on the term selected.
- Application form, completed, signed, dated.

## Submitting the Application Package:

The mailing address and courier drop off location are on page one of this guide. It is important to put the **FULL** address your package, including "*Attention, Registrar, Security Programs - Licensing Dept.*" to ensure it is directed to the correct department.

### **Double check everything!**

*Incomplete application forms, missing documentation, insufficient or no payment, declined credit card, no signature -- cause delays in processing and may prevent your application from being processed. Unprocessed applications cannot be returned and no refunds are available.*

# Renewing your Security Worker Licence

Notice to holders of *expired* security worker licences ... you must follow the New application process — renewal applications are not accepted for expired licences.

## Use Form:

**LONG**

### Application for a **RENEWAL** of Security Worker Licence – **With Changes** (#SPD0505)

Use this **long** form to renew your current licence. You can report changes and updates to the Registrar (e.g. changes to your legal name or address; new criminal charges or convictions; to add or change licence type(s); or to change in your peace officer status; etc.) This form **may not** be used if your licence has expired.

**OR**

## Use Form:

**SHORT**

### Application for **RENEWAL** of Security Worker Licence – **No Changes** (#SPD0504)

Use this **short** form if you are applying for a renewal of your current licence and there are *no changes*. If you need to provide new information when you renew, you must use the longer form "*Application for Renewal of Security Worker Licence — With Changes*" (SPD0505). An updated photograph may be submitted with this short renewal form. The short form (SPD0504) **may not** be used if your licence has expired.

## When it is Renewal Time. . .

you will receive a renewal reminder in the mail about two months prior to the expiry date of your current licence.

- If you are renewing using a hard copy of the form (the manual process), when you complete and submit your renewal application package **be sure to allow postal time and processing time**. You may apply for renewal as early as 60 days prior to the expiry date. It is recommended that you apply for renewal as soon as you can in advance of the expiry date for two reasons:
  - If you wait too close to the expiry date, your licence may expire while in the mail — if it does, you will have to re-apply as a NEW licensee.
  - It takes a few days to process your application then mail your licence to you. Under legislation, it is mandatory that you are in possession of a valid, current licence at all times while performing security services.



See page 24 for information on how to **RENEW** your current licence using the **ONLINE SERVICE**.

(Note: to renew online, you must have the Access Code provided in your renewal notice. If you have not received your access code, please contact Security Programs.)

## Renewal Application – with changes (#SPD0505) (**LONG** form)

### PART 1, FEES AND TERMS:

- All licence types may be held for a term of one, two, three years. The 90-day term option is available for renewal of all licence types **except Security Guard under supervision** (more info below under Licence Type on page 4 of this guide).
- If you are the **sole proprietor** of a security business (this does not include a partnership or a corporation) and provide the current security business licence number and expiry date, you do not have to pay the fee for your security worker licence. In the 'Total Enclosed' field, just type in \$0.

#### Payment may be made by:

- **credit card** using form "Authorized Credit Card Usage" form (SPD0508) which you can download from the Security Industry and Licensing website.
- **bank-issued certified cheque** made payable to the Minister of Finance - *personal cheques are not accepted*
- **money order** made payable to the Minister of Finance. You can buy a money order at any post office, bank or other financial institution for a nominal fee.
- **DO NOT SEND CASH or a personal cheque.**

### PART 2, APPLICATION DETAILS:

**Licence Type:** You may apply for more than one licence type, but you will have to prove you are qualified for the types you wish to be licensed for. You will receive one licence that will list the security services the Registrar has approved you to provide.

Note: licence type "**Security Guard under supervision**" is not listed on this form as an option. **If you have never held a Security Guard under supervision** licence type before, you may apply for this licence type now using form Application for 90-day Security Guard Licence (#SPD0520) and submit it with your renewal application package. **You may not renew** a Security Guard under supervision licence.

**Dogs and Use of Restraints:** There are two questions. Only respond by checking

'yes' if the use of dogs and/or restraints is required by your employer. If you are to use dogs, attach a copy of your current Validation Certificate and results issued by JIBC and if you are to use Restraints (handcuffs), attach copy of proof of training provided by the approved training agency.

