

# Application Guide



## Renewal of Private Investigator and/or Security Guard Individual Licence 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 holder of an individual licence to act as a private investigator and/or security guard 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).

An individual licence must be renewed each year in order for the licence holder to continue working as a private investigator and/or security guard. If a licence holder allows their individual licence to lapse, they may no longer act as a private investigator and/or security guard until they have applied for and received another licence.

The following documents must be submitted as part of your application to renew your individual licence. Check boxes have been provided for your use to mark off items as you complete/compile them.

### 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. If your licence has lapsed, you may not continue working as a security guard and/or private investigator until you receive your new licence.

### Licence Type, Uniform Exemption and Licence Fees

The top of the application asks you to check the box next to the type of licence you are applying for:

- Private Investigator (P/I);
- Security Guard (S/G);
- Private Investigator and Security Guard (P/I & S/G)

### **IMPORTANT**

Temporary security guard licences may not be renewed. They are issued to someone who has not yet satisfied the mandatory training requirements under the Manitoba Security Guard Training Program. Temporary security guard licences are only valid for a period of six months. Only one temporary security guard licence may be issued to an individual.

If your temporary licence has expired and you have not completed the training curriculum, passed the exam and submitted a copy of your training certificate, you may no longer work as a security guard. If this has happened, you will need to satisfy the mandatory training requirement, re-apply (including a copy of your training certificate) and receive a new licence before being able to resume acting as a security guard. Please refer to the Application Guide for a New Individual Licence when re-applying under these circumstances.

Below Licence Type, you are asked to indicate whether you require a Uniform Exemption. Check the box that applies.

### **IMPORTANT**

If you are renewing a licence which already includes a uniform exemption, you do not need to submit a **Uniform Exemption for Loss Prevention Duties application** form. If you are requesting a uniform exemption for the first time, you *will* need to submit this form with your renewal application.

Part of this form must be completed by you and part by the employer that will be assigning you duties as a loss prevention officer. The form must be completed in full before being submitted with the rest of your renewal application.

A uniform exemption request will only be approved if you will be working as a security guard performing loss prevention duties where a uniform would interfere with your job function.

This is the ONLY uniform exemption acceptable in your work as a security guard.

### Part 1 – Applicant Information

This section of the form is for personal information. Please check the boxes and complete the sections that apply. Please print clearly when doing this. If there is an area that does not apply to your situation write 'not applicable' in that space.

### Part 2 – Criminal Record Background

This section asks if you are submitting a new Criminal Record check with your renewal application, and whether you have been charged with or convicted of a crime since you last submitted a Criminal Record check. Please check the boxes that apply. **Criminal Record checks must be renewed every three years.**

If applicable, submit the following with your renewal application form:

**Copy of a current Criminal Record check:**

If you are providing a new Criminal Record check it must be obtained from an accredited Canadian police agency. It must also be dated within the six months prior to your submitting it to the Registrar.

If your licence lapses for any reason or the status of your criminal record changes, a new Criminal Record check may be required.

If your Criminal Record check indicates that you have a criminal history, you must include a letter with it from a police agency listing your convictions and related sentences.

**Please note that if you have been charged with or convicted of a crime you must report it to the Registrar of the Private Investigators and Security Guards Program within fifteen days of occurrence.**

### Part 3 – Child Abuse Registry Background

This section asks if you are submitting a new Child Abuse Registry check with your renewal application, and whether you have been placed on the Child Abuse Registry since you last submitted a Child Abuse Registry check. Please check the boxes that apply. **Child Abuse Registry checks must be renewed every three years.**

If applicable, submit the following with your renewal application form:

**Copy of a current Child Abuse Registry check:**

If your licence lapses for any reason, or you are placed on the Child Abuse Registry, a new Child Abuse Registry check and further information may be required.

A Child Abuse Registry check 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, you should advise the Registry you are requesting it as part of an application for a licence to act as a private investigator and/or security guard.

As with a Criminal Record check, a Child Abuse Registry check must be dated within the six months prior to your submitting it to the Registrar.

### Part 4 – Photograph

This section asks if you are submitting a new photograph with your renewal application. Please check the boxes that apply. Your photograph must be renewed every three years or if you significantly alter your appearance.

If applicable, submit the following with your renewal application form:

**Current photograph:**

Photographs must be in colour and may be submitted electronically via e-mail to [pisg@gov.mb.ca](mailto:pisg@gov.mb.ca). If e-mailing the picture, please use your full legal name to title it and also complete the e-mail subject line. Digital photos must be in a JPEG file format. Other file formats will not be accepted.

You can also attend at a passport photo provider and obtain a hard copy colour passport photo. This can then be submitted with your renewal application.

All photos must be taken against a neutral background. They must include your head and shoulders only, and be taken directly from the front. Photos displaying more than your head and shoulders, that are unclear, obscured by shadows or in poor condition may be rejected and your application returned.

## Part 5 – Applicants for Private Investigator Licence - Proof of Competency

This section deals with additional requirements for individuals applying for a private investigator licence

If you do not currently hold a licence to act as a private investigator but are applying for a one as part of your renewal, you must provide:

### Proof of Competency (Private Investigators)

Proof that your prior work experience relates directly to the role of a private investigator or has provided you with private investigator training must be included.

If you have never been licenced as a private investigator and have no related work experience or training, you must provide a letter from a licenced provider of private investigation services. The letter must confirm the employer's intent to hire you and their commitment to training you as a private investigator.

## Part 6 - Declaration

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

If you are applying from outside Manitoba, you may have your declaration 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

The final requirement to complete your licence application is payment of the licence fee. All fees are non-refundable.

The following forms of payment 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 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