

Information and Declaration/ Consent for Background Check (For Agency Executive(s) of Security Guard and/or Private Investigator Agencies)

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

Instructions and Supporting Documentation

This form must be completed for each Agency Executive (Officer, Director, Partner, or Sole Proprietor) of a new or existing agency.

Each Agency Executive is required to:

- Complete and sign this form.
- Include 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 their Criminal Record and Judicial Matters Check (CRJMC), issued within the past six (6) months.
- 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>).

Note: For online applications, print, sign, and date Part F of the form only.

Part A - Agency Information

Provide the following information:

Ontario Agency PSIS Licence Number (for an existing licence)

Legal Name

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

Part B - Agency Executive's Information

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

Last Name/Singular Name

First Name

Middle Name(s)

Date of Birth (mm/dd/yyyy)

Position (Officer, Director, Partner, Sole Proprietor)

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

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 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

Part D - 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

Part E - Additional Information

Please answer all the questions in this section.

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:

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):

Does any other 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:

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

☐ Yes ☐ No

If **yes**, please provide details:

Have you ever been the 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:

Are you legally entitled to work in Canada?

☐ Yes ☐ No

Part F - Declaration of Consent to 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.

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 my rights and responsibilities as 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.

Last Name/Singular Name	
First Name	Middle Name(s)
Signature	Date (mm/dd/yyyy)

Please include your declaration with your agency’s completed application and mail to:
ServiceOntario
Occupational Licensing Services Office
P.O. Box 4500
Kingston ON K7L 0E1

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 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, wilful 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