

**How to submit your application**



**Online:** If you are submitting this form online, save this form electronically and attach to your application when prompted. 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

The purpose of this form is to notify the Registrar of any changes in the agency's Officers, Directors, or Partners as per section 8(2) of the *Private Security and Investigative Services Act, 2005*.

Complete this form to indicate the addition or the removal of Officers, Directors, or Partners of the agency. If more space is required, complete an additional copy of this form and all its sections.

**Note:** Online applications for renewal, change of information, change of licence type, only complete Part C and Part D of the form.

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

**If you have any questions, please contact the ServiceOntario contact centre at 416-212-1650 or toll-free at 1-866-767-7454.**

**Supporting Documents**

**Corporations:**

- Submit copies of the Corporate Profile Report (provided by the Ministry of Public and Business Service Delivery).
- If the corporation is incorporated federally or in another province, please submit proof of change from the appropriate jurisdiction.

**Partnerships:**

- Submit copies of the updated partnership agreement and the amended Business Name Registration document (if applicable).

When an Officer, Director, or Partner is added, an “Information and Declaration/Consent for Background Check” form **must** be completed and submitted with the application, along with the following supporting documents for each individual:

- Legible **photocopies** of the front and back of two (2) different pieces of government-issued acceptable identification documents (IDs)
  - One (1) ID must prove the individual’s identity and must include their first and last name or singular name, photo, signature, and date of birth.
  - One (1) piece of ID must prove the individual’s eligibility to work in Canada.
  - Important: Two (2) different government-issued IDs must be provided. One (1) ID, even if it satisfies all of the requirements, will not be accepted.

- Provide the **original copy** of the individual's Criminal Record and Judicial Matters Check (CRJMC), issued within the **past six (6) months**
- To access the "Information and Declaration/Consent for Background Check" form, please visit: [Information and Declaration/Consent for Background Check](https://forms.mgcs.gov.on.ca/en/dataset/026-0180) (https://forms.mgcs.gov.on.ca/en/dataset/026-0180).
- 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).

### Part A - Agency Information

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

Legal Name

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

Business Phone Number

Email

### Part B - Contact Information

**Must be current Director or Partner on file with the Private Security and Investigative Services Branch (PSISB)**

**Important:** If the individual has a singular name, please input their name in the **Last Name/Singular Name** field.

Last Name/Singular Name

First Name

Middle Name(s) (optional)

Position (Director, Partner)

Primary Phone Number

### Part C - Change of Officer, Director, or Partner Information

**Important:** If the individual has a singular name, please input their name in the **Last Name/Singular Name** field below.

**Add a new Officer, Director, or Partner**    Or     **Remove an Officer, Director, or Partner**

Last Name/Singular Name

First Name

Middle Name(s) (optional)

Date of Birth (mm/dd/yyyy)

Position (Officer, Director, Partner)

**Add a new Officer, Director, or Partner**    Or     **Remove an Officer, Director, or Partner**

Last Name/Singular Name

First Name

Middle Name(s) (optional)

Date of Birth (mm/dd/yyyy)

Position (Officer, Director, Partner)

Add a new Officer, Director, or Partner Or  Remove an Officer, Director, or Partner

Last Name/Singular Name

First Name

Middle Name(s) (optional)

Date of Birth (mm/dd/yyyy)

Position (Officer, Director, Partner)

Add a new Officer, Director, or Partner Or  Remove an Officer, Director, or Partner

Last Name/Singular Name

First Name

Middle Name(s) (optional)

Date of Birth (mm/dd/yyyy)

Position (Officer, Director, Partner)

Add a new Officer, Director, or Partner Or  Remove an Officer, Director, or Partner

Last Name/Singular Name

First Name

Middle Name(s) (optional)

Date of Birth (mm/dd/yyyy)

Position (Officer, Director, Partner)

**Part D - Signature of Current Director or Partner on file with the PSISB**

Full Name

Signature

Date (mm/dd/yyyy)

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