

**How to submit your application**

**Apply Online:**



Save time and maintain your licence online. Visit:

[Security guard or private investigator licence \(individuals\) | ontario.ca](https://www.ontario.ca/page/security-guard-or-private-investigator-licence-individuals)

(<https://www.ontario.ca/page/security-guard-or-private-investigator-licence-individuals>)

**Apply by Mail:**



Please mail this application to:

ServiceOntario  
Occupational Licensing Services Office  
P.O. Box 4500  
Kingston ON K7L 0E1

**This application is to be used if you are looking to update your information and/or change your name during your licence term.**

A licensee **must immediately** notify the Registrar if their personal information has changed and/or if they have been convicted or found guilty of an offence listed under Ontario Regulation 37/08: Eligibility to Hold a Licence – Clean Criminal Record within five days of the conviction/finding of guilt. Please see **Appendix A** on pages 7-9 for this list of criminal offences. Please note that if a licensee has been convicted of, and not granted a pardon/record suspension for, any of the offences listed under this regulation, they are ineligible to hold a security guard and/or private investigator licence.

**Note:** There is no fee for changing information associated with and/or your name on your security guard and/or private investigator licence. If you are looking to change your licence type, please use the **Application to Change Licence Type for Individual Security Guard and/or Private Investigator Licence**, or the **Application Package for Individual Security Guard and/or Private Investigator Licence** if you are within 90 days of your licence renewal.

**Instructions**

**To complete this application, you must:**

- Fill out all applicable fields on pages 2-6, including your signature and the date you signed your application (date must be within 90 days of submission).
- Provide a mailing address in Ontario
- If you are updating your name on your current licence, you must include legible **photocopies** of one of the following documents:
  - **Change of Name Certificate:** If your name has been legally changed under the *Change of Name Act*, you must provide a government-issued Change of Name certificate.
  - **Certificate of Marriage:** If you have assumed your married name, you must provide a copy of your government-issued certificate of marriage (records of marriage, marriage extracts, records of solemnization of marriage, or church-issued certificates are not acceptable).
  - If you wish to go back to your **maiden name**, you must provide your government-issued marriage certificate and birth certificate.

**Tip:** Use **black** or **dark blue** ink to fill out the application; **if you make a mistake, cross it out.** Write the correct information beside the error and **initial next to it.**

# Application to Change Information and/or Change Name for Individual Security Guard and/or Private Investigator Licence

Applications that are not completed correctly will be returned.

## Part A - Applicant Request

Select the licence type you currently hold (select one):

- Security Guard Licence
- Private Investigator Licence
- Security Guard and Private Investigator Licence - Dual

Ontario Private Security and Investigative Services (PSIS) Licence Number:

Select the information you would like to change (select all that apply):

- My name has changed (you will be required to submit photocopies of supporting documents)
- My Ontario mailing address has changed
- My physical address has changed
- My contact information has changed (phone number, email address)
- I have been convicted/found guilty of an offence under Ontario Regulation 37/08 (please refer to appendix A)

## Part B – Personal Information (required)

### Current Name

Provide your name as it currently appears on your licence.

**Important:** If you have a singular name, please input your name in the Last Name/Singular Name field below.

Last Name/Singular Name

First Name

Middle Name

Date of Birth (mm/dd/yyyy)

### Section B.1 – New Name (if applicable)

Provide your new name as it appears on your name change document.

**Important:** If you have a singular name, input your name in the **Last Name/Singular Name** field below.

Last Name/Singular Name

First Name

Middle Name

## Part C – Contact Information (required)

Email Address

Primary Phone Number

Secondary Phone Number

## Part D – Ontario Mailing Address (required)

### Current Ontario Mailing Address

Provide the Ontario mailing address currently on file with the Private Security and Investigative Services Branch (PSISB).

Unit/Apt no.	Street Address	P.O. Box	
City/Town/Municipality	Postal Code	Province	Country

### Section D.1 – New Ontario Mailing Address (if applicable)

Unit/Apt no.	Street Address	P.O. Box	
City/Town/Municipality	Postal Code	Province	Country

Is your mailing address the same as your physical address?  Yes  No

(Physical address is where you are located or reside. Mailing address is where your mail gets delivered to.)

If no, provide a physical address in Part E below.

## Part E – Physical Address (required)

### Current Physical Address

Provide the physical address currently on file with the PSISB.

Unit/Apt no.	Street Address	Rural Route
City/Town/Municipality	Province/Territory/State	Postal/Zip Code
Country		

### Section E.1 – New Physical Address (if applicable)

Complete only if your Physical address has changed.

Unit/Apt no.	Street Address	Rural Route
City/Town/Municipality	Province/Territory/State	Postal/Zip Code
Country		

## Part F - Declaration of Offences

Complete only if you have a new offence to declare.

Important: If you have been convicted of any of the offences listed in **Appendix A: Ontario Regulation 37/08 Eligibility to Hold a Licence – Clean Criminal Record**, you are **ineligible** to hold a licence unless you have been granted a pardon/record suspension.

