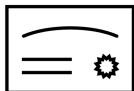


How to submit your application



Online: Apply for or renew your agency licence 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 1-3 contain tips on how to successfully complete the application.
- **Application Form:** Pages 8-14 contain the Security Guard and/or Private Investigator Agency Licence (Sole Proprietorship) - Application Form.
- **Checklist:** Page 14 contains a checklist for you to verify that your application package is fully completed and ready to be submitted.

Instructions and Supporting Documentation

An agency sole proprietorship is an unincorporated business owned and run by one individual that is licenced to sell the services of:

- **Security Guards (SG):** A person who performs work, for pay, that consists primarily of guarding or patrolling for the purpose of protecting persons or property.
- **Private Investigators (PI):** A person who performs work, for pay, that consists primarily of conducting investigations to provide information.
- **Security Guards and Private Investigators (Dual):** An individual may hold both a SG and PI licence. However, they cannot work as both SG and PI at the same time.

To complete this application, you must:

- Be the Sole Proprietor of the agency.
- Fill out all applicable fields on pages 8-14.

You will be asked to provide:

- Legal Name (your legal name indicated on your identification documents)
- Business Name (if name is different from the legal name)
- Federal Business Number (BN9) (if applicable)
- Agency Head Office Address
- Ontario Mailing Address (if different from the Agency Head Office Address or if the Agency Head Office Address is located outside of Ontario)
- Business Phone Number
- Email Address (to receive notification of when your application has been completed or to receive other updates and correspondence regarding the application)
- Agency Branch Office Address and Manager Contact information (if applicable, for each branch location)

- Photographs of the agency's uniforms and marked vehicles.
 - **For new security guard and dual (security guard and private investigator) agency applications:** These must be submitted at the time of application and may be mock-ups.
 - **For renewing security guard and dual agency applications:** These must be submitted if the photos currently on file are mock-ups and/or if changes have been made to the agency's uniforms and/or marked vehicles. Mock-ups will **not** be accepted at renewal.
 - **Uniform Exemption:** If the agency is requesting to be uniform exempt, a letter explaining the reason for the exemption must be provided with the licence application. As per section 35(3) of the *Private Security and Investigative Services Act, 2005*, agencies may only apply for an exemption if they will provide one or both of the following services:
 - Bodyguard services
 - Loss prevention services in industrial, commercial, residential, or retail environments
- A valid Certificate of Commercial General Liability Insurance
 - **All new agency applications:** A valid Certificate of Commercial General Liability Insurance does **not** have to be submitted at the time of application unless you wish to do so. You will be asked to submit a Certificate of Commercial General Liability Insurance for at least \$2,000,000 **per occurrence** when the application is ready to move onto the next step in the application process. You should engage with your insurance company early on in the application process to avoid any unexpected delays.
 - **All renewing agency applications:** A valid Certificate of Commercial General Liability Insurance for at least \$2,000,000 **per occurrence** must be submitted at the time of application, if the certificate on file is no longer valid or if any changes have been made to the insurance.
- A copy of the Business Firearms Licence (if applicable)
- The following documents for the **Sole Proprietor**, to be submitted with the application:
 - The **original copy** of their valid Criminal Record and Judicial Matters Check (CRJMC), as per section 11(2)(c) of the *Private Security and Investigative Services Act, 2005*. The CRJMC must have been issued within the past six (6) months/must not be older than six (6) months from the date you submit the agency application.
 - A CRJMC includes:
 - Applicable criminal convictions
 - Findings of guilt under the federal *Youth Criminal Justice Act*.
 - Absolute and conditional discharges
 - Outstanding charges, arrest warrants, and certain judicial orders
 - In Ontario, you can request a CRJMC from:
 - Municipal police service
 - First Nations police service
 - Ontario Provincial Police
 - **CRJMCs from third-party providers will not be accepted.**
 - For more information on how to obtain a CRJMC, please visit: [Police record checks | ontario.ca](https://www.ontario.ca/page/police-record-checks) (https://www.ontario.ca/page/police-record-checks).
 - Legible **photocopies** of the front and back of two (2) different pieces of acceptable government-issued identification documents (IDs) listed on page 4 (Appendix A: Acceptable Identification Documents). The IDs must be valid (not expired, suspended, or revoked) at the time of application.
 - One (1) ID must prove the individual's identity. This ID must include their first and last name or singular name, photo, signature, and date of birth.
 - One (1) ID must prove the individual's eligibility to work in Canada. This ID must include their first and last name or singular name and date of birth.
- To view agency requirements, please visit: [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).

