

Manitoba Justice Private Investigators and Security Guards Information Note

August 10, 2015

Reminder Regarding Expiry Notices and Licence/Document Expiry for Private Investigator and Security Guard Employers and Workers

This Information Note is being distributed as a reminder regarding licence/document expiry notices issued by the Private Investigators and Security Guards Program, and the expiry of licences and related essential documents themselves.

Licence/Document Expiry and Notices

Expiry notices are distributed as a courtesy to holders of licences and registrations under *The Private Investigators and Security Guards Act*. These notices are mailed out to the licence holder's last known Manitoba address, as stated in their application form. Notices are generated and mailed approximately sixty (60) days in advance of licence or essential document expiry.

Expiry notices provide the expiry dates related to a particular licence (business or individual worker) and identify the need to renew a licence and related essential documents prior to their expiry.

Please note that licence holders (both businesses and individual workers) are responsible for ensuring their licences and essential documents are kept up to date with Manitoba Justice and renewed prior to expiry. Licence holders should not rely solely on expiry notices and must track their licence and supporting document expiries to avoid a lapse affecting their ability to work or provide services.

Expiry and Cancellation of Licences

In the case of a business providing security guards or private investigators, failure to renew the business licence and/or the supporting documents tied to it (i.e. criminal record checks/conviction transcripts and child abuse registry checks for management/owners, proof of bond continuation and proof of current liability insurance) will result in expiry or cancellation of the licence. As of expiry of the licence's term or its cancellation due to essential document expiry, the licence holder may no longer provide security guards or private investigators.

Manitoba Justice Private Investigators and Security Guards Information Note

August 10, 2015

In the case of an individual acting as a security guard and/or private investigator, failure to renew the individual licence and/or the supporting documents tied to it (i.e. criminal record check/conviction transcript, child abuse registry check and photograph) will result in expiry or cancellation of the licence. As of expiry of the licence's term or its cancellation due to essential document expiry, the individual may no longer act as a security guard or private investigator.

Licence holders are advised to submit any required renewal documents to the Private Investigators and Security Guards Program at least a month and a half prior to the related expiry. This includes renewal application forms as well as new criminal record check and child abuse registry check results.

Licence holders and applicants must take into account timelines for obtaining criminal record check and/or child abuse registry check results, photographs, proof of bond and insurance, and licence renewals. It is recommended that a licence holder or applicant contact the related program or agency to inquire regarding processing times.

Grace Period

The Private Investigators and Security Guards Program allows a thirty (30) day grace period for businesses or individuals with an expired or cancelled licence to renew the licence and/or submit updated essential documents without penalty. The grace period begins from the date of licence expiry or cancellation. Please note that during this grace period a business may not provide services and an individual may not act as a security guard and/or private investigator.

Application Re-submission

Businesses and individuals allowing their licences or essential documents to lapse and who apply following the grace period noted above will be required to re-submit a complete application package as a new licensee.

Related communications on licensing were distributed via e-mail to stakeholders in December 2012 and October 2014. These information notes are also posted on the Private Investigators and Security Guards Program web page at:

<http://www.gov.mb.ca/justice/safe/private/index.html>

Please contact the Private Investigators and Security Guards Program at 204-945-2825 with any questions.