



# Application for a RENEWAL of Security Worker Licence – With Changes

Before applying, read, understand and be able to comply with all requirements as set out under the Security Services Act and outlined in the Security Industry and Licensing website [www.pssg.gov.bc.ca/securityindustry](http://www.pssg.gov.bc.ca/securityindustry)

USE THIS **LONG** FORM to renew your licence if you have new information or updates to report to the Registrar. If you have no changes to report, use the shorter form, *Application for Renewal – No Changes* (#SPD0504). Download the guide, "Getting and Keeping your Security Worker Licence" for assistance in completing the form(s), and download other forms from our website. It is important that you use the correct form (see Guide and Forms page of the website for clear descriptions of each form).

## PART 1: FEES & TERMS

**PAYMENT BY:**  bank-issued certified cheque or money order made payable to the Minister of Finance  
 credit card (using *Authorized Credit Card Usage form* SPD0508) **DO NOT SEND CASH. Personal Cheques not accepted.**  
 No  Yes I am the owner and operator of a Sole Proprietorship Security Business (not a Partnership nor Corporation).

If yes, complete the following two fields and enter \$0 in the 'Total Enclosed' box below:

Current Security Business Licence # \_\_\_\_\_ Expires on: (year/month/day) \_\_\_\_\_

**TERM OF LICENCE & RENEWAL FEE:**  One Year (\$60)  Two Year (\$120)  Three Year (\$180)  90-days \$60

## PART 2: APPLICATION DETAILS

**TOTAL ENCLOSED: \$** \_\_\_\_\_

**APPLICATION TYPE:**  Renewal of Current Security Worker Licence # \_\_\_\_\_ Expiry date: \_\_\_\_\_

**LICENCE TYPE:** (check off only the types you are qualified for and wish to have on your renewed licence, including the type you hold now if still applicable.)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Armoured Car Guard                           | <input type="checkbox"/> Security Alarm Response             | <input type="checkbox"/> Private Investigator - under supervision |
| <input type="checkbox"/> Security Alarm Installer - under supervision | <input type="checkbox"/> Closed Circuit Television Installer | <input type="checkbox"/> Private Investigator                     |
| <input type="checkbox"/> Security Alarm Installer                     | <input type="checkbox"/> Electronic Locking Device Installer | <input type="checkbox"/> Security Consultant                      |
| <input type="checkbox"/> Security Alarm Monitor                       | <input type="checkbox"/> Locksmith - under supervision       | <input type="checkbox"/> Security Guard                           |
| <input type="checkbox"/> Security Alarm Sales                         | <input type="checkbox"/> Locksmith                           |   |

**DOGS and RESTRAINTS:** (answer 'no' or 'yes' to the following ... for dog use authorization, check off purpose. Proof of qualification is required.)

- No  Yes ... for my security guard work, I request authorization to use DOGS for the purpose of:  protection  detection-drugs  detection-explosives  
 No  Yes ... I request authorization to carry and use RESTRAINTS — that is, HANDCUFFS only.

## PART 3: APPLICANT INFORMATION

You must answer/complete all sections.

**Name:** (Surname) \_\_\_\_\_ (Given) \_\_\_\_\_ (Middle) \_\_\_\_\_

Or  The name entered above is the same as recorded previously.

The name entered above has been legally changed. I have attached documentation proving my name has been legally changed to:

(Surname) \_\_\_\_\_ (Given) \_\_\_\_\_ (Middle) \_\_\_\_\_

**Date of Birth:** (year/month/day) \_\_\_\_\_ **Gender:**  male  female

**Citizenship:**  I was born in Canada and have previously submitted to the Registrar a copy of my birth certificate or Canadian Passport.

(check [✓] only one)  I was born in Canada and I have not previously submitted a copy of my birth certificate or my valid Canadian Passport. One is attached.

I was not born in Canada but have obtained my Canadian citizenship. A copy of my valid Canadian Passport is attached.

I was not born in Canada, but I am legally entitled to work in Canada as proven by immigration, permanent residence or citizenship documentation sent to the Registrar when I initially applied for my security worker licence.

I was not born in Canada, but I am legally entitled to work in Canada as proven by my current work or study permit which is numbered: # \_\_\_\_\_ and expires: (year/month/day) \_\_\_\_\_

**Physical Description:** (this information will appear on your licence - you may update this information if applicable)

**Height** (ft./inches or cms): \_\_\_\_\_ **Weight** (lbs or kgs): \_\_\_\_\_ **Hair Colour:**  black  blonde  brown  red  gray  bald  
**Eye Colour:**  blue  brown  black  green  hazel

**Contact Information:** (your contact information will not appear on your licence)

**Residential Address:** Apt.# \_\_\_\_\_ Street Address \_\_\_\_\_  
City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Mailing Address:** If your mailing address (like a PO Box number) is different than your residential address, please provide it below:

**Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ **E-Mail Address** \_\_\_\_\_  
 Yes, send an electronic copy of my licence to this e-mail address when the original licence is mailed to me

FORM #SPD0505  
PSSG08-022 (6/2009)

**Ministry of Public Safety and Solicitor General**  
Policing and Community Safety Branch, Security Programs and Police Technology Division  
PO Box 9217 Stn Prov Govt, Victoria BC V8W 9J1  
Phone: (250) 387-6981 (if outside Victoria, call through Enquiry BC: Vancouver 604 660-2421 / elsewhere in BC, toll-free 1-800-663-7867)  
Fax: (250) 387-4454 E-mail: [sgspdsec@gov.bc.ca](mailto:sgspdsec@gov.bc.ca) **Security Industry and Licensing website:** [www.pssg.gov.bc.ca/securityindustry](http://www.pssg.gov.bc.ca/securityindustry)

**Photograph** (this photo will appear on your licence - it is optional to send in a photo upon renewal, but is mandatory that your photo on your licence be updated every five years):

No  Yes ... a passport-quality photo of myself that has been taken within the last 12 months is attached for printing on my licence.

