

Instructions for Completing the Application to Change Licence Category of an Existing Security Guard and/or Private Investigator Licence

Note: Save time and apply online. To submit an online application, please visit http://www.mcscs.jus.gov.on.ca/english/PSIS/AboutPSIS/PSIS_about.html.

Use this step-by-step guide to ensure you complete all sections of the form correctly and attach all required documents. Incomplete applications may be delayed or returned.

All documents submitted with your application must be neat, legible and suitable for scanning. Please print clearly using black or dark blue ink. Do not use correction fluid/white out on your application form. If you make a mistake, cross it out, write the correct information beside the error and initial the change.

Before you begin, please note that to be eligible for a security guard and/or private investigator licence, you must:

- possess a clean criminal record according to Ontario Regulation 37/08 pursuant to the *Private Security and Investigative Services Act, 2005* ("the Act");
- be 18 years of age or older;
- be legally entitled to work in Canada; and,
- have completed the prescribed training and testing.
- For assistance, contact a Customer Service Representative at 416 212-1650 or toll-free at 1 866 767-7454 or 416-212-6319 / 1 800 268-7095 (for TTY/Teletypewriter users). You may also visit our website at http://www.mcscs.jus.gov.on.ca/english/PSIS/AboutPSIS/PSIS_about.html.

Step-By-Step Guide

The following instructions apply to all licensees applying for a licence category change (e.g. changing a security guard licence to a dual licence).

Some of the boxes on the application form contain numbers. These numbers correspond to the same step in the instructions. For example, box 1 on the form corresponds to step 1 below.

Part A - Applicant Information

1. Enter your Ontario Licence Number (please provide your security guard/private investigator/dual licence number).
2. Make sure you select the appropriate licence category. You can choose from the following options:
 - Security Guard licence
 - Private Investigator licence
 - Dual Licence (Security Guard and Private Investigator)

Please note that you cannot hold security guard and private investigator licences separately. If you wish to be licensed in both categories, you must apply for a dual licence.

Ontario Testing Completion Number: This number would have been provided to you by the test delivery centre.

About training and testing:

As of April 15, 2010 all new applicants must complete the required training course and pass the ministry test before being eligible to apply for a licence. Your Testing Completion Number is assigned to you by the training entity once you have completed the course.

For further information about training and testing, please visit the "Training and Testing" section of our website http://www.mcscs.jus.gov.on.ca/english/PSIS/AboutPSIS/PSIS_about.html.

3. **Security Guard and/or Private Investigator licence from another province/territory:** if you hold a valid licence from another province or territory, you may be exempt from the Ontario training and testing requirements. Please enter the licence number, expiry date, licence type and province/territory where the licence was issued. The ministry will determine whether you are exempt from Ontario's training and testing requirements.

Part B - Personal Information

- 4-6. Your last, first and middle names should match what is on your identification. Inconsistencies may lead to delays with your application.
7. Enter all other names. For example, if you changed your name through marriage, enter your maiden name. If you legally changed your name, enter your former name.
- 8-8a. Enter your date of birth and your sex.
- 9-9a. Enter your primary phone number.
10. Enter your email address if you have one. The ministry may use email to contact you to resolve any issues relating to your application.
11. Enter your permanent address.
12. Enter your Ontario mailing address if it is different from your permanent address. All applicants must provide an address in Ontario. This is the address where your licence and all correspondence from the ministry will be mailed. If you do not live in Ontario, you may enter, for example, the Ontario address of your employer or of a family member.
13. Enter your height, weight, eye colour and hair colour.

Part C - Declaration of Convictions and Outstanding Charges

Before you complete this section, please take a moment to review the Eligibility to Hold a Licence - Clean Criminal Record Regulation, which can be found by visiting the "Act and Regulations" section of our website, http://www.mcscs.jus.gov.on.ca/english/PSIS/AboutPSIS/PSIS_about.html. This regulation lists 82 criminal offences which are prescribed under the Act. If you have been convicted of any one of these offences, and have not yet received a pardon, you are not eligible for a licence. If this is the case, please do not submit an application, as it will be denied and your payment **will not be refunded**.

Please see **Appendix C** for a list of the 82 prescribed offences.

14. Answer the declaration question truthfully by selecting "Yes" or "No".

If your answer to the question is "Yes," declare all convictions and charges in the fields provided. If more space is needed, attach a separate sheet.

