

Application Information Guide (to use when filling out an application)



Business Licence issued under *The Private Investigators and Security Guards Act - NEW*

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.

To be approved for a business licence, you must have experience as a private investigator and/or security guard or experience in a related field.

The following documents must be included with your application (check boxes 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. You may not begin operating your business until you receive your licence.

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

The next line deals with if you intend to operate your 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 you plan to operate additional offices in Manitoba, you must also check the box for Branch Office. There is a \$200 annual fee for licensing each branch office in the province.

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

Part 1 – Required Documentation

When first applying for a business licence in Manitoba, the documents listed below are required. Missing information will result in the application being sent back to complete.

- Business Plan:
Outline what services your business will provide, where you intend to provide those services, and for whom (target client base).
- Personal Resume(s):
In the case of a sole proprietorship, include the personal business resume of the owner.
In the case of a corporation, a resume for each of the business partners and managers is required.
- Copy of current Criminal Records check(s):
In the case of a sole proprietorship, include the Criminal Records check of the owner.
In the case of a corporation, include the Criminal Records check for each of the business partners and managers.

Criminal Records checks must be provided by an accredited Canadian police agency, within the jurisdiction where the applicant has lived for the past six months. They must also be dated within six months of the date on your licence application. If the applicant has relocated within the past six months, Criminal Records checks must be provided from each police jurisdiction in which the applicant has lived in the past six months.

If your Criminal Records check indicates that you have criminal history, you must include, with your application, a letter from a police agency outlining your convictions and sentences.

A licence will not be granted if the applicant has been convicted of an indictable offence within the past five years, a summary conviction offence within the past two years, or has pending criminal charges.

- Copy of current Child Abuse Registry check(s):
In the case of a sole proprietorship, include the Child Abuse Registry check of the owner.
In the case of a corporation, include the Child Abuse Registry check for each of the business partners and managers.

A Child Abuse Registry check form is available at Child and Family Services, 201-114 Garry Street, Winnipeg or through their website or visit at www.gov.mb.ca/fs. Just like the Criminal Records check, the Child Abuse Registry check must be dated within six months on the date of your licence application.

- Copy of approval of business name:
Include a copy of your approval of business name issued under *The Business Name Registration Act* from the Companies Branch, Manitoba Finance.
- Copy of a general liability insurance policy:
It must be for an amount not less than \$2,000,000.00 per occurrence, as indicated in section 12.1(1) and 12.1(2) of the regulation.
- Bond and/or letter of credit:
It must be issued by an insurance company and/or financial institution and the original must be submitted to this office, as stipulated in the regulation. Amounts for the bond are indicated in section 11(2) of the regulation.
- Uniform and vehicle description (security guards):
Provide a full description of the uniform to be worn by your security guards, ensuring that it meets the specifications set out in the regulation. As soon as you can, send a photograph of the uniform and any vehicle to be used in the performance of security-related duties.

Part 2 – Business Information

Legal Business Name – Fill in the legal business name of your company.

Trade name – Fill in the name you'll be operating under (if different than the legal business name).

Business Address – Fill in the main business address. You must operate from a permanent place of business in Manitoba.

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

Business Manager – Fill in the information on the individual who will be the main contact for any business issues.

Part 3 – Personal References

Three personal references are required. Your 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.

Application and payment may be made in person at 1430 - 405 Broadway, Winnipeg, Manitoba.

The following forms of payment are accepted:

- Cash (do not send by mail)
- Direct deposit
- Credit card
- Money order

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
1430 – 405 Broadway
Winnipeg MB R3C 3L6