Do you have any **new** convictions for which a pardon/record suspension has not been granted, any findings of guilt, and/or any outstanding (unresolved) charges?

**Examples of things you must declare:**

- Criminal convictions for which a pardon/record suspension has not been granted
- Findings of guilt (including offences for which you have received a conditional discharge or absolute discharge)
- Outstanding/pending (unresolved) criminal charges

Yes     No

Do you have any **new** convictions, findings of guilt, and/or outstanding (unresolved) charges for offences under the laws of any country/state?

**Examples of things you must declare:**

- Criminal convictions for which a pardon has not been granted (out-of-country)
- Outstanding/pending (unresolved) criminal charges (out-of-country)
- **Note:** Out-of-country means any country/state outside of Canada

Yes     No

Do you have any **new** convictions and/or findings of guilt for a provincial offence or an offence under a law of any other province or territory of Canada, and/or any fines levied for a provincial offence that remains unpaid on the date of the declaration?

**Examples of things you must declare:**

- Provincial offences (e.g., *Highway Traffic Act* violations) from any province or territory in Canada
- Unpaid fines related to provincial offences that remain unpaid

Yes     No

**If yes to any of the questions above, please declare the convictions, findings of guilt, and/or outstanding charges in the chart below. Attach a separate sheet if more space is required.**

- **Important:** You must complete all fields below. If you do not provide the month and year, your application will be considered incomplete and may be returned to you. If you are not sure of the date of the offence, please provide one to the best of your knowledge.
- **Do not** declare any convictions for which you have received a pardon/record suspension, or convictions and/or findings of guilt for offences committed while you were a young person as defined under the *Young Offender Act*, the *Youth Criminal Justice Act*, or the *Juvenile Delinquent Act*.

Offence	Date (mm/yyyy)	City, Province/Territory/State	Country	Police Service	Status/Outcome

## Part G – Declaration of Consent to Release of Information

- I consent for the Registrar, or any person authorized by the Registrar and the Private Security and Investigative Services Branch (PSISB), to collect information on any matter regarding all convictions and/or findings of guilt for offences under a law of Canada up to the date of declaration for which a pardon/record suspension under the *Criminal Records Act* (Canada) has not been issued or granted, all convictions and/or findings of guilt for a provincial offence or an offence under a law of any other province or territory in Canada, all fines for a provincial offence that remain unpaid on the date of the declaration, all convictions for criminal offences under the laws of other jurisdictions for which a pardon has not been issued or granted, all charges for allegedly committing an offence against a law of Canada that have been laid and that have not been resolved on the date of the declaration, and all charges for allegedly committing a criminal offence against the laws of another jurisdiction that have been laid and that have not been resolved on the date of the declaration.
- This consent is given pursuant to paragraph 42(1)(b) of the *Freedom of Information and Protection of Privacy Act*
- I consent to full disclosure to the PSISB by any police service (including the Ontario Provincial Police), employer, organization, business, or person to whom a signed copy of this consent or a photocopy or fax thereof is delivered, of any information, opinions, reports, records, documents or copies thereof, in any form which may be requested. Such information may include, but is not limited to, the following:
  - Police records and history of police involvement, including federal and provincial reports and convictions local occurrence and intelligence information.
- I understand that all information that is obtained during this background check may be disclosed by the Registrar, or any person authorized by the Registrar, for the purpose of determining eligibility for the issuance of a security guard and/or private investigator licence.
- I consent to an investigation of my immigration status in Canada by the immigration authorities and to the immigration authorities disclosing the results of an investigation to the Registrar or any person authorized by the Registrar.
- I am fully aware of my rights and responsibilities as a licensee under the *Private Security and Investigative Security Act, 2005*.

### Sign the release and discharge

I hereby release and forever discharge His Majesty the King in right of Ontario from any and all actions, claims and demands for damages, and loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of my information in the course of processing this application.

Any person who knowingly provides false information in any application under the *Private Security and Investigative Services Act, 2005* is guilty of an offence and may be refused a licence/and their licence application may be refused.

Name of Applicant	Signature of Applicant	Date (mm/dd/yyyy)

This information is collected under the authority of section 11 of the *Private Security and Investigative Services Act, 2005* for the purpose of issuing a licence under the Act.

If you have any questions, call a ServiceOntario Customer Service Representative at **416-212-1650** or toll-free at **1-866-767-7454**.

## Checklist

### Prior to mailing in your application (Pages 2-6), have you provided:

- All required information in applicable fields on pages 2-6, including your name, signature, and date
- If changing your name, legible photocopies of:**
  - A Certificate of Name Change, or
  - A Marriage Certificate, or
  - A Marriage Certificate and Birth Certificate (if returning to your maiden name)

### Please mail your completed application to:

ServiceOntario  
Occupational Licensing Services Office  
P.O. Box 4500  
Kingston ON K7L 0E1

## Appendix A: Eligibility to Hold a Licence – Clean Criminal Record Regulation

The following is the list of 83 prescribed offences from Ontario Regulation 37/08: Eligibility to Hold a Licence – Clean Criminal Record Regulation.

