

How to submit your application



Online: Apply for or renew your licence at:

[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>)



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

ServiceOntario

Occupational Licensing Services Office

P.O. Box 4500

Kingston ON K7L 0E1

This application package contains the following:

- **Instructions:** Pages 1-6 contain tips on how to successfully complete the application.
- **Appendix A:** Pages 7-9 is the list of criminal offences that renders an applicant ineligible for a security guard and/or private investigator license if convicted, and no pardon/record suspension is granted.
- **Application Form:** Pages 10-14 contain the Individual Security Guard and/or Private Investigator Licence Application Form.
- **Checklist:** Pages 13-14 contains a checklist for you to verify that your application package is fully completed and ready to be submitted.

Instructions

To complete this application, you must:

- Fill out all applicable fields on pages 10-14, including your signature and the date you signed your application (date must be within 90 days of submission).
- Have an Ontario testing completion number (TCN), issued upon completion of the mandatory training and the successful passing of the mandatory test for the licence type(s) you are applying for. This is not required if you hold a valid (not expired, suspended, or revoked) equivalent licence issued from a regulatory authority in another Canadian province or territory.
- Have a mailing address in Ontario.
- Provide a Criminal Record and Judicial Matters Check (CRJMC) in its official format from a police service. Your CRJMC must have been issued within the past six (6) months/must not be older than six (6) months from the date you submit your application.
- Include 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. The IDs must be valid (not expired, suspended, or revoked) at the time of submitting your application.
 - One (1) government-issued ID must prove your identity. This ID must include your first and last name or singular name, photo, signature, and date of birth.
 - One (1) government-issued ID must prove your eligibility to work in Canada. This ID must include your first and last name or singular name and date of birth.
- Provide a passport-quality photo.
- Provide payment (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**.

Applicant Information

With this application, you can apply for an individual security guard and/or a private investigator licence.

- **Security Guard (SG):** A person who performs work, for pay, that consists primarily of guarding or patrolling for the purpose of protecting persons 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.
- **Ontario Testing Completion Number (TCN):** This number would have been provided to you by the testing centre upon successfully passing your test. If you do not have this number, please contact the test delivery centre (Serco) at 1-866-248-2555.
- The test you have completed **must match** the licence type for which you are applying. For example, if you are applying for an individual security guard licence, you must have taken and passed the security guard test. Security guard and private investigator tests are two (2) **separate** tests.
- For more information on training and testing, please visit: [Private security and investigative services | ontario.ca](https://www.ontario.ca/page/private-security-and-investigative-services) (<https://www.ontario.ca/page/private-security-and-investigative-services>)
- **Out-of-Province (OOP) Licence:** If you have a security guard and/or private investigator licence that has been issued by a regulatory authority in another Canadian province or territory and your licence is **currently valid** (not expired, revoked, or suspended), you do not have to complete training and/or testing in Ontario to be eligible to apply for a licence. You are required to provide the following information:
 - OOP Licence Number
 - OOP Licence Type
 - OOP Licence Expiry Date
 - Province/Territory of Issue
 - A photocopy of the front and back of your valid OOP licence
- **Ontario Private Security and Investigative Services (PSIS) Licence Number:** You will have this number if you currently hold or have previously held an Ontario individual security guard and/or private investigator licence and are applying to renew your licence.

Note: When changing your licence type, you must provide your Ontario TCN or your equivalent OOP licence and information (licence number, type, etc.) for that licence type.

Personal Information

As a part of your licence application, you are required to provide your personal information. Please ensure that you complete this section accurately. **All fields in this section are required.**

- Your **first and last names**, or **singular name**, on the application **must match** the names on the two (2) government-issued IDs you are submitting with this application.
 - A **singular name** is a name that cannot be broken up into a first and last name.
- **If your name has changed and is different from the IDs you are providing**, you **must** include a government-issued name change document.
- You must **provide your active email address** to receive notification of when your application has been completed or to receive other updates and correspondence regarding your application.
- You must provide your **Ontario mailing address** and **physical address**.

Criminal Record and Judicial Matters Check (CRJMC)

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

Criminal Record and Judicial Matters Checks 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>).

Note: Your CRJMC must have been issued within the past six (6) months.

