



Security Programs Newsletter

Happy Holidays

Section 9(1) of the PIPG Act states:

“Every applicant, for renewal of a license to engage in the business of providing private investigators or private guards, shall, on, or before the first day of March of each year, apply to the Solicitor General for the renewal of the license and the renewal of the licenses for each employee or partner...”

Recently Requested Contact Numbers for:

☎ Security Programs in the Atlantic Region

New Brunswick
(506) 453-8565

Newfoundland & Labrador
(709) 729-5879

Prince Edward Island
(902) 368-4585

☎ **Pardon Applications**
1-800-874-2652

Reminder:

Licensing fees are half price between October 1 and March 31. Also, we do not track credit balances. If you know you have a credit, please bring it to our attention.

Notice of Compliance with Amendments to *Private Investigators and Private Guards Act Regulations*

The *Private Investigators and Private Guards Act Regulations* were amended September 15, 2005 to provide specific requirements regarding licensing applications, uniforms, use of guard dogs and armed guards, use of equipment, and the use of vehicles. These requirements were previously administered through program policy, and are now reflected in the amended regulations.

To renew your company license to engage in the business of providing private guards and/or private investigators in Nova Scotia, companies must comply with the requirements of the new regulations. Non-compliance may result in the refusal to renew a company license. If you have any questions regarding compliance with the amended regulations, please contact Karen Forsyth, Deputy Registrar of Security Programs.

Renewals

Renewal packages will be forwarded to each company by the middle of January. Renewal application forms can also be downloaded from our website. Please note, all licenses expire on March 31 of each year. Once this date passes, your current license has expired and will be invalid.

Renewal applications will only be accepted up to two months after the previous year's expiry. Therefore, an applicant whose license expires on March 31, only has until May 31 to submit a renewal application. After that date, a new application will need to be submitted.

Enhanced Screening Criteria for Individual Applications

The Security Programs Office has enhanced the screening criteria used to determine the eligibility and requirements for persons applying for a private guard and/or private investigator license. A copy of the updated screening criteria is attached to assist companies with the individual applicant screening process.

Nova Scotia to Host Conference

The Nova Scotia Department of Justice, Security Programs, will host the 2006 Annual Conference of the **International Association of Security and Investigative Regulators (IASIR)**, November 6~9, 2006. IASIR is a professional association whose goal it is to enhance public safety by promoting professionalism of the private security and private investigative industries through effective regulation. Membership includes state and provincial government regulators, private industry, law enforcement and any other interested individuals. Its international membership includes regulators from 37 agencies in 24 American states and 6 Canadian provinces. For more information, contact the IASIR office, 888-357-2747 or contact@iasir.org. A tentative agenda and registration information will be available on IASIR's Website at www.iasir.org by late spring.



Expediting the Licensing Process

There has been a significant increase in the number of applications received in the Security Programs Office. Normal processing time for applications is a minimum of two (2) business days. When we receive an influx of applications, this processing time can increase to five days.

There are ways, however, the industry can assist us to streamline the process and ensure the applications are processed efficiently and effectively:

- Ensure all required documentation is attached to the application.
- Put all photos on disk or CD. Photos attached to the application must be scanned which can be time consuming.
- When submitting photos on disk or CD, please ensure they are saved as .jpg files and contain the applicant's name.
- If an applicant has checked off that he/she has outstanding fines, please do not submit the application until the individual has

fulfilled his/her obligation to the courts. For court information visit: <http://www.courts.ns.ca/justicecentres/justlocations.htm#>

- Make sure applications are filled out in their entirety. Addresses should be complete, including street, apartment, city, postal code, and phone number.
- Applicants not born in Canada **must** provide citizenship, immigration or work visa.
- Proper screening procedures will help minimize the number of refused individual applicants. Stress to applicants the importance of disclosure of charges on the application, including *Liquor Control Act* charges. These are often overlooked. Emphasize the importance of correctly answering questions 10(a) to (e) on the application form (questions 5(a) to (e) on the individual license renewal form.) Non-disclosure of information will delay the issuance of a license.

License identification cards will be mailed to the company unless otherwise requested on the application. Please note on the front of the application if you wish to pick up the license at the office.

Points of Interest

- All private investigator and private guard license applications delivered by mail, courier or dropped off by a company representative will be processed in order of receipt. Applications will be processed within two (2) business days, under normal circumstances.
- If an applicant has let his/her license lapse, and then re-applies with the same company, this is considered a new application and all information concerning the criminal records check must again be disclosed.

Information on Security Industry Associations

- **Council of Private Investigators, Atlantic Canada** ~ To learn more about this association, please write to 1600 Bedford Highway, Suite 100, Unit 184, Bedford, Nova Scotia, B4A 1E8
- **International Association of Security and Investigative Regulators (IASIR)** ~ To learn more about IASIR, visit the their website at www.iasir.org/.
- **Canadian Society for Industrial Security Inc.** ~ To learn more about this association, please visit their website at www.csis-scsi.org/Main.htm.



Department of Justice

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Office hours:
8:30~4:30 Monday to Friday

Current Licensing Statistics for Security Employees in Nova Scotia April 1, 2005 to December 6, 2005

Private Guards	2,040
Private Investigators	175
Duals (Private Guard & Investigator)	187
Armed Guards	240