Examples of things you must declare in this section include:

- Criminal convictions for which a pardon has not been granted (**all jurisdictions**);
- All pending charges against you which have not yet been resolved (**all jurisdictions**);
- Findings of guilt (**including offences for which you have received a conditional or absolute discharge**);
- Provincial offences (**for example, Highway Traffic Act violations**);
- Unpaid fines related to provincial offences

Note: "all jurisdictions" means under the laws of any country, state, province (**not just Ontario**) or territory. You do not need to declare:

- Convictions for which you have received a pardon;
- Offences committed while you were a young person, as defined under the *Young Offender Act*, *Youth Criminal Justice Act* or *Juvenile Delinquent Act*.

15. Please answer the unpaid fines question truthfully by selecting "Yes" or "No".

Part D - Declaration of Consent to the Release of Information

Make sure you have read and understood everything in this section.

Sign and date your application form. Applications that are not signed will not be processed.

Application Checklist

Before submitting your application:

- Read through your application again to make sure you have not made any errors.
- Complete the checklist at the end of the application form to make sure you are submitting all required information and documents.

How to submit your application:

By mail: Send your application, payment and all required documents to:

Private Security and Investigative Services Program
ServiceOntario
Kingston Production & Verification Services Branch
Card Management Office
49 Place D'armes
Kingston ON K7K 6Z6

Part E - Guarantor Information Form

The ministry requires all applicants to have a guarantor confirm their identity. The guarantor must sign and date the **Guarantor Information Form**. Applications cannot be processed without a signed confirmation from a guarantor.

The guarantor is responsible for verifying the original identification documents you submit to support your identity, as well as signing the **Guarantor Information Form**. These requirements are explained in greater detail below.

Your guarantor can be any person who has known you personally for at least two years. In the event that you are not able to find a guarantor who has known you for at least two years, your guarantor can also be any of the following:

- Your employer;
- Any licensed Ontario security guard or private investigator, provided his or her licence is valid;
- An officer from a licensed Security Guard or Private Investigator Agency or from a company registered under the *Private Security and Investigative Services Act, 2005*;
- Chiropractor;
- Dentist;
- Judge;
- Justice of the Peace;
- Pharmacist;
- Lawyer;
- Mayor;
- Physician;
- Minister of Religion authorized under provincial law to perform marriage;
- Notary Public;
- Optometrist;
- Police Officer;
- Principal or teacher of a primary or secondary school;
- Professional accountant;
- Professional engineer;
- Professor or administrator at a public college or university;
- Veterinarian.

Your guarantor must be at least 18 years old and must be accessible by telephone. Your guarantor should be able to confirm basic personal information about you such as your name, age, physical description and background.

Enter your guarantor's information on the **Guarantor Information Form** (*name, telephone number, their profession or relationship to you*). Your guarantor must sign and date this form.

Your guarantor must also verify that they have seen the original identification documents that will be photocopied and submitted with your application.

Identification

Please see **Appendix A** for examples of what your photocopies of identification should look like.

Make photocopies of two legible pieces of identification. If your identification is in card form (**such as a Driver's Licence, Citizenship Card or Permanent Resident Card**), you must photocopy both sides of the card. Ensure your identification meets the following requirements:

I. **Your first piece of identification must be government-issued and must show your name, photo, signature and date of birth.**

This piece of identification can be one of the following:

- Canadian Driver's Licence;
- Ontario Enhanced Driver's Licence;
- Canadian Passport;
- Ontario Photo Card;
- Certificate of Canadian Citizenship (card with photo);
- Permanent Resident Card (issued before February 4, 2012);
- Certificate of Indian Status;
- Canadian Department of National Defence Identification Card;
- Foreign Driver's Licence;
- Foreign Passport.

Note:

- If documents issued by foreign governments are in a language other than English or French, you must include a translation by a certified translator.
- The new Permanent Resident (PR) cards, issued **after February 4, 2012**, do not have a signature and will **not** be accepted as a first piece of ID (i.e. government-issued).
- PR cards issued **before February 4, 2012**, will be accepted as government-issued ID as the PR card shows your legal name, photo, signature and date of birth.
- We will continue to accept the new PR card as a second piece of ID (i.e. legal entitlement to work in Canada).

II. Your second piece of identification must prove that you are legally entitled to work in Canada.

This piece of identification can be one of the following:

- Canadian Birth Certificate;
- Certificate of Canadian Citizenship;
- Canadian Passport;
- Ontario Enhanced Driver's Licence;
- Permanent Resident Card/Confirmation of Permanent Residence;
- Naturalization Card (**issued before January 1, 1974**);
- Valid Work Permit;
- Record of Landing;
- Retention Certificate;
- Registration of Birth Abroad Certificate.