- **Ontario Agency Private Security and Investigative Services (PSIS) Licence Number:** The Sole Proprietor will have this number if it currently holds or has previously held an Ontario security guard and/or private investigator agency licence and is applying to renew the licence.
- Payment must be provided by bank draft, certified cheque, or money order **payable to the 'Minister of Finance.'**

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.**

Declaration of Offences

Important: If you have been convicted of any of the offences listed in Appendix B: Eligibility to Hold a Licence – Clean Criminal Record Regulation, you are ineligible to hold a licence unless you have been granted a pardon/record suspension. This application requires the Sole Proprietor to answer the following question:

- “Do you have any convictions for which a pardon/record suspension has not been granted and/or findings of guilt or any outstanding unresolved charges for offences under the laws of any country, state, province or territory?”

If your answer is **yes**, you must declare the convictions, findings of guilt and/or outstanding/pending charges that are not listed on your CRJMC in the fields provided on page 12. If more space is required, attach a separate sheet.

Examples of things that must be declared on page 12 include:

- All criminal convictions for which a pardon/record suspension has not been granted (all jurisdictions).
- All findings of guilt for criminal offences resulting in absolute or conditional discharges (all jurisdictions).
- All outstanding/pending criminal charges against the Sole Proprietor which have not yet been resolved (all jurisdictions).
- Convictions and/or findings of guilt for provincial offences (e.g., *Highway Traffic Act* violations) from any province or territory within Canada.
- Unpaid fines related to provincial offences from any province or territory within Canada.

Note: “**All jurisdictions**” means under the laws of **any** country, state, province, or territory, not just those of Ontario and Canada.

Examples of things that do not need to be declared on page 12 include:

- Convictions for which the Sole Proprietor has received a pardon/record suspension.
- Convictions and/or findings of guilt for offences committed while the Sole Proprietor was a young person as defined under the *Young Offenders Act*, the *Youth Criminal Justice Act*, or the *Juvenile Delinquent Act*.

Declaration of Consent to the Release of Information

Make sure you have read and understood everything in this section. **Print your name, sign,** and **date** the application form (date must be within 90 days of submission). Applications that are not signed and dated **cannot** be processed.

Payment Options

Cost:

- **\$700.00** for a Security Guard **or** Private Investigator Agency Licence
- **\$1400.00** for a Security Guard **and** Private Investigator (Dual) Agency Licence

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.

Appendix A: Acceptable Identification Documents

If the Sole Proprietor's name has changed and is different from the IDs you are providing, you must include their government-issued name change document.

Important: Legible photocopies of the front and back of two (2) different pieces of acceptable government-issued identification documents (IDs) from the "Acceptable Identification Documents" list below must be provided **for the Sole Proprietor**. You cannot provide one (1) ID even if it satisfies all of the requirements.

List 1:

Choose one (1) valid government-issued ID which confirms your identity (includes your first and last name or singular name, photo, signature, and date of birth).

- Any valid Driver's Licence
- Any valid passport (showing photo and signature page)
- Ontario Photo Card
- Canadian Department of National Defence Identification Card (issued within the last five (5) years - front and back)
- Canadian Department of National Defence (DND) Canadian Forces Card (front and back)
- Canadian Travel Document
- Refugee Protection Claimant Document (must have a photo)
- Certificate of Indian Status Card (front and back)
- Provincial Photo Identity Card

List 2:

Choose one (1) valid government-issued ID which confirms your eligibility to work in Canada (includes your first and last name or singular name and date of birth).

