

Backgrounder Document d'information



Ministry of Community Safety
and Correctional Services

Ministère de la Sécurité communautaire
et des Services correctionnels

LICENSED BUSINESS RENEWALS INSTRUCTION AND INFORMATION SHEET

Fees

- Annual fees for agency licences are as follows:

Head Office

- | | |
|--|--------|
| ○ Security Guard | \$700 |
| ○ Private Investigator | \$700 |
| ○ Security Guard & Private Investigator (dual) | \$1400 |

Branch Office

- | | |
|--|-------|
| ○ Security Guard | \$80 |
| ○ Private Investigator | \$80 |
| ○ Security Guard & Private Investigator (dual) | \$160 |

- How to pay fees:
 - Credit card (VISA, Master Card, American Express) using the credit card information section on the application form
 - Bank draft, money order (postal or bank) or certified cheque made payable to **Minister of Finance**
 - **Cash and personal cheques will not be accepted**
 - **No refunds will be issued**

Application Instructions

- Print or type in black ink
- Do not use liquid white out or correction fluid
 - If information or data is inaccurate, put a straight line through it and print the accurate readable information underneath or above; initial beside the changes and date it
- Application must be signed and dated
 - **Corporations:** each director and officer must sign and date the application to consent to a police records and background check
- Agencies must advise the Registrar if they have authorized their employees to use firearms and provide a list of the employees who are using this equipment
- Attach proof of Comprehensive General Liability insurance for \$2,000,000

- Application must be received within 30 days of signing

- Head Office
 - Sole Proprietor*
 - Complete Part 1
 - Partnership*
 - Complete Part 1
 - Must submit separate applications for each partner
 - Corporation*
 - Complete Part 2

- Branch Office
 - Sole Proprietor*
 - Complete Part 3
 - Partnership*
 - Complete Part 3
 - Corporation*
 - Complete Part 3

Submit your application to:

RENEWALS

Ministry of Community Safety and Correctional Services
 Private Security and Investigative Services Branch
 777 Bay Street, 3rd Floor
 Toronto, ON M7A 2J6

For additional forms or further information please contact the Branch or visit the ministry's website.

<p>The Private Security and Investigative Services Branch 777 Bay Street, 3rd Floor Toronto, ON M7A 2J6 Local Phone: 416-212-1650 Toll-free: 1-866-767-7454 http://www.ontario.ca/private-security To view the Private Security and Investigative Services Act and/or its regulations in their entirety, please visit: http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/05p34_e.htm</p>
