

How to submit your application



Online: Apply for or renew your registration at:

[Security guards and private investigators | ontario.ca](https://www.ontario.ca/page/security-guards-and-private-investigators)

(<https://www.ontario.ca/page/security-guards-and-private-investigators>)



Mail-In: Send your completed application form and documentation to:

ServiceOntario

Occupational Licensing Services Office

P.O. Box 4500

Kingston ON K7L 0E1

This paper application package contains the following:

- **Instructions:** Pages 1-2 contain tips on how to successfully complete the application.
- **Application Form:** Pages 3-4 contain the Registration Form for Employers of Security Guards and/or Private Investigators.
- **Checklist:** Page 5 contains a checklist for you to verify that your application package is fully completed and ready to be submitted.

Instructions and Supporting Documentation

To complete this application, you must:

- Be an employer of in-house security guards and/or private investigators.
- Be an authorized representative of the business entity.
- Fill out all applicable fields on pages 3-5.

You will be asked to provide:

- Legal Name
- Business Name (if name is different from the legal name)
 - A valid Business Name Registration document must be provided if you are adding a new business name or are updating your existing document.
- Corporation Number (if applicable)
- Federal Business Number (BN9) (if applicable)
- **Business Head Office Address** (must be a physical address)
- **Ontario Mailing Address** (if different from the Business Head Office Address and/or if it is outside of Ontario)
 - **Note:** All physical correspondence will be sent to this address.
- Business Phone Number
- Email Address
 - The business entity must provide an active email address to receive notification of when the application has been completed or to receive other updates and correspondence regarding the application.

- A list of all current employees acting as security guards and/or private investigators
- You must provide the full name (including first and last name), licence number, and licence type for each employee. Licence types include:
 - **Security Guards (SG):** A person who performs work, for pay, that consists primarily of guarding or patrolling for the purpose of protecting person or property.
 - **Private Investigator (PI):** A person who performs work, for pay, that consists primarily of conducting investigations to provide information.
 - **Security Guard and Private investigator (Dual):** An individual may hold both a SG and PI licence. However, they cannot work as both SG and PI at the same time.
- **An Ontario Registered Employer Private Security and Investigative Services (PSIS) Registration Number:** The business entity will have this number if it currently holds or has previously held an Ontario security guard and private investigator registered employer registration and is applying to renew the registration.

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.**

Payment Options

Cost:

- **\$80.00** for a Registered Employer Registration

Acceptable Payment Methods:

When applying by mail, all payments must be made **payable to the 'Minister of Finance.'**

Acceptable types of payment by **mail:** ☒ Bank Draft ☒ Certified Cheque ☒ Money Order

We do not accept cash or personal cheques as payment for applications.

- Once a payment has been received, it is **non-refundable.** This includes payments made toward applications that are denied due to ineligibility, returned, or withdrawn.

Note: If an application is returned to an applicant due to errors or incomplete information, applicants have 90 calendar days to respond. If the required information is not submitted to ServiceOntario within 90 calendar days, the application is deemed closed and the payment is retained. If the information is submitted **after** 90 calendar days, the applicant is required to submit another application and payment.

Applications that are not completed correctly will be returned.

Part A - Business Information

Please provide the following information:

Legal Name

Business Name(s) (if name is different from the legal name)

Corporation Number (if applicable)

Does the business entity have a Federal Business Number (BN9) (9-digit number)?

☐ Yes ☐ No

If **yes**, provide the BN9 number

If you are renewing your existing registration, please provide:

Ontario Registered Employer PSIS Registration Number

Business Head Office Address

Note: P.O. Boxes will not be accepted.

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

Ontario Mailing Address

Note: Complete if different from the Business Head Office Address.

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

Contact Information

Business Phone Number	Alternate Phone Number
Business Email Address	

Part B - Employee Details

Do you employ security guards and/or private investigators? ☐ Yes ☐ No

If **yes**, please provide the following (attach additional sheets if more space is required):

Employee's Full Name (including first and last name)	Licence Number	Licence Type (SG, PI or Dual)

Consent to Collection of Information

The information provided is collected under the authority of section 5 of the *Private Security and Investigative Services Act, 2005* (PSISA) for the purpose of registering an employer under the Act. If you have any questions, please contact the ServiceOntario contact centre at 416-212-1650 or toll free at 1-866-767-7454.

Print Name of Employer Representative

Signature of Employer Representative	Date (mm/dd/yyyy)
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Payment

Type of Payment (payable to the 'Minister of Finance'):

- ☐ Bank Draft
- ☐ Certified Cheque
- ☐ Money Order

Amount of Payment

☐ \$80.00 for a Registered Employer Registration

Checklist

Prior to mailing in your application, have you filled out all applicable fields on pages 3-4 and provided:

- ☐ A valid Business Name Registration document, if the business entity's business name is different from the legal name (if applicable).
- ☐ An Ontario mailing address, if different from the Business Head Office Address.
- ☐ Employee's full name, licence number, and licence type for each employee (if applicable).
- ☐ Additional page(s) (If applicable, include the Registered Employer Legal/Business Name and Ontario Registered Employer PSIS Registration Number on each page).
- ☐ Payment (by bank draft, certified cheque, or money order payable to the 'Minister of Finance').

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Occupational Licensing Services Office
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