

Individual Licence issued under *The Private Investigators and Security Guards Act* - RENEWAL

Every licence holder in the Province of Manitoba is responsible for ensuring that all laws, regulations and policies under *The Private Investigators and Security Guards Act* are respected and obeyed at all times. A copy of the act and regulation may be obtained at www.gov.mb.ca/justice.

Is this the right form for me?

This form is to be used when renewing your current licence before the expiry date. If you do not currently have a licence, you should be using the Application for Private Investigator and/or Security Guard Licence – NEW.

Do I need to include a new Criminal Records check, Child Abuse Registry check or photograph?

These three items need to be renewed every three years. If it has been three years since you have updated them, you need to submit new ones. If you do not submit new checks, or a photograph (when required), your application can not be processed.

If your facial appearance changes significantly while you are licensed, you need to submit a new digital photograph. If you are submitting a new photo, but not submitting a licence renewal, you need to use an INDIVIDUAL LICENCE – UPDATE form.

What if I have had a change of name, address, or other information since my last licence was issued?

Part 1 of the application form – Applicant Information – allows you to update your relevant information. Please do so for timely processing of your licence renewal.

How can I pay for my licence renewal?

Application and payment may be made in person at 1430 – 405 Broadway, Winnipeg, Manitoba.

The following forms of payment are accepted:

- Cash (do not send by mail)
- Direct deposit
- Credit card
- Money order

Applications may be e-mailed to pisg@gov.mb.ca.

However, your e-mail must be followed up by mailing the original application form and documents to the following address:

Manitoba Justice
Private Investigators and Security Guards
1430 – 405 Broadway
Winnipeg MB R3C 3L6