- You can review the offences below or online at: [O. Reg. 37/08: Eligibility to hold a licence - clean criminal record | ontario.ca](https://www.ontario.ca/laws/regulation/080037) (<https://www.ontario.ca/laws/regulation/080037>).

If you have been convicted of any of the following offences and have not received a pardon/record suspension, you are ineligible to hold an individual security guard and/or private investigator licence.

Item	Provision	Description
1	Subsection 57 (1)	Forgery of or uttering forged passport
2	Section 83.02	Providing or collecting property for certain activities
3	Section 83.03	Providing, making available, etc., property or services for terrorist purposes
4	Section 83.04	Using or possessing property for terrorist purposes
5	Section 83.18	Participation in activity of terrorist group
6	Section 83.19	Facilitating terrorist activity
7	Section 83.21	Instructing to carry out activity for terrorist group
8	Section 83.22	Instructing to carry out terrorist activity
9	Section 83.23	Harbouring or concealing terrorists
10	Section 83.231	Hoax regarding terrorist activity
11	Subsection 121 (1)	Frauds on the government
12	Section 129	Offences related to public or peace officer
13	Section 130	Personating peace officer
14	Section 151	Sexual interference
15	Section 152	Invitation to sexual touching
16	Section 153	Sexual exploitation
17	Section 153.1	Sexual exploitation of person with disability
18	Section 163.1	Child pornography - making, distributing, etc.
19	Section 170	Parent or guardian procuring sexual activity
20	Section 172.1	Luring a child
21	Section 220	Causing death by criminal negligence
22	Section 235	Murder — first or second degree
23	Section 239	Attempt to commit murder
24	Section 244	Causing bodily harm with intent — firearm
25	Section 245	Administering noxious thing
26	Section 264	Criminal harassment
27	Section 267	Assault with a weapon or causing bodily harm
28	Section 268	Aggravated assault
29	Section 269.1	Torture
30	Paragraph 270 (1) (a)	Assaulting a peace officer
31	Section 270.1	Disarming a peace officer

Item	Provision	Description
32	Section 272	Sexual assault with a weapon, threats to a third party or causing bodily harm
33	Section 273	Aggravated sexual assault
34	Subsection 279 (1)	Kidnapping
35	Section 279.1	Hostage taking
36	Section 280	Abduction of person under sixteen
37	Section 281	Abduction of person under fourteen
38	Section 282	Abduction in contravention of custody order
39	Section 283	Abduction
40	Section 318	Advocating genocide
41	Section 319	Public incitement of hatred, wilful promotion of hatred
42	Section 324	Theft by bailee of things under seizure
43	Section 326	Theft of telecommunication service
44	Paragraph 334 (a)	Theft over \$5,000
45	Subsection 342 (1)	Theft, forgery, etc. of credit card
46	Section 344	Robbery
47	Section 345	Stopping mail with intent
48	Section 346	Extortion
49	Section 348	Breaking and entering with intent, committing offence or breaking out
50	Section 356	Theft from mail
51	Revoked: O. Reg. 71/10, s. 1.	
52	Section 362	False pretence or false statement
53	Section 363	Obtaining execution of valuable security by fraud
54	Section 367	Forgery
55	Section 368	Uttering forged document
56	Section 374	Drawing document without authority, etc.
57	Section 375	Obtaining, etc., by instrument based on forged document
58	Paragraph 380 (1) (a)	Fraud over \$5,000
59	Section 382	Fraudulent manipulation of stock exchange transactions
60	Section 385	Fraudulent concealment of title documents
61	Section 386	Fraudulent registration of title
62	Section 387	Fraudulent sale of real property
63	Section 388	Misleading receipt
64	Section 389	Fraudulent disposal of goods on which money advanced
65	Section 390	Fraudulent receipts under <i>Bank Act</i>
66	Section 392	Disposal of property to defraud creditors
67	Subsection 393 (1)	Fraud in relation to fares, etc.



Item	Provision	Description
68	Section 394	Fraud in relation to valuable minerals
69	Section 394.1	Possession of stolen or fraudulently obtained valuable minerals
70	Section 396	Offences related to mines
71	Section 407	Forging trademark
72	Section 423	Intimidation
73	Section 423.1	Intimidation of a justice system participant
74	Subsection 430 (4.1)	Mischief relating to religious property
75	Section 433	Arson/disregard for human life
76	Section 434	Arson/damage to property
77	Section 434.1	Arson/own property
78	Section 435	Arson for fraudulent purpose
79	Section 436	Arson by negligence
80	Section 462.31	Laundering proceeds of crime
81	Section 467.11	Participation in activities of criminal organization

**Table 2 – Offences under the *Controlled Drugs and Substances Act* (Canada)**

Item	Provision	Description
1	Subsection 5 (1)	Trafficking in substance
2	Subsection 6 (1)	Importing and exporting