

# New Application



## Private Investigator and/or Security Guard Individual Licence under The Private Investigators and Security Guards Act

Please read the information on this form carefully. It provides important details about your application and the documents which you must submit and renew to prevent your licence from lapsing.

Please note that if you allow your licence to lapse, you may be required to make a complete re-application submission, including new Criminal Record and Child Abuse Registry checks.

Your personal information is being collected pursuant to section 6 of *The Private Investigators and Security Guards Act (PISGA)* and section 36 of *The Freedom of Information and Protection of Privacy Act (FIPPA)* to determine your eligibility for a licence under *The Private Investigators and Security Guards Act (PISGA)*.

Any questions regarding the personal information collected on this form may be directed to the Registrar, Private Investigators and Security Guards, 1800-155 Carlton, Winnipeg, Manitoba R3C 3H8 at 204-945-2825.

**Licence Type:** (check appropriate box)

Private Investigator (P/I)  Security Guard (S/G)  Private Investigator & Security Guard (P/I & S/G)

Temporary Security Guard (S/G only, six month term)

**Do you require a uniform exemption (Loss Prevention duties only):**

Yes  No (If yes, an Application for Uniform Exemption is required)

**Licence Fees (non-refundable):**

P/I or S/G One Year Term: \$30

Temporary S/G: \$30

P/I & S/G One Year Term: \$60

**Total Enclosed: \$**

### Part 1 – Applicant Information

Last Name	First Name	Middle Name(s)	Date of Birth (year/month/day)
Previous Legal Name (if applicable)	Residence Mailing Address		City/Town
Province/State	Postal Code/Zip Code		
Residence Phone.	Cell Phone.	E-mail	

### Part 2 - Criminal Record Background

**You must provide a current Criminal Record check with your completed application form. It must be dated within the six months prior to its submission to the Registrar.**

1. Have you ever been charged and/or convicted of any offence in any country, state, province or territory for which a pardon has **not** been granted?  Yes  No

If Yes, please enter the details in the spaces provided below (attach additional pages if required):

Offence	Date of Offence	City/Province/State/Country	Police Department	Sentence

You are not required to include pardoned convictions, speeding or parking violations or findings of guilt under the Youth Criminal Justice Act (Canada).

**Please note:**

If your Criminal Record check indicates that you have a criminal history, you must include, with your application documents, a letter (also called a transcript) from a police agency listing your convictions and related sentences.

Criminal Record checks and transcripts (if applicable) must be renewed every three years.

The Registrar may ask the applicant to supply further information about his or her criminal record.

**Further information**

11 The registrar may require further information or material to be submitted by an applicant or a licensee and may further require verification by affidavit or otherwise of any information or material then or previously submitted.

**Part 3 - Child Abuse Registry Background**

You must provide a current Child Abuse Registry check with your application form. It must be dated within the six months prior to its submission to the Registrar.

2. Have you ever been listed on the Child Abuse Registry database?  Yes  No

**Please note:**

Child Abuse Registry checks must be renewed every three years.

The Registrar may ask the applicant to supply further information about the applicant's Child Abuse Registry check.

**Further information**

11 The registrar may require further information or material to be submitted by an applicant or a licensee and may further require verification by affidavit or otherwise of any information or material then or previously submitted.

**Part 4 - Personal Information**

3. Have you ever been refused a licence to act as a private investigator or security guard in Manitoba or any other province, state or country (check appropriate box).

I have never been refused a licence.

I have been refused a licence on the following occasions (attach additional pages if required):

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4. Have you ever had a licence to act as a private investigator or security guard suspended or cancelled in Manitoba or any other province, state or country (check appropriate box).

I have never had a licence suspended or cancelled.

I have had a licence suspended and/or cancelled on the following occasions (attach additional pages if required):

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## Part 5 - Photograph

A current colour photograph is required for your application. Please select the box below for the type you are submitting:

- Hard copy (paper)
- Digital (JPEG file format only)

**Please note:**

If submitting a digital photo, it must be e-mailed to [pisg@gov.mb.ca](mailto:pisg@gov.mb.ca) Please use your full legal name to title it and also complete the e-mail subject line. Photos on flash drives, CDs and other portable devices cannot be accepted.

Photos displaying more than your head and shoulders, that are unclear, obscured by shadows or in poor condition may be rejected and your application returned.

Photos must be updated every three years or whenever you have altered your appearance significantly.

## Part 6 – Proof of Training and/or Competency

Depending on the type of licence you are requesting, you must include proof of training and/or competency with your application. Please select the boxes which apply:

- Proof of Training (Security Guard)
- I Have No Current Proof of Training (Security Guard)

**Please note:**

If you are applying for a security guard licence, you must include a legible copy of your training certificate, approved grandfathering letter or successful exam challenge letter.

If you have selected I Have No Current Proof of Training, you must select Temporary Security Guard under Licence Type at the top of this form.

Only training recognized under the Manitoba Security Guard Training Program will be accepted. If you do not include this, you will be issued a temporary licence, valid for a maximum of six months. You are eligible for one temporary licence only.

Applications submitted without proof of valid training by individuals already issued a temporary licence will be returned.

- Proof of Competency (Private Investigator)

**Please note:**

If you are applying for a private investigator licence, you must provide proof of your prior work experience that relates directly to the role of a private investigator or that has provided you with appropriate training.

If you have never been licenced as a private investigator and have no related work experience or training, you must provide a letter from licenced provider of private investigation services. The letter must confirm the employer's intent to hire you and their commitment to training you as a private investigator.

Section 10 of *The Private Investigators and Security Guards Act* states:

**Investigation of applicant**

- 10) The registrar, or any person authorized by him, may make such inquiry or investigation as he deems sufficient regarding the character, criminal history, financial position and competence of an applicant or a licensee and may require an applicant or a licensee to pass such examinations to determine competence as the registrar deems necessary.

I consent to the Registrar making the inquiries or investigations referred to in section 10 (above) and disclosing my personal information for that purpose.

**Part 7 – Declaration**

I declare that to the best of my knowledge and belief, the information given in the application is true.

Dated: \_\_\_\_\_  
(year, month, day)

Name of Applicant (Print name): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

\_\_\_\_\_  
Signature of a Commissioner for Oaths in and for the Province of Manitoba

My Commission expires on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_