### PART 3, APPLICANT INFORMATION:

**Name:** Enter your legal name as it is on your current licence. If it has not changed, check the first box to indicate as such. If you have a new legal name, check the second box that indicates there is a change and enter the new legal name in the field beneath this checkbox. You must include a copy of the legal documentation that shows the name change when you send in your renewal application package.

#### Citizenship and Identification:

- if you provided a copy of your birth certificate, BCID, Drivers Licence or Canadian passport to the Registrar with a previous application, you do not have to submit this documentation again.
- if you have provided a copy of your Record of Landing, Confirmation of Permanent Residence Document, Permanent Residence Card, Citizenship Certificate card before, you do not have to submit this documentation again.
- if you are employed legally in Canada by a work permit or study permit, you must provide the permit number on the form and the expiry date. There are only the four terms offered and you must pay the full fee for whichever licence term you pick. Your study or work permit must be kept current/valid while you are licensed to provide security services.

**NOTE** to those holding a licence issued under the former act, **Private Investigators and Security Agencies Act (PISA):** If you are renewing a licence that was issued previously under the old legislation (PISA), you must send in a copy of your birth certificate or your immigration, residence or citizenship documentation as these documents were not required under PISA. If the Registrar does not have these documents in your records, a renewal licence cannot be issued.

**Physical Description:** If there have been any changes to the physical description listed on the back of the licence you are renewing, enter the new information in this section. If it remains the same, you do not have to re-enter the data.

**Residential Address and Mailing:** If your residential address has changed from what is on record with the Registrar, you must provide your new residential address in this field. There is a field on the form that allows you to enter a mailing address (PO Box, your employer's address, etc.). You have a choice where you want the licence to be mailed. If you ALSO wish to receive an electronic copy to your e-mail address (which means you will have a 'temporary' proof of licence so you may start working right away in compliance with the Act which states you must have your licence on you at all times while providing security services. The original licence will be sent to your mailing address, but it may take a few days to arrive.)

**Photograph:** You may provide a different photo of yourself as long it meets the criteria as stated on the "Pre-Licensing Requirements - Photograph" section of this guide. Note, it is mandatory that a new photo be provided to the Registrar every fifth year after a photo is submitted and printed on your licence. Keep an eye on your renewal terms and when you last sent in a photo ... if your photo is five years old, you will update the photo as a regular process of renewal or, if in the middle of a licence term, you can later use the UPDATE form (SPD0517) to submit a new photo (\$20 fee).

**Police and Peace Officer Status:** If you want clearer information on how to determine police or peace officer status, refer to the website 'RESOURCES', 'Definitions'.

**Criminal History:** Answer 'yes' or 'no'

**Mental Condition:** Answer 'yes' or 'no' and, and comply with instruction if 'yes'.

## Putting together the renewal application package:

Refer to 'Pre-Licensing Requirements' section of this guide and the section on 'Proof of Training, Experience and Qualifications' for information what documentation is required.

Attach to your renewal application form:

- If you are applying to add a new licence type, attach proof of qualification/training documentation required for the type(s) of security service(s) you wish to perform
- Proof of qualification/training documentation required if requesting authorization to use dogs or restraints.
- Copy of current Authorization to Carry (ATC) a restricted firearm, if you are renewing an armoured car guard licence or applying to add armoured car guard as a licence type.
- Completed Mental Condition Form (SPD0511) – if applicable
- If born in Canada: send a copy of birth certificate **PLUS** one type of photo ID: a copy of driver's licence, Canadian passport or BCID, **but only if not previously sent** to the Registrar.
- If not born in Canada – copy of appropriate immigration papers, Canadian citizenship papers, current work permit or current study permit or Canadian Passport, **but only if not previously sent** to the Registrar. (Security worker licence is not accepted as photo ID)
- A passport quality photograph (taken within last 12 months, clearly showing front view of full face) is optional unless the photo on your current licence is five years old then you must update now.
- Full** payment for Renewal of your Security Worker Licence (Note: if you are also submitting an application for Security Guard Under Supervision (#SPD0520) at this time of renewal, the cost is an **additional** \$60).
- Application form, completed, signed and dated.

## Submitting the Application Package:

The mailing address and courier drop off location are on page one of this guide. It is important to put the **FULL** address your package, including "Attention, Registrar, Security Programs - Licensing Dept." to ensure it is directed to the correct department.