**Education and Training Certification:** Full information on training and documentation you may have to provide can be found on the Security Industry and Licensing website and in the guide, "Getting and Keeping your Security Worker Licence."

- **Security Alarm Installer** — attach copy of Certificate of Qualification (recognition credentials) of training or proven experience granted by the Industry Training Authority
- **Armoured Car Guard** — attach copy of Authorization to Carry (ATC) a restricted firearm. ATC expiry date is \_\_\_\_\_  
... plus a copy of all supporting evidence of my training and experience is attached.
- **Locksmith** —  attach a copy of Certificate of Qualification **or**  attach documentation supporting your two year's of experience
- **Private Investigator** — attach all supporting evidence of training and experience
- **Security Guard** — attach copy of Basic Security Training Certificate
- **Security Consultant** — attach all supporting evidence of training and experience
- **USE OF DOGS** — If you have requested authorization to use dogs for security work purposes, you must attach your current **Validation Certificate**
- **USE OF RESTRAINTS** — If you have requested authorization to use restraints for security work purposes, attach **Certificate of Advanced Security Training**

**These licence types DO NOT need training and/or experience, therefore, no supporting documentation is required.**

- Security Alarm Monitor, Sales or Response • Security Alarm Installer **Under Supervision**
- Closed Circuit Television Installer • Electronic Locking Device Installer • Private Investigator **Under Supervision**

**POLICE Officer Status:** answer 'yes' or 'no' to the following questions and follow corresponding instructions.

No  Yes, **I am currently a member of a police force as defined in the Police Act.**

... **if yes**, as indicated in the 'Guide', you may NOT hold a security worker licence and this application will NOT be accepted.

No  Yes, **I am a volunteer auxiliary or reserve constable.**

... **if yes**, attach the confirmation letter from your superior officer (see the "Pre-Requirements" in the 'Guide' for details on what must be in the letter).

No  Yes, **I am retired from the police forces** — listed as member for administrative purposes only

... **if yes**, attach the confirmation letter from your superior officer (see the "Pre-Requirements" in the 'Guide' for details on what must be in the letter)..

**PEACE Officer Status:** answer 'yes' or 'no' to the following . . .

No  Yes ... **I presently hold a position with Peace Officer status.**

... **if yes, check next to the box below** that identifies the position do you hold **AND** attach the confirmation letter from your superior officer (see the "Pre-Requirements" in the 'Guide' for details on what must be in the letter).

Sheriff/Deputy Sheriff  Corrections Officer  Court-appointed Bailiff  Special Provincial or Municipal Constable

**Criminal History:** Do you have a criminal record?  no  yes

**Mental Condition:** Have you been treated for a mental condition?  no  yes

**If yes**, you must attach the **Mental Condition Form** (SPD0511) completed by your physician.

**Mini Checklist:**

Double check to be sure you have attached the supporting documentation described as you completed this form, such as:

- citizenship document(s)
- photo identification
- current photograph
- proof of qualifications, training, experience
- if police or peace officer, the confirmation letter from superior officer
- completed mental condition form
- and** make sure you have signed and dated this form and FULL PAYMENT.

**CONSENT FOR RELEASE OF INFORMATION AND ACKNOWLEDGEMENTS PURSUANT TO THE SECURITY SERVICES ACT and CONSENT TO CRIMINAL RECORD CHECK**

I hereby consent to the Registrar carrying out a criminal record check, police information check and correctional service information check on me and to use the copy of my fingerprints for that purpose. This consent will remain in effect for the duration of the period for which this licence is valid.

I understand that, as a result of the checks, the Registrar may require further information from me including copies of all criminal proceedings or information to assess good character.

I hereby consent to my licence information (i.e., licence number and licence status) be available for viewing.

**I HEREBY CERTIFY THAT I have read and understand all portions of this application form and the information set out by me in this application is true and correct to the best of my knowledge and belief. I have read and understand the Security Services Act and Regulations; and I am aware of and understand the conditions that will be placed on me as a licensee.**

**Applicant's Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_

**NOTE: A Security Worker Licence does not allow the operation of a Security Business without a valid Security Business Licence.**

**NEXT STEPS:** This form must be signed and dated. Remember to keep a copy for your records.

**Required Documentation:** refer to the guide, Getting and Keeping your Security Worker Licence guide for information on the documentation that must be enclosed with your completed renewal application form.

**Payment:** Full payment must be submitted before processing can begin

• Credit Card Payments: complete and attach **Authorized Credit Card Usage** form SPD0508



• Bank Certified Cheque or Money Order - **make payable to the Minister of Finance** (Personal cheques are not accepted - Do Not Send Cash)

**Allow up to 30 days to process your renewal application. If you do not receive your licence or have not been contacted by Security Programs and Police Technology Division within the 30 days, please contact us.**

**DISCLOSURE:** All information regarding this application is collected under the Security Services Act and its regulations and will be used for that purpose. The use of this information will comply with the Freedom of Information and Privacy Act and the Federal Privacy Act. If you have questions regarding the collection or use of this information, please contact 250 356-1501.