- Canadian Birth Certificate
- (Certified) Statement of Live Birth
- Certificate of Registration of Birth Abroad
- Certificate of Canadian Citizenship (front and back)
- Canadian Citizenship Card (front and back)
- Canadian Passport (photo and signature page)
- Permanent Resident Card
- Confirmation of Permanent Residence
- Naturalization Card (issued before January 1, 1974)
- Valid work permit or study permit
- Record of Landing (IMM1000)
- Certificate of Indian Status Card (front and back)
- Department of National Defence (DND) Services Card (front and back)
- Canadian Department of National Defence (DND) Canadian Forces Card
- Verification of Landing
- Retention Certificate
- Verification of Status/Notice of Status Verification
- Canadian Immigrants Identification Card (IMM183)

If the Sole Proprietor does not have valid government-issued IDs as listed above, please contact the ServiceOntario contact centre at 416-212-1650 or toll-free at 1-866-767-7454 to determine the validity of other types of ID. You may also 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#identification>) for additional information on identification documents.

Important: Health cards and Social Insurance (SIN) information are not acceptable identification documents.



Appendix B: 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.

- 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 agency 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, willful 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

Applications that are not completed correctly will be returned.

Agency Information

Select the licence type this application is for (select one):

If renewing, do you want to change your licence type? ☐ Yes ☐ No

☐ Security Guard Agency Licence (\$700)

☐ Private Investigator Agency Licence (\$700)

☐ Security Guard and Private Investigator (Dual) Agency Licence (\$1400)

Please provide the following information:

Legal Name (your legal name as listed on your identification documents)

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

Does the sole proprietorship have a Federal Business Number (BN9) (9-digit number)?

☐ Yes ☐ No

If **yes**, provide the BN9 number

Renewing Agency provide existing:

Ontario Agency PSIS Licence Number

Agency Head Office Address

Note: P.O. Boxes are not accepted.

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

Business Phone Number	Email Address
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The agency head office is located in:

☐ an office building or similar business premises **Or** ☐ a private residence

Ontario Mailing Address

Note: Only complete if different from the Agency Head Office Address.

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

Agency Branch Office Address and Manager Contact Information

Note: P.O. Boxes are not accepted.

Ontario Branch Office Address

Note: Attach additional sheets if you have multiple branch locations.

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

The agency branch office is located in:

☐ an office building or similar business premises **Or** ☐ a private residence

Branch Manager Contact Information

Manager Last Name/Singular Name

Manager First Name	Business Phone Number
Email Address	

Additional Information

Will the agency use any of the following (select all that apply):

☐ Uniforms (colour photographs of the front and back of all uniform pieces are required), **and/or**

☐ Uniform Exemption

- If the agency is newly requesting to be uniform exempt, a letter explaining the reason for the exemption must be provided. Agencies may only request a uniform exemption if they will be providing bodyguard and/or loss prevention services.
- If the agency has previously been approved for an exemption, you must select this box to confirm that you are not using uniforms for the purpose of providing bodyguard and/or loss prevention services.

☐ Marked Vehicles (colour photographs of all four sides of marked vehicles are required)

☐ Firearms (a copy of a valid Business Firearms Licence is required)

☐ Batons

☐ Handcuffs

☐ Guard Dogs

Sole Proprietor's Information

Important: Your first and last names, or singular name, must match on the two (2) pieces of government-issued identification documents you are including with this licence application.

Do you have a singular name? If **yes**, input your name in the **Last Name/Singular Name** field below.

☐ Yes ☐ No

Last Name/Singular Name

First Name

Middle Name(s)

Date of Birth (mm/dd/yyyy)

Residential Address

Note: P.O. Boxes are not accepted.

Unit/Apt no.

Street Address

Rural Route

City/Town/Municipality

Province/Territory/State

Postal/Zip Code

Country

Primary Phone Number

Secondary Phone Number

Email Address

Please answer all the questions in this section

1. Have you ever been licensed as a security guard and/or a private investigator in Ontario?

☐ Yes ☐ No

If **yes**, please provide the Licence Number:

2. Have you ever used and/or operated a security guard and/or private investigator agency under any name other than the name in which this application is submitted?

