

# Application Guide

## New Business Licence issued under

### *The Private Investigators and Security Guards Act*



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

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](http://www.gov.mb.ca/justice).

To be approved for a business licence, an applicant should have adequate prior experience in private investigations and/or the security guard industry, or prior experience in a related field.

A Business Licence must be renewed each year in order for the licence holder to continue operating (see the Application Guide for Renewal of a Business Licence for further information). If a licence holder allows a business licence to lapse, they may no longer operate or provide services until they have applied for and received another licence.

The following documents must be included with the application (check boxes provided for applicant use).

#### **Completed Application Form**

The application form must be completed IN FULL. Incomplete applications will not be processed and will be returned for completion and re-submission. An applicant may not begin operating their business until they have received their licence.

#### **Licence Type and Licence Fees**

The top of the application says to check the box next to the type of business licence being applied for: Private Investigator (P/I), Security Guard (S/G) or both (P/I & S/G). Check the appropriate box.

The next area below this deals with licence fees. If the intent is to operate a business out of one office in Manitoba, check the box for Annual Business Licence (all business licence applicants in Manitoba must apply for this licence). If planning to operate additional offices in Manitoba, the box for Branch Office must also be checked. There is a \$200 annual fee for licencing each branch office in the province.

Calculate the total required annual fee for all licences, and print this amount in the box provided.

#### **Part 1 – Required Documentation**

When applying for a new business licence in Manitoba, the documents listed below are required. Missing information will result in the application being returned for completion and re-submission.

**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 business/work resume of the owner and any managers.

In the case of a partnership, include the business/work resume for any partners and managers.

In the case of a corporation, include the business/work resume for each of the directors, officers and managers.

**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 the 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 description:**

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** – Fill in the legal business name of the company.

**Business Operating Name** – Fill in the name the business will be operating under (if different than the legal business name).

**Main Office Address** – Fill in the main office address. The business must operate from a permanent place of business in Manitoba.

**Mailing Address** – Fill in the mailing address (if different from the business address).

**Branch Offices** – Fill in the address for any branch offices (if applicable).

**Business Owners, Partners, Directors, Officers and Managers** – Fill in the information for the individual(s) who will be the main contact for any business issues, as well as any owners, partners, directors, officers and managers. Remember that a current Criminal Record check and Child Abuse Registry check must be provided for each person listed, and that these checks must be renewed every three years afterwards.

## Part 3 – References

Three references are required. References must be people who are not related to the applicant, and they must know the applicant business reputation for at least three years.

## Part 4 - Declaration

This final section needs your signature, declaring that all your statements in the application are true. You must sign this section in front of a Commissioner for Oaths. It must then be signed by the Commissioner for Oaths.

If you are applying from outside Manitoba, your declaration may be witnessed and signed by a Commissioner for Oaths (or equivalent) from your province. Please note that all applications submitted must state an address for service within Manitoba, as per section 8 of the Act.

## Other Application Requirements

**Payment:**

Application fees are non-refundable.

The following forms of payment for licencing fees are accepted:

- Cash (do not send by mail)
- Direct deposit
- Credit card (do not send authorization form by e-mail)
- Money order
- Company cheque (payable to the Minister of Finance)
- Certified personal cheque (payable to the Minister of Finance)

Applications may also be e-mailed to: [pisg@gov.mb.ca](mailto:pisg@gov.mb.ca)

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

Manitoba Justice  
Private Investigators and Security Guards Program  
1800 – 155 Carlton  
Winnipeg MB R3C 3H8