

Application Guide



New Registration as a Security Guard Employer 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 registration holder in Manitoba is responsible for ensuring 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.

The application form must be completed IN FULL. Incomplete applications will not be processed and will be returned. An applicant may not begin employing security guards until they have received their registration confirmation letter.

Registration Fee

Please check the box on the application form and enter the amount enclosed.

Part 1 – Employer Information

Legal Business Name – Enter the legal name of the business

Business Operating Name – Enter the name your business uses to conduct business. If this name is different from the legal business name, attach a copy of *The Business Names Act* registration document.

Next, determine if your business is a **Sole Proprietorship**, **Partnership**, or **Corporation**. Check the box next to your business type, and fill in the information as needed. If more space is required for additional owners, partners, directors, officers and/or managers, attach additional pages to this application.

Business Address – Next, provide the main address/location (main office) in Manitoba from which business will be conducted.

Mailing Address – Please fill in the mailing address, if it is different from the business address.

Additional business locations where security guards will be working – This section is for the addresses of additional business locations in Manitoba (if any) where a registration holder intends to employ security guards. There are no additional fees for these other locations.

Individual responsible for supervising security guards in Manitoba – Provide the information required regarding the individual overseeing day to day supervision of any security guards employed. This will be the person who program personnel contact on any registration and operational matters.

Part 2 - Declaration

This final section requires the signature of the applicant, declaring that all statements in the application are true. This section must be signed in front of a Commissioner for Oaths. It must then be signed by the Commissioner for Oaths.

If the applicant is applying from outside Manitoba, the declaration may be witnessed and signed by a Commissioner for Oaths (or equivalent) from the province in which the application form is completed. Please note that all applications submitted must state an address for service within Manitoba, as per section 8 of the act.

Application fees are non-refundable.

The following forms of payment for 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

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