

# Application for Individual Licence RENEWAL

Private Investigator/Private Guard/Armed Guard



## Important

- Applicants **must complete both sides of form. Print (Do Not Use Black Ink) or Type Only.**
- **Incomplete applications will be returned.** Ensure you have completed all sections correctly and attached any supporting documents. Contact office if you need assistance.
- **You cannot work as a private investigator, private guard, or armed guard unless you hold a licence under the Private Investigators and Private Guard Act.**

Part 1 - To be Completed by BUSINESS REPRESENTATIVE		Shaded areas are for Office use only
Name of business ( <i>in full</i> )	Application for (check all that apply): <input type="checkbox"/> Private Investigator <input type="checkbox"/> Private Guard <input type="checkbox"/> Private Investigator and Private Guard <input type="checkbox"/> Private Guard – armed guard endorsement <input type="checkbox"/> Private Guard – guard dog handler endorsement <input type="checkbox"/> Private Guard – uniform exemption (restricted only for a retail store environment) <input type="checkbox"/> Baton endorsement <input type="checkbox"/> Restraining device endorsement	Business no.
Address of business		Person no.
		Receipt no.
		Licence no.

Part 2 - To be Completed by APPLICANT. Ensure all applicable fields are completed.			
Legal last or family name of applicant	Legal first name(s)	Legal second name(s)	Legal former name, maiden name, aliases, etc.
Street no. and street name or lot		Apt. no.	Email (If you do not have an email put N/A)
City, town, village, R.R.		Postal code	Contact no.

1. **Armed Guard Endorsement (armoured vehicle companies only)**

Authorization to Carry		Possession and Acquisition Licence		
Number	Expiry	Number	Expiry	Province of Issue

Attach copy of Authorization to Carry (ATC).

2. Were you born outside of Canada?  Yes  No  
 2a. If yes, and you have a work or study permit, attach a current copy.  
 2b. If yes, and you've obtained permanent residency or Canadian citizenship in the past 12 months, attach a copy of your current document.

3. Do you currently hold peace officer status (police officer, sheriff, correctional officer, or government enforcement officer) in Nova Scotia or any other province, state or country?  Yes  No If yes, provide the name of your employer.

The information in items 4 to 5 is required for a police records and background check.

4. <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth year month day	Province/State of birth	Distinguishing marks	Height	Weight	Eye colour	Hair colour
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5. (a) Have you been convicted of an offence under any federal, provincial or territorial statutes in the past 12 months?  Yes  No  
 (b) Are you currently under a probation or parole order, conditional sentence, or peace bond?  Yes  No  
 (c) Have you pled guilty or been found guilty of any offence for which you have been absolutely discharged or conditionally discharged in the past 12 months?  Yes  No  
 (d) Have you been charged with any offence in the past 12 months?  Yes  No  
 (e) Do you have any outstanding fines in default?  Yes  No

An answer of "yes" may require further information but does not necessarily affect the granting of a licence.  
 If you answered "yes" to any of the above, GIVE ALL details. (If space is insufficient, complete on a separate sheet and attach.)  
**Provide Summary of Incident/Offence on separate sheet and attach.**

Offence	Date	Place	Police Department	Outcome of Proceedings

**Declaration and Authority for Release of Information It is important that you read and understand this before signing.**

**By signing this application:**

- I consent to a police records check and a criminal and court records background check being done by authorized staff of the Security Programs Office.
- I understand that these checks may include information about me such as involvement with any police agency, information regarding convictions, findings of guilt, records of outstanding warrants, charges (provincial/federal) and unpaid fines in default.
- I consent to providing my application form to any police service for additional information that may be required in relation to my police records check and my criminal and court records background check.
- I authorize the release of any documents in the custody of any police service or the courts relating to these checks to authorized staff of the Security Programs Office.
- I understand that all information about me that is obtained during the police records check and the criminal and court records background check is used by the Registrar and authorized staff, for the purpose of determining eligibility for the issuance of a licence under the Private Investigators and Private Guard Act.
- I consent to the sharing of my information with other provinces, for the purpose of licence eligibility.
- I certify I have read and understand all parts of this application form, and the information provided by me in this application and all attachments I have submitted to be true and correct to the best of my knowledge and belief.
- I agree I will promptly (within 3 days) report to the Security Programs Office and any security business I am employed with, any charge or conviction for a provincial and/or federal offence that occurs on or after the date that I sign this authorization.
- I understand that if the application is incomplete and/or missing information, a licence will not be issued until this information is submitted to the Security Programs Office. I also understand that the application fee is non-refundable.
- I understand that no person shall act as a private investigator, private guard or armed guard, unless the person is the holder of a valid licence issued under the Private Investigators and Private Guards Act.
- I understand that if a licence is granted pursuant to this application, this authorization and consent by me shall remain in force for the duration of the period for which the licence is valid.
- I understand that if I knowingly or recklessly provide false information in this application, or to authorized staff of the Security Programs Office, it may lead to my application being refused, or any resulting licence being suspended or revoked, and/or prosecution.

\_\_\_\_\_  
Signature of applicant (*original signature required*)

\_\_\_\_\_  
Date of signature

\_\_\_\_\_  
Print name

**Part 3 - To be Completed by BUSINESS REPRESENTATIVE**

**The following fee and supporting documents must be submitted with this application:**

- applicable licensing fee (*non-refundable*)
- 1 current full-face photograph of the applicant taken within 6 months (*if applicable*)
- copy of valid government issued photo identification with date of birth and signature (*e.g. driver's licence, passport*)
- work permit, study permit, permanent resident or Canadian citizenship document (*if applicable*)
- copy of Authorization to Carry (ATC) (*for armed guard endorsement*)
- proof of training certificate for baton/restraining device endorsement (*if applicable*)

**Employer's Statement (to be completed and signed by the business representative)**

- I have reviewed this completed application and confirm the information provided is true and correct to the best of my knowledge and belief.
- I certify that this applicant is considered a suitable person for the license and any endorsements applied for in this Form.

\_\_\_\_\_  
Signature of authorized business representative

\_\_\_\_\_  
Date of signature

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Position in company or partnership

**Any questions relating to this application may be directed to:**

Department of Justice  
Public Safety and Security Division, Security Programs  
PO Box 7  
Halifax, NS B3J 2L6

Telephone: (902) 424-2905  
Email: [secprog@novascotia.ca](mailto:secprog@novascotia.ca)  
[www.novascotia.ca/just/public\\_safety/private\\_security.asp](http://www.novascotia.ca/just/public_safety/private_security.asp)