## Renewal Application – **NO changes** (#SPD0504) (**SHORT form**)

### TERM OF LICENCE & RENEWAL FEE:

Select the term you would like to hold your licence for. (Note: The 90-day term option is available for renewal of *all* licence types except Security Guard under supervision licence.)

**BUSINESS:** If you are the **sole proprietor** of a security business and provide the current security business licence number and expiry date, you do not have to pay the fee for your security worker licence. In the 'Total Enclosed' field, just type in \$0.

### CURRENT LICENCE:

- if you have already provided a copy of your birth certificate, BCID, Drivers Licence or Canadian passport to the Registrar with a previous application, you do not have to send a copy again.
- if you have provided copy of your Record of Landing, Confirmation of Permanent Residence Document, Permanent Residence Card, Citizenship Certificate card or Canadian passport before, you do not have to send copy a again.
- if you are employed legally in Canada by a work permit or study permit, you must provide the permit number on the form and the expiry date. Important: you must keep your study or work permit current while you are providing security services.

## Putting together the short Renewal application package:

Attach to your renewal application form:

- if not previously sent** to the Registrar, send a copy of birth certificate if you are born in Canada **PLUS** a copy of your driver's licence, Canadian passport or BCID.
- if not previously sent** to the Registrar and/or you are not born in Canada, send in a copy of photo ID—either your driver's licence, BCID, Passport or other government-issued photo ID. (Security Worker Licence is not acceptable Photo ID.)
- A passport quality photograph (taken within last 12 months, clearly showing front view of full face) is optional unless the photo on your licence is five years old then you must update.
- Full** payment for Renewal of your Security Worker Licence.
- Application form, completed, signed and dated.

## Submitting the Application Package:

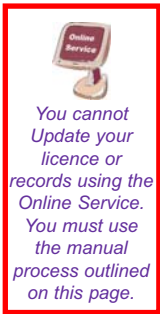
The mailing address and courier drop off location are on page one of this guide. It is important to put the **FULL** address your package, including "Attention, Registrar, Security Services Act - Licensing Dept." as the department is only one of many departments in the building.

### **Double check everything!**

*Incomplete application forms, missing documentation, insufficient or no payment, declined credit card, no signature -- cause delays in processing and may prevent your application from being processed. Unprocessed applications cannot be returned and **no refunds** are available.*

# Updating your Current Security Worker Licence

## Required under section 9 of Security Services Act and Section 4 of the Regulations



**YOU MUST USE THIS FORM for any and all updates — do not e-mail updates.**

**When you Update your licence, it will not alter the expiry date.**

Use this form when you do not need to renew your licence but do need to notify the Registrar of a change in residential address, a new criminal charge or criminal conviction, a change in legal name, a change in peace officer status, a change in mental condition status, **or to request an additional licence type or condition or to remove a licence type.**

### Use Form: Reporting and UPDATE to Current Security Worker Licence

(#SPD0517)

You are required, under the Security Services Act section 9, to notify the Registrar within 14 days of the following:

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

As per Security Services Regulation 4, you must also notify the Registrar of:

- a change in peace officer status
- treatment for a mental condition
- a change in legal name (proof of name change is required)

**Part 1 of the form:** this is where you record changes that affect only your records, not the copy of the licence itself, therefore, no fee is required. The expiry date on your licence will not change.

**Part 2 of the form:** any change/addition recorded in part 2 of the form will actually change the face of your licence, therefore, a updated licence will have to be printed and sent to you. The current licence expiry date does not change. THERE IS A FLAT FEE of \$20 if you make any entry in Part 2.

**Dogs and Use of Restraints:** There are two questions. Only respond by checking 'yes' if the use of dogs and/or restraints is required by your employer. If you are to use dogs, attach a copy of your current Validation Certificate and results issued by JIBC and if you are to use Restraints (i.e. handcuffs), attach copy of proof of training provided by the approved training agency.

#### Submitting the Application Package:

The mailing address and courier drop off location are on page one of this guide. It is important to put the **FULL** address your package, including "Attention, Registrar, Security Services Act - Licensing Dept." to ensure it is directed to the correct department.

