

Application Information Guide



Business Registrations issued under *The Private Investigators and Security Guards Act - New*

Every business 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 annual fee for a business registration is \$50.00. Please check the box on the application form and enter the amount enclosed.

Part 1 – Business Information

Legal Business Name – Enter the legal name of your 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, indicate if your business is a sole proprietorship, partnership, or corporation. Check the box next to your business type, and fill in the boxes as needed. If more space is required for additional partners, directors, officers and/or managers, attach additional pages to this application.

At the top of page 2, you must provide the main business address location (head office) in Manitoba.

The next section is for the addresses of additional (branch) locations in Manitoba. Please include all locations in Manitoba where security guards will be employed. There is no additional fee for branch offices.

Finally, you must provide information about the person who program personnel can contact for registration and licensing matters. Preferably, this person would live in Manitoba.

Part 2 - Declaration

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

If you are applying from outside of Manitoba, you may have your declaration 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 the original application form and documents to the following address:

Manitoba Justice
Private Investigators and Security Guards
1430 – 405 Broadway
Winnipeg MB R3C 3L6