III. If you submit a piece of identification that satisfies both of the requirements set out above (**such as a Canadian Passport**), you must still submit a second piece of official identification.

IV. Only submit valid identification. The ministry will not accept expired passports, expired driver's licences, etc.

V. Your name on both pieces of identification should match, and should reflect your full legal name. If there is a significant discrepancy between the two pieces of identification, you must submit a document that justifies this. For example, if you changed your name through marriage, you must submit a photocopy of your marriage certificate. If you legally changed your name, you must submit a proof of name change document. Your guarantor must review these documents as well.

VI. Please note that privacy laws prevent the Private Security and Investigative Services Branch from accepting Ontario Health Cards or Social Insurance Cards.

VII. If you submit a Record of Service identification card issued by the Canadian Department of National Defence, the identification card must have an issue date within the past five years.

VIII. Have your guarantor complete Part B of the Guarantor Information Form.

Photograph

All new applicants are required to submit a photograph. For renewing applicants, you are required to submit a new photograph every six years. Note: If you submit a photograph when you are not required to, it may not be used.

I. Obtain a passport-quality photograph. The photograph can be in colour or in black and white, and it must meet the following requirements:

- Photo is recent (**taken within last six months**);
- Lighting is uniform;
- Size is approximately 50mm x 70mm (**passport photo size**);
- Background is a plain, uniform, and white or light-coloured;
- No retouched photos, photos that peel or group photos;
- Image is clear, sharp and in focus;
- No shadows or flash reflection on the face / head;
- Eyes are open and clearly visible;
- Both edges of the face are shown clearly;
- A full front view of the face is shown and shoulders are squared to the camera;
- No sunglasses;
- No hats or head coverings unless for religious reasons and only if the facial features are clearly visible.

Please see **Appendix B** for examples of what your photograph should look like.

Appendix A

Examples of **acceptable** photocopies of identification documents:



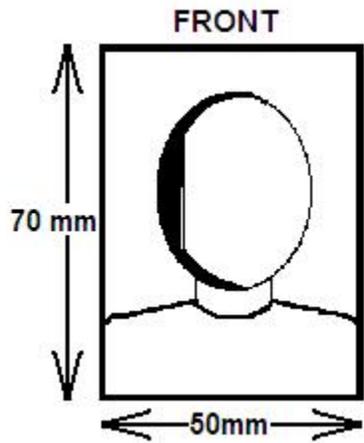
Examples of **unacceptable** photocopies of identification documents:



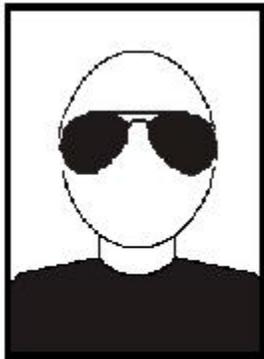
Note: The Health Card and Social Insurance Number (SIN) card are not acceptable forms of identification due to privacy laws.

Appendix B

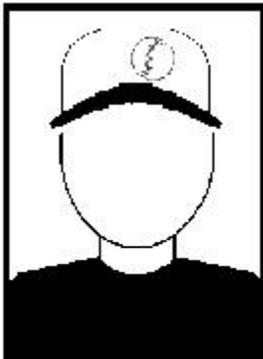
Example of what your photograph should look like:



Examples of **unacceptable** photographs:



Applicant is wearing sunglasses.



Applicant is wearing non-religious headgear.

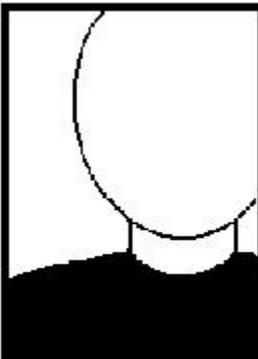
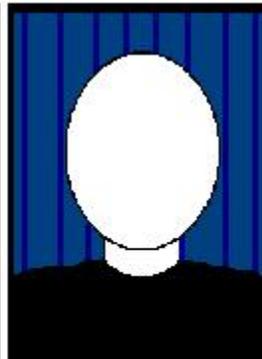


Photo does not show full front view of face.



Background of photo too dark. Must be white or light coloured background.

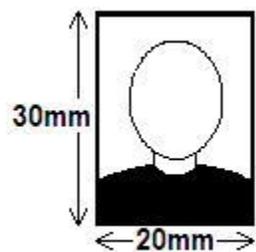


Photo is too small.

