

Manitoba Justice Private Investigators and Security Guards Information Note

March 15, 2017

Winnipeg Police Service Online Criminal Record Checks Submission to the Private Investigators and Security Guards Program

Winnipeg Police ePIC Online System

- The Private Investigators and Security Guards Program (PISG Program) is now registered as an agency under the Winnipeg Police Service (WPS) electronic police information check online system (ePIC).

Applicants for security guard and private investigator worker licences obtaining an ePIC record check through the WPS can now share those results directly with the PISG Program for licence application and record check update purposes.

Business owners, managers, officers, partners, etc. who are required to submit and renew criminal record checks under a business licence may also utilize this method if submitting ePIC record checks to the program.

Applicants and licensees will also be able to share with the PISG Program the results of an existing ePIC applied for under another registered agency. This will assist in reducing costs for applicants in the event they have already submitted for, or obtained the results from, a WPS online record check.

- *Please note that only residents of the City of Winnipeg will be eligible to apply for the ePIC or other WPS record check services.*

- If applying for an ePIC with the intent of sharing the results with the PISG Program, the applicant must select **“Justice Private Investigators and Security Guards Program”** when completing the “Agency Information” field of the WPS online form.

An agency may view, save or print applicant ePIC results for a period of six months from date of completion. The applicant must ensure they are completing the necessary steps to share the results in order for the PISG Program to access them.

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Fingerprint Based Record Checks and Declaration of Criminal Record

- Individuals with criminal conviction histories will still need to obtain fingerprint based police record check results.
- If a current licensee has a conviction history and is updating their PISG Program criminal record check using WPS services, they may inquire with the police about completing a criminal record declaration. This can then be submitted with the results for a new basic criminal record check.

This will only be accepted for individuals whose existing licences have not lapsed and where no new charges or convictions have occurred since their last submission of record check results.

Individuals may still be asked to provide fingerprint based record check results, however at the discretion of the Registrar the police declaration may be accepted while the applicant is waiting to receive them.

To obtain additional information regarding the ePIC please visit <https://policeinformationcheck.winnipeg.ca/>

Any general questions regarding security guard or private investigator licensing should be directed to the PISG Program by calling 204-945-2825 or e-mailing pisg@gov.mb.ca