Declaration of Offences

If you have been convicted of any of the offences listed on pages 7-9 (Appendix A: Eligibility to Hold a Licence – Clean Criminal Record Regulation) and have not received a pardon/record suspension, you are **ineligible** to hold an individual security guard and/or private investigator licence. **You will not receive a refund for your application payment if your licence application is denied due to your ineligibility.**

This application requires you 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 you must declare 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 you 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 you do not need to declare include:

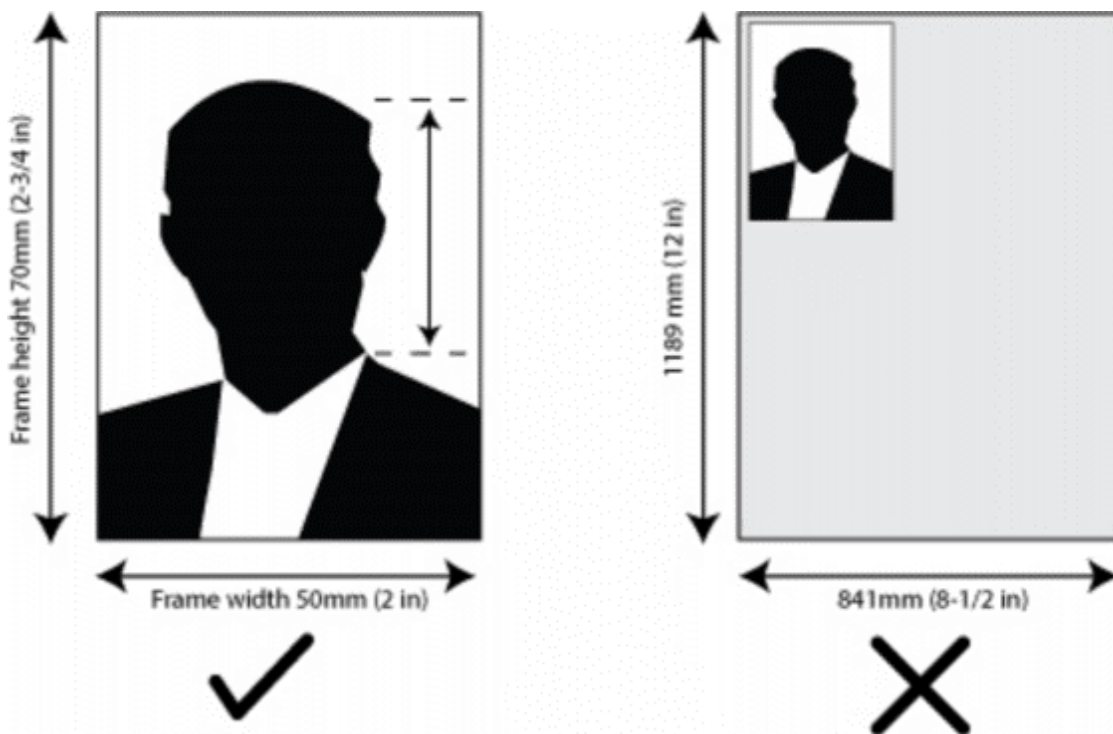
- Convictions for which you have received a pardon/record suspension
- Convictions and/or findings of guilt for offences committed while you were a young person, as defined under the *Youth Offender Act*, the *Youth Criminal Justice Act*, or the *Juvenile Delinquent Act*

Passport-Quality Photo

If you are applying for your licence for the first time, you will need to submit a passport-quality photograph. If you are renewing your licence, you will need to submit a new photograph every six (6) years.

Your photo must:

- Be the same size as a Passport Photo – 50mm wide X 70 mm high (2 inches wide X 2 ¾ inches long). Please ensure that the image does not need to be cropped (see example below).



- Be clear, sharp, and in focus.
- Be taken in front of a plain white background showing a clear difference between your face, clothing, and the background.
- Be taken within the last six (6) months.
- Display your natural skin tones.
- Avoid shadows across your face and/or shoulders, around your ears, or in the background.
- Be taken straight on, with your face and shoulders centered and squared to the camera.
- Be taken with your eyes open and clearly visible, and with your mouth closed in a neutral position (e.g., no smiling). Photos with a red-eye effect will not be accepted.
- **Not be retouched, altered, cropped from a group photo, taken from an existing identification document, or taken in a personal setting.**

Glasses: You can wear prescription glasses if your eyes are clearly visible and there are no reflections and/or glare in the lenses.

- Sunglasses **cannot** be worn.

Hats and Head Coverings: You **cannot** wear hats or anything that covers your head unless **it is worn daily due to religious beliefs or for medical reasons.**

- Your face must be clearly visible in your photo. Hats and head coverings must **not** cast any shadows on your face.

Acceptable Identification Documents (IDs)

You must provide **photocopies** of the front and back of two (2) **different** government-issued IDs from the **list below**, which prove your identity and eligibility to work in Canada. The first and last name or singular name must match on both pieces of ID and your licence application.

