

Business Licences issued under *The Private Investigators and Security Guards Act - RENEWAL*

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.

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. You may not continue operating your business until you have the proper license.

The first line of the application says to check the box next to the type of business licence you are looking to renew: 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 Business Licence – NEW.

The next line in the application deals with licence fees. 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 intend 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 enter this amount in the box provided.

Part 1 – Required Documentation

Current Criminal Records Check(s)

Current Child Abuse Registry Check(s)

Criminal Records and Child Abuse Registry checks are valid for a period of three years, as long as your licence has not lapsed during this time. Therefore, new checks are only required for every third licence issue. Checks are required for all owners/partners/managers.

Copy of a general liability insurance policy

Current bond or letter of credit

Your insurance policy and bond must be renewed annually. It is your responsibility to ensure that a renewed policy and bond or letter of credit, is submitted in time so that your business licence is not suspended or terminated.

Part 2 – Business Information

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

Business Address – Fill in the main business address.

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 our main contact for any business issues.

There are four questions listed at the top of page 2 of the Business Licence – Renewal application. If you have answered Yes to questions 1 and/or 2, you will need to complete an APPLICATION FOR BUSINESS LICENCE - NEW. Do not complete this renewal form.

Questions 3 and 4 only relate to security companies. If you have answered Yes to either or both 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 using in public.

Part 3 - 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 of 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 in Winnipeg, Manitoba.

The following forms of payment will be 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