



January 4, 2005

To: The Private Security Industry

Attention: Business owner/Manager

Re: Business and Employee Renewal Notices

Dear Sir/Madame:

Please be advised that Security Programs is continuing to review our business practices and procedures in order to stream-line processes to put our resources where they need to be. Many businesses have likely noted they have received numerous renewal notices for employees they have already terminated or transferred to another company. There were also many months when we were unable to produce and send you the renewal notices. This has caused additional paperwork and confusion for the businesses and Security Programs.

Please be advised that effective April 1, 2005, Security Programs will no longer provide licensed security businesses with business and employee renewal notices.

It is appreciated that historically Security Programs has provided monthly renewal notices as a courtesy; however, this practice is no longer practical or necessary. Businesses are now able to down load business and employee security licence applications and relevant forms from our web page. Pursuant to the PISA Act, it is incumbent upon the business to make application for a new or renewal business and employee licence to the Registrar.

The last renewal notices will be forwarded to those businesses whose business licence and employee licences expire prior to April 1, 2005.

To assist you in tracking your licensed employees, licence numbers and expiry dates, we have attached a spreadsheet for you to utilize. Many businesses are already using this format to track their renewal dates and finding it very effective. You can download this document from our website or email us at: sgspdsec@gems4.gov.bc.ca if you would like an electronic version of this spreadsheet emailed to you.

**Ministry of
Public Safety
and Solicitor General**

Security Programs
Police Services Division

Mailing Address:
P.O. Box 9217 Stn Prov Gov't
Victoria, BC V8W 9J1
Telephone: (250) 387-6981
Facsimile: (250) 387-4454
<http://www.pssg.gov.bc.ca/pisa>

Location:
W400
4000 Seymour Place
Victoria, BC

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I want also to confirm again that it is our policy since May 2003; that you can keep your employees due for renewal working, as long as their fees and application have been received by Security Programs. This remains the same for transferred and multi licensed employees with valid licenses.

Thank you for your attention to this information.

Yours truly,

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal line extending to the right.

Sandra Sajko
Registrar, *Private Investigators and Security Agencies Act*