

# Change of Business Information for Licensed Security Guard and/or Private Investigator Agencies and Registered Employers

This space reserved for office use only

## Part 1 - Instructions

- If you are a **Licensed Agency** or **Registered Employer** of in-house security guards/private investigators, you must immediately notify the Ministry if your contact information changes (e.g. name, mailing address, telephone number).
- Print clearly and complete **all** sections of this form using black or dark blue ink only. Do not use correction fluid/white-out.

Please send your completed application package to:

ServiceOntario  
Occupational Licensing Services Office  
PO Box 4500  
Kingston ON K7L 0E1

**Note:** If you are a business registering as an employer of in-house security guards/private investigators, you can save time and update your business information online. Visit [http://www.mcscs.jus.gov.on.ca/english/PSIS/AboutPSIS/PSIS\\_about.html](http://www.mcscs.jus.gov.on.ca/english/PSIS/AboutPSIS/PSIS_about.html).

For assistance, contact a Customer Service Representative at 416 212-1650 or toll-free at 1 866 767-7454 or 416 212-6319 / 1 800 268-7095 (for TTY/Teletypewriter users). You may also visit our website at [http://www.mcscs.jus.gov.on.ca/english/PSIS/AboutPSIS/PSIS\\_about.html](http://www.mcscs.jus.gov.on.ca/english/PSIS/AboutPSIS/PSIS_about.html).

## Part 2 - Business Information (To be completed by an official of the employer only e.g. Director, Manager, Owner)

Please indicate if you are a:

Licensed Agency **Or**  Registered Employer

Business Name

Ontario Agency Licence No. **Or** Business Registration No.

## Part 3 - Previous Agency Head Office Address and/or Contact Information

Unit No.	Street Number	Street Name		PO Box
Rural Route	City/Town		Province/Territory	Postal Code
Business Phone No. ext.		Fax Number	Email Address	

## Part 4 - New Agency Head Office Address and/or Contact Information

Unit No.	Street Number	Street Name		PO Box
Rural Route	City/Town		Province/Territory	Postal Code
Business Phone No. ext.		Fax Number	Email Address	

## Part 5 - Previous Ontario Mailing Address and/or Contact Information

Unit No.	Street Number	Street Name		PO Box
Rural Route	City/Town		Province/Territory	Postal Code
Business Phone No. ext.		Fax Number	Email Address	

**Part 6 - New Ontario Mailing Address and/or Contact Information**

Unit No.	Street Number	Street Name	PO Box
Rural Route	City/Town	Province/Territory	Postal Code
Business Phone No. ext.	Fax Number	Email Address	

Effective Date of Address Change (yyyy/mm/dd)

**Part 7 - Authorization**

The information provided 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 toll-free at 1-866-767-7454 (Canada). TTY users call us toll-free at 1-800-268-7095 (TTY Canada). Or mail, Private Security and Investigative Services Branch, 25 Grosvenor Street, 12th Floor, Toronto ON M7A 1Y6.

**Please mail your completed licence application package to:** ServiceOntario, Occupational Licensing Services Office, PO Box 4500, Kingston ON K7L 0E1.

Last Name	First Name	Middle Name(s)
Signature of Authorized Agency/Company Representative		Date of Signature (yyyy/mm/dd)