



# Reporting an UPDATE to Current Security Business Licence

Updates do not alter the expiry date of the current licence.

Security Services Act (Section 22) requires a security business licensee to notify the Registrar of Security Services of the following within 14 days of the change occurring:

- a change in business ownership, management or controlling member(s); in legal business name; and/or business address.



When completing this form, refer to the guide, "Getting and Keeping your Security Business Licence" found on the Security Industry and Licensing website where you will also find other forms you may need and more information.

**PAYMENT : No fee is required if you only have to update information in Part 1 of this form. Updates provided in Part 2 of this form will alter the actual face of the security business licence, therefore, a new licence must be printed and mailed to each branch office.**

**Payment Formulas:**

- Each branch office must have a licence posted, therefore, if updates alter the face of the current licence, a new licence will have to be printed and sent to each office, including the head office. Multiply the number of office locations x \$20 to get total fee to submit with this form.
- If you are not making any updates that alter the face of the current licence, but adding one branch or more, pay \$20 for each NEW branch added as those branches will be issued a licence for posting.

Select your payment type: **DO NOT SEND CASH. Personal Cheques are NOT accepted.**

- credit balance     bank-issued certified cheque or money order made payable to the Minister of Finance
- credit card (using Authorized for Credit Card Usage Form (SPD0509)  

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

**CURRENT LICENCE:** Security Business Licence # \_\_\_\_\_ Expiry date (yy/mm/dd) \_\_\_\_\_

**LEGAL BUSINESS NAME:** (as shown on current licence) \_\_\_\_\_

**CONTACT INFORMATION (if changed from what Registrar has on record now, provide updated contact information here)**

Ph:(\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

## Part 1:

Check all that apply, provide the details and required attachments. Any information you provide below, in Part 1, will not alter the actual face of your licence, just your records with the Registrar. No fee is associated with updates in Part 1.

**CHANGE IN BUSINESS OWNERSHIP, MANAGEMENT OR CONTROLLING MEMBER:**

- Add individual to records     Remove individual from records

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

Position: \_\_\_\_\_

- Yes, this individual has a Security Worker Licence and the number is # \_\_\_\_\_

OR

- NO, this individual does not have a Security Worker Licence so they have completed form Form SPD0510 - *Authorization and Acknowledgment of Information Collection and Use; and Consent to a Criminal Record Check* - have attached the required documentation and it is included in this application package.

- Add individual to records     Remove individual from records

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

Position: \_\_\_\_\_

- Yes, this individual has a Security Worker Licence and the number is # \_\_\_\_\_

OR

- NO, this individual does not have a Security Worker Licence so they have completed form Form SPD0510 - *Authorization and Acknowledgment of Information Collection and Use; and Consent to a Criminal Record Check* - have attached the required documentation and it is included in this application package.

**CHANGE IN BUSINESS TRADE NAME:** (This is not the legal business name ... to update the Registrar on legal business name change, go to Part 2)

- No     Yes ... the business has a **new "Trade" Name:** \_\_\_\_\_ (no documentation required)

**Part 2:**

Any new information or changes you provide below, in Part 2, will alter the actual face of the security business licence. Payment is required according to formula outlined on page one of this form.

**New LEGAL BUSINESS NAME:**

attached is documentation showing legal name change.

**New BUSINESS ADDRESS** (required if different than the one currently printed on the security business licence):

Street \_\_\_\_\_

City \_\_\_\_\_ Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

- DOGS:**  No ... this security business will NOT be using dogs for the purpose of security work, therefore, no authorization from Registrar is required.  
 Yes ... this security business WILL be using dogs for the purpose of security work and, therefore, requests authorization from the Registrar.  
 This security business has the Registrar's authorization to use dogs for the purpose of security work and still needs this condition on the licence.

**LICENCE TYPE:** check off only the licence types the business is qualified for and intends to provide. **Include** the licence type currently on the licence if the business intends to continue providing that type of service.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Security Alarm Installer  | <input type="checkbox"/> Closed Circuit Television Installer | <input type="checkbox"/> Security Consultant   |
| <input type="checkbox"/> Security Alarm Sales      | <input type="checkbox"/> Electronic Locking Device Installer | <input type="checkbox"/> Security Guard  |
| <input type="checkbox"/> Security Alarm Monitoring | <input type="checkbox"/> Locksmith                           | <input type="checkbox"/> Armoured Car Guard . . . if Armoured Car Guard services to be provided, <u>attach</u> required documentation re: the vehicle. (see guide) |
| <input type="checkbox"/> Security Alarm Response   | <input type="checkbox"/> Private Investigation               |  |

**Identify individual(s) employed by the business who hold(s) a valid B.C. Security Worker Licence that support(s) the various licence types the business wishes to add to their current licence.**

Name: (surname/given/middle) \_\_\_\_\_ Security Worker Licence Number: \_\_\_\_\_

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Name: (surname/given/middle) \_\_\_\_\_ Security Worker Licence Number: \_\_\_\_\_

**BRANCH OFFICE CHANGE:**  add this branch to the records (\$20)  remove this branch information from the records (NO FEE)

Suite.# \_\_\_\_\_ Street Address \_\_\_\_\_ City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Branch Manager Name: \_\_\_\_\_ Branch Manager Phone: (\_\_\_\_) \_\_\_\_\_

**BRANCH OFFICE CHANGE:**  add this branch to the records (\$20)  remove this branch information from the records (NO FEE)

Suite.# \_\_\_\_\_ Street Address \_\_\_\_\_ City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Branch Manager Name: \_\_\_\_\_ Branch Manager Phone: (\_\_\_\_) \_\_\_\_\_

**BRANCH OFFICE CHANGE:**  add this branch to the records (\$20)  remove this branch information from the records (NO FEE)

Suite.# \_\_\_\_\_ Street Address \_\_\_\_\_ City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Branch Manager Name: \_\_\_\_\_ Branch Manager Phone: (\_\_\_\_) \_\_\_\_\_

*. . . Attach separate sheet if more branch offices to list - a copy of the licence will be issued for posting in each new branch reported*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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, contact 250 356-1501.