Photocopies must be:

- Two (2) different pieces of ID that you will be using for your licence application.
 - One (1) ID must prove your identity (includes first and last name or singular name, photo, signature, and date of birth).
 - One (1) ID must prove your eligibility to work in Canada (includes first and last name or singular name and date of birth).
- High quality, clearly legible copies of your original IDs.
 - IDs must **not be altered or retouched** in **any** way.
- The **front and back** of both IDs.
- **Valid** (not expired, suspended, or revoked) IDs.
- IDs issued in **English or French**. If you are submitting IDs issued by foreign governments and they are in a language other than English or French, you must include a translation by a certified translator.

Important: You must provide two (2) different government-issued IDs. 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 you do 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#identification)

(<https://www.ontario.ca/page/security-guard-or-private-investigator-licence-individuals#identification>) for additional information.

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



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** your application form (date must be within 90 days of submission). Applications that are not signed and dated cannot be processed.

Payment Options

Cost:

- **\$80.00** for an Individual Security Guard or Private Investigator Licence
- **\$160.00** for a Security Guard and Private Investigator (Dual) 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: 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 individual 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.

Part A - Applicant Information

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

- ☐ Security Guard Licence (\$80)
- ☐ Private Investigator Licence (\$80)
- ☐ Security Guard and Private Investigator Licence - Dual (\$160)

Select the type of applicant you are (select one):

☐ **New applicant** —→ Provide **one** of the following:

- Ontario Testing Completion Number (TCN): _____
- Out-of-Province (OOP) Licence Number: _____

☐ **Renewing Applicant** —→ Provide your:

- Existing Ontario PSIS Licence Number: _____

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

If yes, please provide **one** of the following:

- Ontario Testing Completion Number (TCN): _____
- Out-of-Province (OOP) Licence Number: _____

If you have a valid Out-of-Province (OOP) Licence, provide the following information:

OOP Licence Type: ☐ Private Investigator (PI) ☐ SG and PI (Dual) ☐ Security Guard (SG)

Province/Territory of Issue: _____

Expiry Date: (mm/dd/yyyy) _____

☐ I have included a photocopy of the front and back of my OOP licence

Part B - Personal 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 _____

Sex

☐ Male ☐ Female ☐ Other

Date of Birth (mm/dd/yyyy) _____

Email Address _____

Primary Phone Number		Secondary Phone Number	
Ontario Mailing Address			
Unit/Apt no.	Street Address		P.O. Box
City/Town/Municipality		Postal Code	Province
			Country

Is your mailing address the same as your physical address? ☐ Yes ☐ No

(Physical address is where you are located or reside. Mailing address is where your mail gets delivered to.)

If no, provide a physical address

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

Part C - Criminal Record and Judicial Matters Check (CRJMC)

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

Have you included the original copy of your CRJMC from the police service, which was issued within the past six (6) months?

☐ Yes ☐ No

Part D - Declaration of Offences

Important: If you have been convicted of any of the offences listed in **Appendix A: Ontario Regulation 37/08: Eligibility to Hold a Licence – Clean Criminal Record**, you are **ineligible** to hold a licence unless you have been granted a pardon/records suspension.

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

☐ Yes ☐ No

If 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 Offender Act*, the *Youth Criminal Justice Act*, or the *Juvenile Delinquent Act*.

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

Part E - 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 that 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 that have not been resolved on the date of the declaration.
- 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.
- 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 licence.
- I consent to an investigation of my immigration status in Canada by the immigration 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 my rights and responsibilities as a licensee under the *Private Security and Investigative Security 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 Applicant	Signature of Applicant	Date (mm/dd/yyyy)

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, call a ServiceOntario Customer Service Representative at **416-212-1650** or toll-free at **1-866-767-7454**.

Checklist

Prior to mailing in your application (Pages 10-14), have you provided:

- ☐ All required information in applicable fields on pages 10-14, including your name, signature, and date
- ☐ Completed all training and testing requirements (received and entered your Ontario testing completion number) and passed the test for the licence type you are applying for and/or have a valid equivalent licence from another province or territory of Canada (not expired, suspended, or revoked)
- ☐ A SG and/or PI licence number if renewing
- ☐ A mailing address in Ontario
- ☐ The original copy of your Criminal Record and Judicial Matters Check (CRJMC) from the police service issued within the past six (6) months
- ☐ Included legible **photocopies** (front and back) of two (2) different acceptable government-issued identification documents that are valid.
 - One (1) piece of ID that proves your identity (including first and last name or singular name, photo, signature, and date of birth).
 - One (1) piece of ID that proves you are eligible to work in Canada (including first and last name or singular name, and date of birth).
- ☐ A passport-quality photo
- ☐ Payment (by bank draft, certified cheque or money order payable to the 'Minister of Finance')

Please mail your completed application to:

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