

# New 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.

**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.

**Description of Services**

Outline what services the business will provide, where it is intended services will be provided, and for whom (target client base).

**Business/Work Resume(s)**

In the case of a sole proprietorship, include the personal business resume of the owner.

In the case of a corporation, a resume for each of the business partners and managers is required.

**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 approval of business name**

Include a copy of the approval of the business name issued under *The Business Name Registration Act* from the Companies Branch, Manitoba Finance.

**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.

**Original bond or letter of credit**

This must be issued by an insurance company and/or financial institution and the original must be submitted with your application. 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.

**Uniform and vehicle photographs and descriptions**

Provide a full description and photographs of the uniform(s) to be worn by any security guard employees. Uniform designs must satisfy the specifications set out in section 6 of the regulation. Please include a description and photographs of any vehicles to be used in the provision of services.

**Part 2 –Business Information**

**Legal Business Name:**

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**Business Operating Name (if different from above):**

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**Main Office Address:**

Suite No.	Street Address	City/Town	Province	Postal Code
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**Mailing Address** (if different from main office address):

Suite No.	Street Address	City/Town	Province	Postal Code
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**Branch offices are located at** (attach additional pages if required):

Suite No.	Street Address	City/Town	Province	Postal Code
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Suite No.	Street Address	City/Town	Province	Postal Code
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**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

**Part 3 - References:**

Names must be people who are not related to the applicant and who have known the applicant/business reputation for at least three years.

**Reference 1:**

Last Name	First Name	Middle Name(s)	
Street Address	City/Town	Province	Postal Code
Phone	E-mail		

**Reference 2:**

Last Name	First Name	Middle Name(s)	
Street Address	City/Town	Province	Postal Code
Phone Number(s)	E-mail		

**Reference 3:**

Last Name	First Name	Middle Name(s)	
Street Address	City/Town	Province	Postal Code

Phone Number(s)	E-mail
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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 4 – 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\_\_\_\_\_