#### Double check everything!

*Incomplete application forms, missing documentation, insufficient or no payment, declined credit card, no signature -- cause delays in processing and may prevent your application from being processed.*

*Unprocessed applications cannot be returned and **no refunds** are available.*

# Replacing your Current Security Worker Licence

*No changes to Licence and  
No change in expiry date*

**Use Form: Request for Replacement of Current Security Worker Licence**  
(#SPD0516)

Use this form to replace a lost or stolen licence only. Remember, it is mandatory that you carry your licence with you at all times while providing security worker services.

## Putting together the replacement application package:

- complete and sign the replacement application form
- include **Full** payment for Replacement of your Security Worker Licence: **\$20**

### Payment Options:

1. Bank-Certified Cheque or Money Order (**made payable to the Minister of Finance**)  
**Personal cheques are not accepted. Do not send cash.**
2. Credit Card: Complete and attach form **Authorized Credit Card Usage for Security Workers** (SPD0508).

## Submitting the Application Package:

The mailing address and courier drop off location are on page one of this guide. It is important to put the **FULL** address your package, including “*Attention, Registrar, Security Services Act - Licensing Dept.*” to ensure it is directed to the correct department. If you are paying by credit card, there are no attachments to the form, so you may opt to fax this application.

### **Double check everything!**

*Incomplete application forms, missing documentation, insufficient or no payment, declined credit card, no signature cause delays in processing and may prevent your application from being processed. Unprocessed applications cannot be returned and **no refunds** are available.*



You cannot request a Replacement Licence using the Online Service. You must use the manual process outlined on this page.

# After You Have Applied – the processing

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## When to expect to receive your licence:

The normal turnaround time for processing applications is 30 days, starting the day the Registrar receives your application package.

- Incomplete applications will cause a delay in the processing of your application. If an incomplete application is received or your package does not have the proper payment, Security Programs will return your entire application package along with a letter identifying what was missing from your application package. If you do not respond within 30 days, your licence application will be cancelled and you will not be refunded the payment.
- If the Registrar undertakes a full risk assessment on you, it could take approximately six weeks to complete.

## Assessment of your application:

The processing of your security worker application includes an assessment of your qualifications and training to be a security worker; therefore, a criminal record check will be conducted and your experience and training reviewed and considered.

In some instances, a **risk assessment** is conducted by the Registrar when any reliable information that brings into question the conduct, education, training, experience, skill, mental condition, character, repute or report of an applicant may be considered. Specifically, this may include the review of:

- criminal record information concerning the applicant (pending charges, convictions, peace bonds, recognizance orders, stay of proceedings, conditional and absolute discharges of any offence under the Criminal Code of Canada, Youth Criminal Justice Act and Controlled Drugs and Substances Act);
- information on any existing or previous mental condition of the applicant;
- information relating to the applicant received during an inspection/investigation by the Registrar's Compliance and Enforcement unit;
- information received as a result of a complaint against the applicant.

However, the timeline will depend on the information the Registrar receives. If the Registrar is not satisfied that an applicant meets the qualifications for a licence or if the Registrar finds that it is not desirable or in the public interest to issue a licence to an applicant, the Registrar may refuse to issue or renew a security worker licence (refer to section 4 of the Security Services Act.)

## Requesting a *reconsideration* of the Registrar's decision

Under the Security Services Act, applicants may ask the Registrar to reconsider a decision to refuse issue or re-issue a security worker licence (see act, section 4); to cancel or suspend a licence (see act, section 28); or to apply administrative penalties (see act, section 51). To request a '**reconsideration**', the applicant must submit a request, in writing, within 30 days of the initial decision of the Registrar.



## ONLINE SERVICE GUIDE Mini Guide

### GENERAL INFORMATION

#### FORMS YOU MAY SUBMIT THROUGH THE ONLINE SERVICE

- *Apply for New* licence
- *Apply for New* – if holding an *EXPIRED* licence
- *Renew* – if holding a *CURRENT* licence

#### FORMS NOT ACCEPTED THROUGH THE ONLINE SERVICE

You *must* use the manual process outlined in this guide if you are:

- requesting authorization to use **DOGS**
- requesting authorization to use **RESTRAINTS**
- **UPDATING** your licence
- requesting a **REPLACEMENT** licence

(Note: these forms will be included in the next phase of this online service project.)

