



Application to Upgrade to a Full Security Guard Licence from Security Guard Under Supervision

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

USE THIS FORM if you have held a B.C. Security Guard Under Supervision, you now have the required training and are ready to apply for a FULL Security Guard Licence. Refer to guide, "Getting and Keeping your Security Worker Licence" for assistance in completing the form(s) and information on the required documentation. All supporting information is on the website.

PART 1: FEES & TERMS

PAYMENT MADE BY: bank-issued certified cheque or money order made payable to the Minister of Finance (check [✓] one) credit card (attach Authorized Credit Card Usage Form SPD0508) **DO NOT SEND CASH. Personal cheques are NOT accepted.**

TERM OF LICENCE & RENEWAL FEE: One Year (\$120) Two Year (\$180) Three Year (\$240) 90 days (\$60)

No Yes ... I am the owner and operator of a Sole Proprietorship Security Business (not a Partnership nor Corporation).

If No, enter the fee amount you are enclosing for the term you wish your licence to run into the 'Total Enclosed' box.

If Yes, provide licence # and expiry date, plus enter \$0 in the 'Total Enclosed' box:

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

TOTAL ENCLOSED:
\$ _____

PART 2: PREVIOUS LICENCE

LICENCE DETAILS: Security Worker Under Supervision Licence # _____ Expiry date: (year/month/day) _____

PART 3: APPLICANT INFORMATION

NAME: (Surname) _____ (Given) _____ (Middle) _____

(check [✓] one) 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) _____

CITIZENSHIP: (check [✓] only one) I was born in Canada and have previously submitted to the Registrar a copy of my birth certificate or Canadian Passport. I was born in Canada and have not yet submitted my birth certificate or valid Canadian Passport. A copy of 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) _____

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

PHOTOGRAPH (this photo will appear on your licence - it is optional to send in a photo upon renewal unless the photo on your current licence is older than five years):

No Yes ... I have attached a passport-quality photo of myself that has been taken within the last 12 months.

EDUCATION AND TRAINING CERTIFICATION:

Yes, a copy of your Basic Security Training Certificate is attached.

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
Attach a copy of your current Validation Certificate

No Yes ... I request authorization to carry and use RESTRAINTS (HANDCUFFS only). Attach a copy of current Certificate of Advanced Security Training

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**, indicate *below* what position do you hold **AND** ... **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).

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

Mental Condition:

No Yes you have been treated for a mental condition.

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

Criminal History:

Have you a criminal record? No Yes

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' 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-issued Certified Cheque or Money Order - **make payable to the Minister of Finance**



Personal cheques are not accepted ... DO NOT SEND CASH