

# Manitoba Justice Private Investigators and Security Guards Information Note

October 28, 2014

## Changes to Applying for Child Abuse Registry Checks Criminal Record Checks and Transcripts Impact on Licence Application Process

- **Child Abuse Registry Checks**

Please be advised that beginning January 1, 2015 expedited processing for Child Abuse Registry Checks will no longer be available to industry licence applicants.

This applies to applications for Child Abuse Registry Checks submitted by both industry workers (security guards and private investigators) and industry employers (management representatives).

The Child Abuse Registry Unit has advised that it will be moving forward with an optional electronic application process in 2015. This is aimed at helping reduce the need for individuals to attend in person for submission and payment.

This, combined with other operational factors, will no longer make priority processing for industry stakeholders a feasible option.

Since approximately 2008, the Child Abuse Registry has assisted the industry by providing a priority processing stream for applications submitted by its workforce and service providers.

We are advised that since this time waiting periods for results have been significantly reduced. Results are normally made available within 30 days.

The Child Abuse Registry Unit may be contacted directly regarding these changes and the upcoming electronic application option:

Child Abuse Registry intake line 204-945-6967

- **Criminal Record Checks and Transcripts**

It has been noted that in recent years some applicants for criminal record checks and transcripts have experienced lengthy waiting periods for results.

This is often due to Vulnerable Sector Search, requiring the individual to obtain search results based on fingerprint comparison for verification of identity.

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Security guards and private investigators may come into contact with vulnerable persons when performing duties and should be requesting a vulnerable sector screening as part of a criminal record check.

The need to obtain a transcript via fingerprints to confirm existing conviction histories can also mean delays in obtaining results. The nature of a conviction history can also be a factor in processing times.

Individuals seeking to obtain criminal record check and/or transcript results are advised to plan for such delays so that it does not impact their worker or business licence.

### **Important**

If an individual is seeking to renew criminal record check and/or transcript results with the Private Investigators and Security Guards Program, it is recommended they apply for new results a minimum of six months in advance of the previous record check/transcript's expiry.

Although licensees may inquire at any time with the program to confirm the expiry dates of essential documents (criminal record checks/transcripts, child abuse registry checks, photographs, proof of bond, proof of insurance), it is the responsibility of the licence holder to manage the timely renewal and submission of these records.

Failure by the licence holder to renew and submit essential documents will impact the validity of the related licence. A lapse in licensing as a result may require a full re-application submission by the licence holder.

The Private Investigators and Security Guards Program may be contacted Monday to Friday between 8:00 a.m. and 4:00 p.m. at:

204-945-2825  
pisg@gov.mb.ca

- **Communication to Private Investigator and Security Guard Workers Regarding Processing Times**

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Going forward, industry employers are advised to plan accordingly and work closely with their employees to allow for processing times related to criminal record checks, transcripts and child abuse registry checks.

Please note that applications for licences or the renewal thereof requiring new criminal record checks or child abuse registry checks can only be processed based on submission of search results.