Appendix C

List of 82 prescribed offences from Ontario Regulation 37/08 Eligibility to Hold a Licence - Clean Criminal Record

Offences under the *Criminal Code* (Canada):

Item	Provision	Description
1	Subsection 57 (1)	Forgery of or uttering forged passport
2	Section 83.02	Providing or collecting property for certain activities
3	Section 83.03	Providing, making available, etc., property or services for terrorist purposes
4	Section 83.04	Using or possessing property for terrorist purposes
5	Section 83.18	Participation in activity of terrorist group
6	Section 83.19	Facilitating terrorist activity
7	Section 83.21	Instructing to carry out activity for terrorist group
8	Section 83.22	Instructing to carry out terrorist activity
9	Section 83.23	Harbouring or concealing terrorists
10	Section 83.231	Hoax regarding terrorist activity
11	Subsection 121 (1)	Frauds on the government
12	Section 129	Offences related to public or peace officer
13	Section 130	Personating peace officer
14	Section 151	Sexual interference
15	Section 152	Invitation to sexual touching
16	Section 153	Sexual exploitation
17	Section 153.1	Sexual exploitation of person with disability
18	Section 163.1	Child pornography - making, distributing, etc.
19	Section 170	Parent or guardian procuring sexual activity
20	Section 172.1	Luring a child
21	Section 220	Causing death by criminal negligence
22	Section 235	Murder - first or second degree
23	Section 239	Attempt to commit murder
24	Section 244	Causing bodily harm with intent - firearm
25	Section 245	Administering noxious thing
26	Section 264	Criminal harassment
27	Section 267	Assault with a weapon or causing bodily harm
28	Section 268	Aggravated assault
29	Section 269.1	Torture
30	Paragraph 270 (1) (a)	Assaulting a peace officer
31	Section 270.1	Disarming a peace officer
32	Section 272	Sexual assault with a weapon, threats to a third party or causing bodily harm
33	Section 273	Aggravated sexual assault
34	Subsection 279 (1)	Kidnapping

Appendix C (cont'd)

Item	Provision	Description
35	Section 279.1	Hostage taking
36	Section 280	Abduction of person under sixteen
37	Section 281	Abduction of person under fourteen
38	Section 282	Abduction in contravention of custody order
39	Section 283	Abduction
40	Section 318	Advocating genocide
41	Section 319	Public incitement of hatred, wilful promotion of hatred
42	Section 324	Theft by bailee of things under seizure
43	Section 326	Theft of telecommunication service
44	Paragraph 334 (a)	Theft over \$5,000
45	Subsection 342 (1)	Theft, forgery, etc. of credit card
46	Section 344	Robbery
47	Section 345	Stopping mail with intent
48	Section 346	Extortion
49	Section 348	Breaking and entering with intent, committing offence or breaking out
50	Section 356	Theft from mail
51	Section 362	False pretence or false statement
52	Section 363	Obtaining execution of valuable security by fraud
53	Section 367	Forgery
54	Section 368	Uttering forged document
55	Section 374	Drawing document without authority, etc.
56	Section 375	Obtaining, etc., by instrument based on forged document
57	Paragraph 380 (1) (a)	Fraud over \$5,000
58	Section 382	Fraudulent manipulation of stock exchange transactions
59	Section 385	Fraudulent concealment of title documents
60	Section 386	Fraudulent registration of title
61	Section 387	Fraudulent sale of real property
62	Section 388	Misleading receipt
63	Section 389	Fraudulent disposal of goods on which money advanced
64	Section 390	Fraudulent receipts under <i>Bank Act</i>
65	Section 392	Disposal of property to defraud creditors
66	Subsection 393 (1)	Fraud in relation to fares, etc.
67	Section 394	Fraud in relation to valuable minerals
68	Section 394.1	Possession of stolen or fraudulently obtained valuable minerals
69	Section 396	Offences related to mines
70	Section 407	Forging trade-mark

Appendix C (cont'd)

Item	Provision	Description
71	Section 423	Intimidation
72	Section 423.1	Intimidation of a justice system participant
73	Subsection 430 (4.1)	Mischief relating to religious property
74	Section 433	Arson/disregard for human life
75	Section 434	Arson/damage to property
76	Section 434.1	Arson/own property
77	Section 435	Arson for fraudulent purpose
78	Section 436	Arson by negligence
79	Section 462.31	Laundering proceeds of crime
80	Section 467.11	Participation in activities of criminal organization

Offences under the *Controlled Drugs and Substances Act* (Canada):

1	Subsection 5 (1)	Trafficking in substance
2	Subsection 6 (1)	Importing and exporting