#### PRE-LICENSING REQUIREMENTS

Review, understand and follow up on all the pre-licensing requirements outlined in this guide (starting on page 5) *before* you apply online. What is required of you is the same, whether you are applying online or manually, therefore, you should refer to this complete guide, not just this mini guide on the online service, for important information and assistance with the licensing process.

#### ACCESS CODE

If you going to apply for a new licence for the first time, you *do not* need an ‘access code’.

If you are applying for a *new licence as a holder of an expired licence*, or if you are applying to *renew your current licence*, you will need an ‘access code’.

The Registrar sends a renewal notice out approximately two months before your licence is due to expire. Around that same time, you will receive a separate letter that includes your secure access code. If you have not received a letter, you must contact the Registrar’s licensing department to request your access code. You will need your current or expired licence number.

When you enter your access code and licence on the screen, the system identifies you and brings into the electronic form the information you submitted

previously to the Registrar. The system knows what documentation you have already provided so when it generates a summary of documentation at the end of the process, those documents will not be listed as required.

#### PAYMENT OPTIONS & INFORMATION

Once your application is submitted electronically, you will be taken to a payment page. You have the following three options:

1. **ELECTRONIC CREDIT CARD PAYMENT:**

*VISA, MasterCard or American Express*

You may pay with your credit card online. At the end of the application process, you’ll come to the payment screen. If you click ‘pay now’, you will be taken to the BC Express Pay, a secure government payment system. If the transaction goes through, the system will generate a receipt for you to print for your records.

*If credit card is not accepted by the online system, there are options to correct the situation and provide the payment quickly:*

- **First-time applicant** applying for a **new licence**: if your credit card is not accepted, sign out from the electronic application process with the fee still owing (pending) and followup by providing payment through the mail. See info on mail (option 2) below.
- **If you entered the system with an access code**, you may sign out with the fee still owing (pending) and return later to try your card. You will be prompted to enter your expired licence number and access code. The system will put an ‘alert’ on your opening page to advise you have an application awaiting payment. Click “Alert ... awaiting payment” and try your credit card again with BC Pay Express. **If it fails again, you may mail in your payment** as outlined in option 2 (next page).

2. **MAIL PAYMENT**

After you submit your application online, you are asked to provide payment. If you are not paying by credit card electronically (or you tried to pay electronically but your card was not accepted), you may sign out and follow

up by providing the payment by mail. You have **30 days** to mail in payment (either a bank certified cheque or money order made payable to the Minister of Finance, or by credit card using form “*Authorized Credit Card Usage*” #SPD0508 which you can download from the Security Industry and Licensing website.)DO NOT SEND CASH IN THE MAIL. Personal cheques are not accepted.

### 3. EMPLOYER TO PAY FEE

If your employer is going to pay for your licence, you must provide your employer with your Service Number which is found at the top of the completed application form. Your employer will provide this Service Number and your name with payment so it is clear whose application is being paid for.

### WHAT TO HAVE ON HAND

- Have a **printer** accessible from your computer to print copies of the application and receipt
- **Gather any required documents** before-hand (these are outlined in this guide under Pre-Requirements) This includes credit card information if you will be using this payment option. (Visa, MasterCard or American Express)
- Digital photo filed on your computer to upload during the application process. (Uploading a photo digitally is optional. See “Photo Specifications & Options” below.)

### PHOTO SPECIFICATIONS & OPTIONS

You must supply a **photograph** of yourself which will be printed on your licence. The photo must be current, taken within the last 12 months. The photo should be much like a passport photo—the head front-facing (not leaning or profile) with eyes open and looking at the camera; the face should cover about 65 to 75% of the photo. Eyeglasses are acceptable in photo only if the lenses are not tinted and there is no glare, shadows or rims/frames obscuring the eyes. The focus must be clear and sharp. The photograph may be in black & white or in colour.

You have two options when using the online service.

1. **Upload a Digital Photo** – After the payment screen, a new screen opens that gives you the option to upload a digital photograph of yourself — the one that will be printed on your licence. If you will be uploading your photo, it is advisable to have the digital photo ready to upload before you start the online process. The requirements for

the photo are much the same as outlined for the manual process. Your digital file may be **submitted as a .jpeg, .jpg, .gif or .png and must not over 500 kilobytes.**

or

2. **Mail your Photo to the Registrar** — If you are not able to upload a digital photo, you may bypass the “Upload” screen by selecting ‘next’. You will have to follow-up by mailing your photo to the Registrar. Follow the photo specification (above). **The photograph should be 50mm x 70mm in size (two inches wide and 2 ¾ inches long).** Make sure you include identifying information (name, date of birth, service ID number) on back of photo especially if it is the only thing you are mailing to the Registrar.

