

# Renewal Application



## Business Licence issued under *The Private Investigators and Security Guards Act*

Please read the information on this form carefully. It provides important details about your application and the documents which you must submit and renew to prevent your licence from lapsing.

Please note that if a business licence is allowed to lapse, a complete re-application submission may be required. This will include all essential documents, as well as new Criminal Record and Child Abuse Registry checks.

Your personal and business information is being collected pursuant to section 6 of *The Private Investigators and Security Guards Act (PISGA)* and section 36 of *The Freedom of Information and Protection of Privacy Act (FIPPA)* to determine your eligibility for a licence under *The Private Investigators and Security Guards Act (PISGA)*.

Any questions regarding the personal and business information collected on this form may be directed to the Registrar, Private Investigators and Security Guards, 1800-155 Carlton, Winnipeg, Manitoba R3C 3H8 at 204-945-2825.

**Business Licence Number:** \_\_\_\_\_

**Licence Type:** (check appropriate box)

Private Investigator (P/I)  Security Guard (S/G)  Private Investigator and Security Guard (P/I & S/G)

**Licence Fees (non-refundable):**

- Business Licence P/I or S/G One Year Term: \$500  
 Business Licence P/I & S/G One Year Term: \$1000  
 Branch Office One Year Term: \$200 per branch office

**Total Enclosed: \$**

### Part 1 - Required Documentation:

**Important:** Please read the following information carefully. The documentation listed below may include renewal terms that differ from the annual term of your licence.

**Copy of current Criminal Record check(s)**

In the case of a sole proprietorship, include Criminal Record checks for the owner and any managers.

In the case of a partnership, include Criminal Record checks for any partners and managers.

In the case of a corporation, include Criminal Record checks for each of the directors, officers and managers.

Criminal Record checks must be obtained from an accredited Canadian police agency. They must also be dated within the six months prior to their submission to the Registrar. **Criminal Record checks must be renewed every three years.**

If the licence lapses for any reason or the status of a criminal record for any owners, partners, directors, officers or managers changes, new Criminal Record checks and further information may be required.

If a Criminal Record check indicates that an individual has a criminal history, they must include, with the application, a letter from a police agency listing convictions and related sentences.

**Copy of current Child Abuse Registry check(s)**

In the case of a sole proprietorship, include Child Abuse Registry checks for the owner and any managers.

In the case of a partnership, include Child Abuse Registry checks for any partners and managers.

In the case of a corporation, include Child Abuse Registry checks for each of the directors, officers and managers.

A Child Abuse Registry check application form is available at Child and Family Services, 2<sup>nd</sup> Floor - 777 Portage Avenue, Winnipeg or through their website at [www.gov.mb.ca/fs](http://www.gov.mb.ca/fs). When applying for the check, an individual should advise the Registry they are requesting it as part of an application for a business licence to provide private investigators and/or security guards.

If the licence lapses for any reason or any owners, partners, directors, officers or managers are placed on the Child Abuse Registry, new Child Abuse Registry checks and further information may be required.

As with a Criminal Record check, a Child Abuse Registry check must be dated within the six months prior to its submission to the Registrar. **Child Abuse Registry checks must be renewed every three years.**

**Copy of a current general liability insurance policy**

The applicant is responsible for ensuring the policy meets the requirements set out in section 16 of the regulation.

It is the responsibility of the applicant to update and submit proof to the Registrar of keeping in force a liability insurance policy meeting regulatory requirements. Failure to do so may result in suspension or cancellation of the licence.

**Evidence of current bond or letter of credit**

This must be issued by an insurance company and/or financial institution. Required amounts for a bond, security or irrevocable letter of credit, based on the number of private investigators and/or security guards employed, are set out in section 11 of the regulation.

The applicant is responsible for ensuring that the bond, deposit of securities or irrevocable letter of credit meets the requirements set out in sections 11 and 12 of the regulation.

It is the responsibility of the applicant to update and submit proof to the Registrar of keeping in force a bond, security or irrevocable letter of credit which meets regulatory requirements. Failure to do so may result in suspension or cancellation of the licence.

**Part 2 –Business Information**

**Business Name (as printed on your licence):**

\_\_\_\_\_

**Main Office Address:**

Suite No.	Street Address	City/Town	Province	Postal Code

**Mailing Address (if different from business address):**

Suite No.	Street Address	City/Town	Province	Postal Code

**Branch offices are located at (attach additional pages if required):**

Suite No.	Street Address	City/Town	Province	Postal Code

Suite No.	Street Address	City/Town	Province	Postal Code

**Business Owners, Partners, Directors, Officers and Managers (attach additional pages if required):**

Last Name	First Name	Middle Name(s)
Phone	Fax	E-mail

--	--	--

Last Name	First Name	Middle Name(s)
Phone	Fax	E-mail

- 1) Has there been a change in ownership of the business since the last licence was issued?  Yes  No
- 2) If the business is a partnership or corporation, have there been any changes in partners, directors or officers?  Yes  No
- 3) Has there been a change in the markings on your company vehicles?  Yes  No
- 4) Has there been a change in the design of uniforms worn by security guard employees?  Yes  No

If you have answered **Yes** to any of these questions, please refer to the Application Guide for Renewal of a Business Licence for further information on additional submissions you will need to make with your application.

Section 10 of *The Private Investigators and Security Guards Act* states:

**Investigation of applicant**

- 10) The registrar, or any person authorized by him, may make such inquiry or investigation as he deems sufficient regarding the character, criminal history, financial position and competence of an applicant or a licensee and may require an applicant or a licensee to pass such examinations to determine competence as the registrar deems necessary.

I consent to the Registrar making inquiries or investigations referred to in section 10 (above) and disclosing my personal and business information for that purpose.

**Part 3 – Declaration**

I declare that to the best of my knowledge and belief, the information given in the application is true.

Dated: \_\_\_\_\_  
(year, month, day)

Name of Applicant (Print name): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

\_\_\_\_\_  
Signature of a Commissioner for Oaths in and for the Province of Manitoba

My Commission expires on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_