

Manitoba Justice Private Investigators and Security Guards Information Note

March 20, 2021

Paper Applications No Longer Accepted after March 31, 2021

This notice is to advise that after **March 31, 2021**, paper application submissions for security guard and/or private investigator *worker* licences will no longer be accepted. Applications for these types of licences must be submitted by e-mail after this date.

Paper applications received after March 31, 2021 will be returned to the sender with a notice advising them how to submit their application via e-mail. Paper applications received prior to March 31, 2021 will be processed normally, if complete.

The only exception to this change is applications submitted from outside Manitoba. If completed in another province, the applicant must still declare a Manitoba address, obtain the signature of a Notary Public lawyer in place of a Commissioner for Oaths, and mail the original application and accompanying documents for processing.

Please Note: Payment for licence application fees after March 31, 2021 must be made by credit card (Visa or MasterCard only).

Please do not e-mail credit card information. Program staff will obtain this payment information by phone.

Applicants who have not made e-mail application submissions previously may seek assistance from their employer or trainer if required.

The Private Investigators and Security Guards Program has already established procedures with many employers and trainers for assisting applicants with the e-mail submission process. These procedures will continue.

This change is being implemented to direct application submissions into one processing stream that will assist with efficiency and turn around time on licence requests.

Please see the guide included below for submitting applications by e-mail.

If you have any questions please contact the Registrar directly at 204-945-6084.

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Submitting Applications by E-mail

Please send all e-mail applications to pisg@gov.mb.ca All application components should be attached to **one e-mail message**.

In order for e-mailed applications to be accepted, the following is **required** and must be submitted as electronic documents in JPG, JPEG or PDF file format.

Please note that individuals renewing a full term security guard or private investigator licence may not require all of the listed application components. The licensee should check their last notice of licence expiry to determine what is required in order for them to submit their renewal application.

1. A clear colour scan of Criminal Record Check results in PDF, JPEG or JPG file format.
 - Please ensure that all pages for the record check results are scanned and submitted in the correct order.
 - If the application is for a *New* individual worker licence, the results can be no older than six months at the time of submission.
 - Please note that Criminal Record Check results must be from the Canadian police service of jurisdiction where the applicant resides. If the applicant cannot obtain the record check directly from the police agency, the following record check services will be accepted (other third party record check services will *not* be accepted):

Commissionaires

www.commissionaires.ca

Review the "For Individuals" section for a link to "Electronic Criminal Record Checks". Read the information posted and follow the steps to apply.

Fast Check

www.myfastcheck.com

Follow the links for a "Criminal Background Check" and apply for a "CPIC Investigative Data Bank & Police Information Portal (PIP)" record check. A "Contact Us" link is provided for following up with the service provider.

Sterling Backcheck

www.Sterlingbackcheck.ca

Select "Start My Criminal Record Check". Select the Province and follow the next steps to apply for your criminal record check.

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2. A clear colour scan of Child Abuse Registry Check results in PDF, JPEG or JPG file format.

- If the application is for a *New* individual worker licence, the results can be no older than six months at the time of submission.
- Child Abuse Registry Self Check results can be applied for online:

Child Abuse Registry Unit

https://www.gov.mb.ca/fs/childfam/child_abuse_registry.html

3. A recent, clear passport quality colour photograph of the applicant in JPEG or JPG file format only. This will be used as the image of the applicant on the licence ID card.

- This file should be named with the applicant's first and last name, with DOB.
- The photograph should not have the applicant wearing a uniform with company logos/branding visible, and must be against a white or neutral background without obstructions, patterns, wall hangings, etc.
- Hats and eye glasses should not be worn in the photograph and the applicant should have a neutral expression.

4. If applying for a **Security Guard** licence, include a training certificate from a Manitoba approved trainer issued *after* the applicant completed the mandated forty hour training course and passed the provincial exam.

- If the applicant is *renewing* a full term security guard licence and has already met the training standard, they would not need to include this with their renewal application.
- If the individual is applying for a *temporary security guard licence*, proof of registering in the Manitoba security guard training program *must* be included.
- Further information about proof of training registration can be found here [training_reg_temp_license.pdf \(gov.mb.ca\)](#)
- Only one temporary licence may be issued to an applicant and it may not be renewed.

Security Guard Training Equivalency

Equivalency for security guard training from some other Canadian provinces may be granted. Below are the current security guard training equivalencies accepted and the required proof that must be submitted with the Manitoba licence application:

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Saskatchewan

- Training Certificate meeting Registrar training requirements.

British Columbia

- Training Certificate for Basic Security Training (BST) issued by the Justice Institute of B.C.

Ontario

- Color scan of the front and back of a valid Ontario Security Guard licence ID card.

Alberta

- Training Certificate issued by the Solicitor General's office.

Northwest Territories

- Training Certificate issued under Apprenticeship, Trade and Occupations Certification Act.

Quebec

- Color scan of the front and back of a valid Quebec Security Guard licence ID card.

5. If applying for a **Private Investigator** licence, proof of competency must be included.

- If the applicant is *renewing* a full term private investigator licence and has already submitted accepted proof of competency, they would not need to include this with their renewal application.
- The following are the accepted forms of proof of competency for a private investigator licence application:
 - Certificate of Service issued by a Canadian municipal, provincial or federal police service.
 - Proof of completing a regulated PI training standard set by another Canadian provincial jurisdiction.

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- Proof of successfully completing a curriculum at a university, college or vocational institute which covers police studies, criminal law and criminal justice.
 - Proof of successfully completing a Canadian private investigations training program that is acceptable to the Registrar.
 - If the applicant has been licensed previously in Manitoba as a private investigator, they should indicate this and the period for which they were licensed, in their application e-mail. This may be sufficient to grant a licence.
6. A properly completed application form with a completed declaration section. This will require the applicant to obtain the signature of a Commissioner for Oaths *before* submitting the form.
- If the applicant is unable to obtain a Commissioner for Oaths signature on their application form, they may instead include the document described under number 7.
7. A clear colour scan of valid govt. issued photo identification. This must display the individual's picture, name, date of birth and signature.
8. The e-mail with the application form and accompanying documents attached should include a phone number where the applicant (or employer/trainer, if covering licence fees) can easily be reached for staff to take payment. Payment of licence fees by phone can only be facilitated through credit card transaction (Visa and MasterCard only). ***Please do not send credit card information by e-mail.***

Important:

Please note that many e-mailed applications to date are being submitted before being reviewed by the sender for completeness.

Submissions have also contained document attachments of insufficient size/clarity or with folds and wrinkles, making important information difficult to read and verify.

Electronic applications that are submitted incomplete or with these types of images attached will be rejected and a re-submission required.