### SUBMITTING FOLLOW-UP DOCUMENTATION

Once you have submitted an application online, it is often necessary to followup by mailing documentation to the Registrar (which could include your photo and your payment).

- If full payment is not received by the Registrar within that 30 days, the application will be deleted and you will have reapply.
- If the Registrar does not receive any of your required documentation within 30 days after you submitted your application online, your application will be deleted.
- If the Registrar reviews your application package and finds there are further documents needed, a letter will be sent to you outlining what is missing. You will have 30 days after the date of that letter to submit the outstanding documents.

Keep in mind that **fees cannot be refunded** on incomplete application packages. Always ensure your Service ID number is provided when you send documentation to the Registrar. (It will be printed at the top of your application form.)

### HOW LONG DOES IT TAKE

Applying online can take approximately 15 minutes. Once you start, the information entered cannot be saved until the end. If you exit with the process partially completed, you will have to start over.

#### Need assistance?

There is a ‘contact us’ link in the navigation bar of the online service. Staff are available during normal office hours.

## **ENTER THE ONLINE SITE** **[www.pssg.gov.bc.ca/securityindustry](http://www.pssg.gov.bc.ca/securityindustry)**

Once you have entered the site, click on the **ONLINE SERVICE** link in navigation bar. The opening page, “Access and Information”, is where you will find all alerts and updates. Scroll down the page to the section for Security Workers/Individuals and chose one of the three options: **1) Apply for New;**  
**2) Apply for New – holder of an expired licence;** or **3) Renew – holder of current licence.**

## **Overview of Online Service Screens**

### **Screen Flow**

Throughout the online applications, fields that must be completed will be marked with an asterisk (\*). If you leave any of the marked fields blank, you will get an error message and will not be able to continue until the field is filled in correctly.

*Screen 1:* **Main Page** - this is the entry page.

*Screen 2:* **Pre-Application Requirements** - a series of questions that, depending on your responses, determines if you are ready to move forward with your application.

*Screen 3:* **Personal Information** - Choose the document you will be providing to prove your citizenship or authorization to work in Canada, and the choose type of photo identification you will be submitting. You will have to mail a copy of these documents to the Registrar to complete your application. (see page 27, “*SUBMITTING your documentation.*”)

*Screen 4:* **Physical Description** - this information will be printed on the back of your licence.

*Screen 5:* **Address and Contact Information** - there is an option to have a copy of your licence e-mailed to e-mail address you provide. The benefit is that you may print and carry this temporary version as proof of being licensed until you receive your actual licence in the mail. (Under the act, you may not provide security services if you do not have your licence on you.)

*Screen 6:* **Licence Type** - only select the licence types you are qualified for and wish to have on your licence.

*Screen 7:* **Supporting Documentation** - when you selected the licence type(s) on the previous screen,

this screen generates fields where you enter the registration numbers of the training certificates and other documentation you must mail to the Registrar to prove you are qualified.

*Screen 8:* **Standard Questions** - depending on your answers, there may be supporting documentation that you must mail to the Registrar as part of your application package.

*Screen 9:* **Applicant’s Consent**

*Screen 10:* **Review Completed Form** - your completed form comes up so you may review it and make changes by selecting the back button to navigate to the page that needs correction.

*Screen 11:* **Term of Licence and Fee** - select the term of your licence. It is at this point where you actually submit your completed application form to the Registrar, click the **[Submit]** button, the form is sent to Security Programs, and you are taken to the next screen.

*Screen 12:* **Upload Photo** - You can either upload your digital photo now or bypass this screen by clicking on “Next”. (Photos must be updated with a current photo every five years.)

*Screen 13:* **Print and Proceed to Payment** - **IMPORTANT: this is when you should print your application form.** You will also get a summary of the documents you must send to the Registrar. You must include a printout of this summary with the documentation you mail to the Registrar.

**LAST:** **Your next screen will be payment - you may pay now with credit card or sign out and mail in payment later with the documentation you may have to provide.**