

# Backgrounder Document d'information



Ministry of Community Safety  
and Correctional Services

Ministère de la Sécurité communautaire  
et des Services correctionnels

## INDIVIDUAL APPLICATION INSTRUCTION AND INFORMATION SHEET

### Minimum Requirements

- The applicant must meet the following requirements:
  - Be 18 years of age
  - Entitled to work in Canada
  - Possess a clean criminal record according to the regulation
  - Have a mailing address in Ontario

### Fees

- Annual fees for licences are as follows:

○ 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

- Complete all parts of the application form
- Complete all parts of the photo verification form
  - Applicants must provide a personal photo to obtain a licence
  - Photos are valid for five years
- Print or type in black ink
- Do not use liquid white out or correction fluid
- If information is inaccurate, put a straight line through it and print the accurate readable information underneath or above; initial beside the changes and date it
- Provide two (2) pieces of identification (front and back for identification cards)
  - Primary identification: proof of entitlement to work in Canada
  - Secondary identification
- Application must be signed and dated by applicant
- Application must be received within 30 days of signing

## **Photo ID Specifications**

- Ensure guarantor completes all parts of the photo verification form
- Ensure guarantor signs the back of the photo
- Submit one (1) passport quality photograph:
  - Approximately 50mm x 70mm (passport photo size)
  - Eyes must be open and clearly visible
  - No sunglasses
  - Show both edges of the face clearly
  - Show a full front view of face and shoulders squared to the camera
  - Clear, sharp and in focus
  - Taken with uniform lighting
  - No shadows or flash reflection on the face and head
  - Taken against a plain, uniform, white or light-coloured background
  - No hats or head coverings unless for religious reasons and only if the full facial features are clearly visible
  - Black and white or colour photo
  - No retouched photos, photos that peel or group photos

Photos that do not meet the above specifications will be returned with the application, prolonging the application processing time.

## **Primary and Secondary ID Requirements**

- Submit a legible copy of two (2) pieces of identification. At least one (1) piece of identification must fall under Primary Identification. Photocopy the front and back of the identification documents.

### **Primary Identification: Proof of Entitlement to Work in Canada**

- Canadian Birth Certificate
- Valid Permanent Resident Card
- Confirmation of Permanent Residence
- Record of Landing
- Certificate of Canadian Citizenship
- Valid Work Permit

### **Secondary Identification**

- Valid Canadian Driver's Licence
- Valid Canadian Passport
- Any other piece of identification that clearly supports/proves the applicant's identity
- Note: Health Cards are NOT acceptable ID (prohibited by the Ministry of Health)

Submit your application to:

## **LICENSING**

Ministry of Community Safety and Correctional Services

The Private Security and Investigative Services Branch  
777 Bay Street, 3<sup>rd</sup> Floor  
Toronto, ON M7A 2J6

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

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)