☐ Yes ☐ No

If **yes**, please provide the Agency Name(s) and Licence Number(s):

3. Does any person(s), other than a member of the business entity, have or may have any financial or other interest in the business?

☐ Yes ☐ No

If **yes**, please provide details:

4. Have you declared bankruptcy in the past five (5) years, or are you in the process of declaring bankruptcy?

☐ Yes ☐ No

If **yes**, please provide details:

5. Have you ever been an owner, partner, officer, or director in any company which declared bankruptcy or is currently in the process of declaring bankruptcy?

☐ Yes ☐ No

If **yes**, please provide details:

6. Are you legally entitled to work in Canada?

☐ Yes ☐ No

Criminal Record and Judicial Matters Check (CRJMC)

As per section 11(2)(c) of the *Private Security and Investigative Services Act, 2005*, all agency executives must provide a Criminal Record and Judicial Matters Check (CRJMC) with their application.

Have you included the **original copy** of your CRJMC, which has been issued within the past six (6) months?

☐ Yes ☐ No

Declaration of Offences

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

Do you have any convictions in your CRJMC for which a pardon/record suspension has not been granted and/or findings of guilt 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 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 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
- Fines related to provincial offences that remain unpaid

☐ Yes ☐ No

If you have answered “yes” to any of the questions above, please declare the convictions, findings of guilt, and/or outstanding charges that are not listed on your CRJMC 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 Offenders Act*, the *Youth Criminal Justice Act*, or the *Juvenile Delinquent Act*.

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

Declaration of Consent to the 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 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 have not been resolved on the date of the declaration; and this includes financial records/credit checks being conducted.

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, 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.
- Financial information, including credit bureau and/or bank checks.

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 agency licence.

I consent to an investigation of my immigration status in Canada by the 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 the rights and responsibilities of an applicant and of a licensee under the *Private Security and Investigative Services 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 Sole Proprietor

Signature of Sole Proprietor	Date (mm/dd/yyyy)
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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, please contact the ServiceOntario contact centre at 416-212-1650 or toll free at 1-866-767-7454.

Payment

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

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

Amount of Payment (select one):

- ☐ **\$700.00** for a Security Guard **or** Private Investigator Agency Licence
- ☐ **\$1400.00** for a Security Guard **and** Private Investigator (Dual) Agency Licence

Checklist

Prior to mailing in your application, have you:

- ☐ Filled out all applicable fields on pages 8-14.
- ☐ **New security guard and dual agency applications:** Provided colour photographs of uniforms (front and back) and marked vehicles (all four sides). The photographs may be mock-ups.
- ☐ **Renewing security guard and dual agency applications:** Provided colour photographs of uniforms (front and back) and marked vehicles (all four sides) if the photos currently on file are mock-ups and/or if changes have been made to the uniforms and/or marked vehicles. Mock-ups will **not** be accepted at renewal.
- ☐ Provided a valid Business Name Registration document, if the sole proprietorship's name is different from the legal name.
- ☐ Provided a valid Certificate of Commercial General Liability Insurance for at least \$2,000,000 **per occurrence**.

All new agency applications: A Certificate of Commercial General Liability does **not** have to be submitted at the time of application, you will be asked to provide a copy further on in the application process. You must provide the proof of insurance when requested in order for the application to be completed.

- ☐ Provided an Ontario mailing address.
- ☐ Provided payment (by bank draft, certified cheque, or money order payable to the 'Minister of Finance').

For the Sole Proprietor you have:

- ☐ Completed the Sole Proprietor Information
- ☐ Provided the **original copy** of the Criminal Record and Judicial Matters Check (CRJMC), issued within the past six (6) months.
- ☐ Provided legible **photocopies** of the front and back of two (2) different pieces of acceptable identification documents (IDs).

Please mail your completed application to:

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