

Application Guide



Renewal of a 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.

A Business Licence must be renewed each year in order for the licence holder to continue operating. 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 your application. Check boxes have been provided for your use.

Completed Application Form

The application form must be completed IN FULL. Incomplete applications will not be processed and will be returned. A business may not continue operating until it has received a renewed licence.

Licence Number, Licence Type and Licence Fees

The top of the application asks you to enter the Business Licence Number. This can be found on your business licence certificate.

Below this you must check the box next to the type of business licence being renewed: Private Investigator (P/I), Security Guard (S/G), or both (P/I & S/G). If you are changing your type of business, please submit an Application for a **New Business Licence**.

Below this the application deals with licence fees. If the intent is to operate the business out of one office in Manitoba, check the box for Annual Business Licence (all licensed businesses 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 licensing each branch office in the province.

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

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.

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, 2nd Floor - 777 Portage Avenue, Winnipeg or through their website at 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 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.

Evidence of Current bond or letter of credit

This must be issued by an insurance company and/or financial institution. 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.

Part 2 – Business Information

Business Name – Fill in the name as it appears on your current business licence.

Main Office Address – Fill in the main office address.

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. Please remember that a current Criminal Record check and Child Abuse Registry check must be provided every three years for each person listed. Check regularly to see if updates for these documents are required in order to renew the licence.

There are four questions listed on page 3 of the renewal application form. If you have answered Yes to questions 1 and/or 2, you will need to complete the **Business Licence Information Update** application form to be attached with the renewal form.

Questions 3 and 4 are related to security guard companies. If you have answered Yes to questions 3 and/or 4, please provide photographs showing the new uniforms/vehicle markings. Please note that any changes to uniforms must be approved by the Registrar before being used in provision of services.

Part 3 - Declaration

This final section needs your signature, declaring 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 of 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.

Other Application Requirements

Payment:

Application fees are non-refundable.

The following forms of payment will be accepted:

- Cash (do not send by mail)
- Direct deposit
- Credit card (do not send 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 the original application form and documents to the following address:

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