

Change of Information Form for Employers of Security Guards and/or Private Investigators - Registered Employers

How to submit your application



Online: Change the information associated with 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 3-5 contain the Change of Information Form for Employers of Security Guards and/or Private Investigators - Registered Employers.
- **Checklist:** Page 5 contains a checklist for you to verify that your application is fully completed and ready to be submitted.

Instructions and Supporting Documentation

This application form is to be used if you are looking to update your business entity's information during its registration term.

- Your registration must be valid.
- Your registration must not be within 90 days of its expiry date.

Note: If you are looking to update your business entity's information as a part of renewing its registration, please use the **Registration Package for Employers of Security Guards and/or Private Investigators**.

To complete this application, you must:

- Have an existing valid Ontario Registered Employer Private Security and Investigative Services (PSIS) Registration Number (not expired).
- Be an authorized representative of the business entity.
- Fill out all applicable fields on pages 3-5.

Note: There is no fee associated with submitting a Change of Information application.

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**.

Business Information

Provide the following information on your application (if you are changing or updating any of the following information, please provide both current and new information):

- 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.
- Ontario Registered Employer Private Security and Investigative Services (PSIS) Registration Number
 - The business entity will have this number if it currently holds an Ontario security guard and/or private investigator registered employer registration.
- Business Head Office 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.

Employee Details

- Details of security guards and/or private investigators that are being **added** to, **removed** from, and/or **updated** in the business entity's list of employees must be provided.
 - The full name (including first and last name), licence number, and licence type must be provided for each employee.

Consent to Collection 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.

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. If the information is submitted after 90 calendar days, the applicant is required to submit another application.

If you require assistance with the application process, please contact ServiceOntario via:

- **Email:** privatesecurity@ontario.ca
- **Phone:** Monday to Friday, 8:30 a.m. to 5:00 p.m., at:
 - **Toll-free:** 1-866-767-7454
 - **GTA:** 416-212-1650

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Applications that are not completed correctly will be returned.

Fields marked with an asterisk (*) are mandatory.

Business Information

Please provide the following information:

Legal Name:

Current *

New

Business Name(s):

Note: If name is different from the legal name. Attach additional sheets if required.

Current

New

Corporation Number:

Note: If applicable; must be currently on file with the Private Security and Investigative Services Branch.

Ontario Registered Employer PSIS Registration Number: *

Current Business 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 *		

New Business Head Office Address

Note: P.O. Boxes are not accepted.

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

Current Ontario Mailing Address

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

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

New Ontario Mailing Address

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

Contact Information

Business Phone Number *	Alternate Phone Number
Business Email Address *	

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)	Add/Remove/Update
			<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update
			<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update
			<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update
			<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update
			<input type="checkbox"/> Add <input type="checkbox"/> Remove <input type="checkbox"/> Update

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.

Name of Employer Representative *

Signature of Employer Representative *

Date (mm/dd/yyyy) *

Checklist

Prior to mailing in your application, have you filled out all applicable fields on pages 3-5 and provided:

- ☐ A valid Business Name Registration document, if the business entity's business name is different from the legal name (if applicable)
- ☐ Head Office Address
- ☐ Ontario Mailing Address, if different from the Business Head Office Address or if the Business Head Office Address is outside of Ontario
- ☐ The full name, licence number, and licence type of each employee (if applicable)
- ☐ Any and all additional page(s) of employee details (if applicable; on each additional page, add the business entity's Legal/Business Name and its Ontario Registered Employer PSIS Registration Number)

Please mail your completed application to:

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