

Individual 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.

Is this the right application form for me?

If you currently hold a valid Private Investigator and/or Security Guard licence in Manitoba and want to renew your licence before the expiry date, you need to complete the INDIVIDUAL LICENCE RENEWAL form.

If you are applying for your first licence in Manitoba, or have been issued with a licence but it has expired, this is the right form for you.

The following documents must be received as part of 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 for completion. You may not begin working as a security guard and/or private investigator until you receive your licence.

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

If you are applying for a uniform exemption, it will only be approved if you are working as a loss prevention officer, where a uniform would interfere with your job function. This is the ONLY uniform exemption acceptable in your work as a security guard. If you are working as a loss prevention officer, you must complete, and include in your application the following form:

Application for Uniform Exemption – Loss Prevention Officer

IMPORTANT

You are required to indicate the type of licence you are applying for. If you are applying for a security guard licence, but have not satisfied the mandatory training requirement, you must check the Temporary licence box. This will qualify you for a six month temporary licence that allows you to work as a security guard, while you complete the training course and pass the final exam. **YOU MAY ONLY APPLY FOR ONE TEMPORARY LICENCE.** You may not apply for another licence until you have satisfied the mandatory training requirement.

Once you pass the final security guard exam, and receive your course certificate from your training provider, you need to submit a LICENCE APPLICATION – UPDATE, with a copy of your course certificate. If your temporary licence has expired, you need to complete an INDIVIDUAL LICENCE APPLICATION – NEW.

Part 1 – Applicant Information

This section of the form is for personal information. Please print clearly. If there is a box that does not apply to your situation write 'not applicable' in the box.

Part 2 – Criminal Record Background

This section is for information about your criminal history. Your application package must include the following:

- Current Criminal Records check** (submit a copy only – keep the original for your records)

The Criminal Records check must be:

- from an accredited Canadian police agency
- from each city/town you've lived in for the past six months. Where the RCMP is the local police service, only one Criminal Records check is required. Where the local police service is not the RCMP, a Criminal Records check must be provided from each jurisdiction you've lived in
- dated within six months of the date on your licence application

In this section, you are asked if you have ever been charged and/or convicted of any criminal offence. If you answer Yes you must provide the information requested in the boxes. You may attach an additional page if needed.

If you've indicated that you have a criminal history, you must provide the following:

- Letter from a police agency detailing convictions and sentences** (submit a copy only – keep the original for your records)

Failure to include this information will result in your application being returned.

Part 3 – Child Abuse Registry Background

This section is for information about your Manitoba Child Abuse Registry history. As part of your application package, you must include:

- Current Child Abuse Registry check** (submit a copy only – keep the original for your records)

You can pick up a Child Abuse Registry check form from Child and Family Services at 201-114 Garry Street, Winnipeg, Manitoba, or by visiting the Child and Family Services website at www.gov.mb.ca/fs. Like the Criminal Records check, the Child Abuse Registry check must be dated within six months of the date on your licence application.

Part 4 – Personal Information

Question 3 is about to your eligibility to work in Canada. Check the box that applies to you. If you check Other you must attach:

- A copy of your Employment Authorization**

Question 4 asks if you have ever been refused a licence, or had your licence suspended and/or cancelled. Check the box that applies to you. If you indicate you've had a licence application refused, suspended or cancelled, provide a full explanation in the space provided.

Part 5 - 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.

Photograph

A photo is required to get your licence. You may submit a passport photo or e-mail a photo in jPeg format to pisg@gov.mb.ca. Use your full legal name to title the photo if sending by e-mail.

Photos must be taken against a solid color (white) background. It must include your head and shoulders only, and be taken directly from the front of you. Photos showing more than head and shoulders may be rejected and returned with your application.

Photos must be updated every three years or whenever you alter your appearance significantly.

Proof of Training (Security Guards)

If you are applying for a security guard licence, you must include a copy of your training certificate, grandfathering or successful exam-challenge letter. If you do not include your proof of training, you will be issued a temporary licence, valid for a maximum of six months. You are eligible for one temporary licence only.

Once you have completed the mandatory training course, passed the exam, and received your training certificate, make sure you forward a copy of the certificate to this office, so your temporary licence can be amended to annual.

Proof of Competence (Private Investigators)

If you are applying for a private investigator licence, you must provide proof of work experience that relates directly to the role of private investigator or provided you with private investigator training. If you have never been licenced as a private investigator and have no previous work experience or training, you must provide a letter from a licenced private investigator business that confirms employment and training.

Payment

The final requirement to complete your licence application is payment of the licence fee. Make sure you enclose the proper payment amount with your application.

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

Office hours are Monday to Friday, 8:00 a.m. – 4:00 p.m.

The following forms of payment are accepted:

- Cash (do not send by mail)
- On-line payment
- Interac/Debit
- Credit card (Visa or Mastercard)
- Money order/Certified Cheque – payable to the Minister of Finance

Applications may also be e-mailed to pisg@gov.mb.ca or mailed to the following address:

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

