

# Backgrounder Document d'information



Ministry of Community Safety and Correctional Services    Ministère de la Sécurité communautaire et des Services correctionnels

## **2nd STAGE: BUSINESS LICENCE TO SELL SECURITY SERVICES INSTRUCTION AND INFORMATION SHEET**

### **Application Instruction**

- Complete both forms
- 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
- Application must be received within 30 days of signing

### **Application for Licence to Engage in the Business of Selling the Services of Security Guards and/or Private Investigators (008-06-002)**

- Corporations
  - Each director and officer must sign and date the application
- If applying as a
  - Sole Proprietor
    - Complete Part 1
  - Partnership
    - Complete Part 1
    - Must submit separate applications for each partner
  - Corporation
    - Complete Part 2

### **Application for a Licence to Act as a Security Guard and/or Private Investigator (008-06-001)**

- Application must be signed and dated to consent to a police records and background check
- Corporate Application
  - One application from each person named as Director or Officer
- Partnership Application
  - One application from each partner
- Sole Proprietorship
  - One application from the owner

### **Non-Commercial Business Location**

- Each business needs to provide documentation from the municipality where the business is located which indicates that the business or office premises provide direct access to the general public, and are not in contravention of any municipal by-laws or zoning regulations

### **Business Registration Form**

- Provide a copy of the Business Registration Form, under the Business Names Act, indicating that registration has been completed with the Ministry of Consumer and Business Services (MCBS). May be submitted at this time or at Stage 3

### **Articles of Incorporation**

- Provide a copy of the Articles of Incorporation. May be submitted at this time or at Stage 3
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### **Submit your applications to:**

- The above noted documents should be the only forms submitted to this office at this stage

The Private Security and Investigative Services Branch

777 Bay Street, 3<sup>rd</sup> 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](http://www.e-laws.gov.on.ca/DBLaws/Statutes/English/05p34_e.htm)