

# Manitoba Justice Private Investigators and Security Guards Information Note

June 29, 2016

## General Notice Important Updates and Reminders

The following is a general notice for all licence and registration holders under *The Private Investigators and Security Guards Act*. Please read the information below carefully as it contains important updates and reminders.

### **Addresses On Application Forms**

Please note that all applications submitted to the Private Investigators and Security Guards Program (PISG) *must* state an address for service within the province of Manitoba. Licences, receipts and other related correspondence will be sent to this address.

For this reason it is important that licence holders inform the PISG Program in writing as soon as an address change occurs. The licence holder should identify themselves, provide their licence number and list the full mailing address. This information can be e-mailed to the program at [pisg@gov.mb.ca](mailto:pisg@gov.mb.ca)

Applicants and licensees are responsible for ensuring that they are able to receive/retrieve mail at the Manitoba address stated on their application.

Applications which do not state an address for service within Manitoba will be returned.

### **Applications Completed Outside Manitoba Require Notary Public**

All application forms for a licence or registration include a *Declaration* section. For applications completed and submitted within Manitoba, this declaration requires the signature of a Commissioner for Oaths to verify the applicant's identity.

The applicant must be in the presence of the Commissioner for Oaths at the time the declaration is completed and signed.

Application forms which have been completed outside of Manitoba will only be accepted if a Notary Public has signed in place of a Commissioner for Oaths for purposes of the declaration.

### **Proof of General Liability Insurance – Additional Insured**

When submitting proof of liability insurance, licensees must check to ensure that Manitoba Justice or the PISG Program have *not* been added as an additional insured.

Proof of liability insurance which lists Manitoba Justice or the PISG Program as an additional insured must be amended to remove this component and then re-submitted.

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## Expiry Notification Letters

Licenses should receive at least one of these a year. The letter should list all expiries related to their licence.

These notifications are sent out approximately 60 days in advance of expiry to the licence holder's last known address. For this reason it is important that licence holders inform the PISG Program in writing as soon as an address change occurs. The licence holder should identify themselves, provide their licence number and list the full mailing address. This information can be e-mailed to the program at [pisg@gov.mb.ca](mailto:pisg@gov.mb.ca)

Please note that expiry notifications are sent out as a courtesy. Licence holders are responsible for noting and tracking their licence and essential document expiries to ensure lapses do not occur. A licensee can call the PISG Program at 204-945-2825 to verify expiry dates if they are uncertain.

## Basic Criminal Record Checks and Child Abuse Registry Checks

A reminder that licence holders should be monitoring expiry dates for their current criminal record check and child abuse registry check results on file with the PISG Program. This should be done to ensure the licence holder re-applies far enough in advance to receive and submit new results to the program.

Failure to submit new criminal record check or child abuse registry check results before the expiry of current records on file with the program may result in a licence lapse. This applies to both worker licences and business licences. In the case of a worker licence a lapse means that an individual can no longer act as a security guard or private investigator. In the case of a business licence, a lapse means the business can no longer provide private investigators and/or security guards.

A licence lapse may also result in a worker or business being required to re-apply in full before being issued a new licence. To avoid related delays, licence holders must keep their licence term and essential licensing documents up to date with the PISG Program.

Criminal record check and child abuse registry check results can be no older than six months at time of submission.

Individuals applying from outside of Manitoba but who still reside within Canada must attend at the police service within their jurisdiction to obtain criminal record check results.

Individuals applying from outside of Canada must obtain record search results based on fingerprints from the Royal Canadian Mounted Police (RCMP). The Registrar may also require that they provide record check results from the police service responsible for the jurisdiction in

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which they reside. This will normally apply only to managers, officers, directors, owners, partners or proprietors who are part of an application for a business licence. Please see below for more information on fingerprinting.

## Vulnerable Sector Search (VSS)

Also called a Vulnerable Sector Check or VS, this process verifies whether an individual has a criminal record, as well as any record suspensions (formerly pardons) for sexual offences. The information that can be legally disclosed is provided to the applicant.

Vulnerable sector checks must be conducted by the local Canadian police service where an applicant lives. The police service will conduct a name based check. In some cases the applicant will be required to submit fingerprints for identity confirmation. The use of fingerprints ensures the accuracy of the identification process.

Please see additional information below regarding fingerprint based record searches.

## Fingerprint Based Criminal Record Searches

Individuals with criminal conviction histories must also apply for a fingerprint based criminal record search. The results must list all adult convictions and related dispositions. This applies to both individuals applying for the first time and those renewing their record search results to maintain an existing licence. Only results issued by a Canadian police service will be accepted.

First time licence applicants with conviction histories must be able to provide fingerprint record search results with their application submission.

Individuals with a conviction history who are approved for a licence must provide new fingerprint based record search results every three years. The Registrar may request that a licence holder provides these results more frequently if it is deemed necessary.

Fingerprint based record search results can be no older than six months at time of submission.

There can be significant delays involved with obtaining fingerprint based record search results. If these are required, applicants are advised to apply **at least six months in advance** of the prior record search's expiry. This should allow enough time for results to be received and submitted to the PISG Program before any expiries impact the related licence.

Individuals applying from outside of Manitoba but who still reside within Canada must attend at the police service within their jurisdiction to obtain fingerprint record search results.

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*If you have any questions regarding the information contained in this notice please contact the PISG Program.*

*Program hours are Monday to Friday, 8 am to 4 pm.*

204-945-2825

[pisg@gov.mb.ca](mailto:pisg@gov.mb.ca)