



# Application for a 90-day Security Guard Under Supervision Licence

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

It is very important that you refer to guide, "Getting and Keeping your Security Worker Licence" for assistance in completing security licensing form(s). The guide includes pre-licensing requirements and full information on the types of documentation you may need to include. The Definitions page on the Security Industry and Licensing website will help with terminology.

A Security Guard Under Supervision licence is different than the standard security worker licence issued for the various other types of security work provided in British Columbia. It has a limited term of 90 days and a fee of \$60. It cannot be renewed, and can only be held once.

## PART 1: FEE for Security Guard Under Supervision

- PAYMENT MADE BY:  bank-issued certified cheque or money order made payable to the Minister of Finance  
 credit card (attach Authorized Credit Card Usage Form SPD0508) **DO NOT SEND CASH - PERSONAL CHEQUES NOT ACCEPTED**

**ENCLOSED fee for Security Guard Under Supervision: \$60**

## PART 2: APPLICATION TYPE

(check [✓] the correct option and follow through with the corresponding instruction)

- I have never held a B.C. Security Guard Under Supervision licence type **nor** any other type of B.C. Security Worker Licence before.  
... if you checked this box, go on to complete **all** of this form and enclose \$60.
- I currently hold a valid B.C. Security Worker Licence for other type(s) of security work but I wish to apply now for a B.C. Security Guard Licence Under Supervision  
... if you checked this box,
  - provide the licence # of your Current Security Worker Licence: \_\_\_\_\_ and Expiry Date: (year/month/day) \_\_\_\_\_
  - complete Part 1 and only the 'Name' and 'Date of Birth' fields in Part 3
  - enclose payment of \$60 for the Security Guard Under Supervision licence.
- I currently hold a valid B.C. Security Worker Licence (which I will am Renewing or Updating at this time) but I wish to also apply for a Security Guard Under Supervision licence type.  
... if you checked this box:
  - complete Part 1 and only the 'Name' and 'Date of Birth' fields in Part 3
  - complete the applicable Security Licence application form New (SPD0503), Renewal (SPD0504 or 05) or Update (SPD0517)
  - enclose payment of \$60 for the Security Guard Under Supervision licence type **PLUS** you will be enclosing correct the fee amount associated with your Renewal or Update of your current Security Worker Licence.

## PART 3: APPLICANT INFORMATION

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

Additional Name(s) (alias, maiden name, etc.): (Surname) \_\_\_\_\_ (Given) \_\_\_\_\_ (Middle) \_\_\_\_\_  
(Surname) \_\_\_\_\_ (Given) \_\_\_\_\_ (Middle) \_\_\_\_\_

Date of Birth: (year/month/day) \_\_\_\_\_ Gender:  Male  Female

- Citizenship:  I was born in Canada—attached is a clear copy of my birth certificate or valid Canadian Passport.  
 (check [✓] one)  I was **not** born in Canada but now have citizenship—attached is a copy of my valid Canadian Passport or Citizenship Certification Card.  
 I was **not** born in Canada, but I am legally entitled to work in Canada. Attached is a clear copy of my Record of Landing (IMM1000), Confirmation of Permanent Residence Document (IMM5292), Permanent Residence Card, **OR** my current work or student permit which is numbered: # \_\_\_\_\_ and expires (year/month/day) \_\_\_\_\_

Photo Identification: One clear copy of your photo ID is required - *it must be current*. Check off the type you are attaching:  
 (check [✓] one)  Drivers Licence (Canadian issued)  Passport  BCID  Canadian Firearms Licence  
 Canadian Permanent Residence Card  Canadian Native Status Card (must have photo)

Physical Description: (this information will appear on your licence)

Height (ft./inches or cms): \_\_\_\_\_ Weight (lbs or kgs): \_\_\_\_\_

Hair Colour:  black  blonde  brown  red  gray 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.

**Photograph** (this photo will appear on your licence):  Yes, I have attached a passport-quality photo of myself that has been taken within the last 12 months.

**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 **I have been treated for a mental condition.**

... **if yes**, attach the *Mental Condition Form* (#SPD0511) completed by your physician.

**Criminal History:**

No  Yes **I have a criminal record.**

**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, Security Services Act, 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:** The guide, "Getting and Keeping your Security Worker Licence" and our Security Industry and Licensing website provides full information on the documentation that must be enclosed with your completed application form. The website also has other forms you may need.

**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** **DO NOT SEND CASH - PERSONAL CHEQUES NOT ACCEPTED**  
**Allow 30 DAYS to process your application for a licence. If you do not receive your licence or have not been contacted by the Registrar's licensing unit within this period, please contact us.**