



## Justice

### Public Safety and Security Division

Security Programs

1681 Granville Street, 1st Floor Phone: 902 424-2905

P.O. Box 7

Fax: 902 424-0700

Halifax, NS B3J 2L6

## Business and Individual License Application Process- Private Guard/Private Investigator/Armed Guard

The Province of Nova Scotia requires licensing for private investigators and private guards as defined in the *Private Investigators and Private Guards Act* and Regulations. This information sheet summarizes the key requirements and procedures involved.

### **Business Application:**

Any person who engages in, carries on, advertises or holds themselves out as carrying on the business or practice of providing private investigators, private guards, and/or armed guards must submit an application for a business license.

A person(s) applying for a business license must show that they have the skills and knowledge of the specific security services they will be providing to the general public. If your business is going to offer these services then the business owner(s), or a person designated by the business owner (manager) who is responsible for the daily operations of the business, i.e. the oversight of employees and contracts for the supply of security services, must satisfy the Registrar that they have the knowledge and skills to effectively run the security guard/investigation business.

If a person does not have proof of law enforcement training/experience or proof from a college (Law & Security Foundations training), they must be able to demonstrate specific training or a combination of training and related work experience in the security industry.

New business applicants will require an interview.

The business application must be accompanied by:

- Business name approval confirmation from the Security Programs Office. The name approval request must be approved **prior** to submitting documentation to Registry of Joint Stocks. The request can be submitted by mail or e-mail to: [secprog@gov.ns.ca](mailto:secprog@gov.ns.ca)
- Documentation confirming the business name has been reserved with the Nova Scotia Registry of Joint Stocks. Once the application is approved, the certificate of registration under the *Partnership and Business Names Registration Act* or certification of incorporation under the *Companies Act*, must be submitted prior to the license being issued.
- Documentation confirming necessary liability insurance can be obtained. Once the application is approved, the certificate of liability insurance must be submitted prior to the license being issued. The comprehensive liability insurance policy must be for \$1,000,000 or more, covering the company and its employees. The insurance certificate must identify the Department of Justice, Security Programs Office as the certificate holder, and include a 30-day cancellation clause. It must also state the type of service that it is covering i.e., private security. If the insurance is for an extra-provincial corporation it must state that the coverage extends to Nova Scotia.
- A business/operational plan which includes a breakdown of your policies and procedures for the business operations, such as, but not limited to; employee training, code of conduct, reporting procedures, management/supervision of employees, and legislative requirements. In addition, an overview of your financial position/information related to the start-up costs of your business to show that you have done a review of the market and your start-up expenses and revenue.



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- The applicable application fee (cash, cheque, money order, bank draft only).
- A copy of business license(s) from all jurisdictions for which the company is currently registered.
- Vehicle Approval form, including coloured photographs of the vehicle(s) to be used by the company for approval, if applicable.
- Uniform Approval form, including coloured photographs of the private guard/armed guard uniform for approval, if applicable.
- Part 2 of the business application must be submitted for the criminal and court records checks for each owner, partner, director, officer, as well as any manager responsible for the day-to-day operations of the security business. The Affidavit must be included.
- A copy of a valid government issued photo identification card which has a signature and shows date of birth for each owner, partner, director, officer, and manager (example: driver's license).
- A personal resume for each owner, partner, director and/or officer.
- Two signed letters of reference for each owner, partner, director and/or officer from business associates, former employers or other persons you have been associated with on a professional level. Please do not submit personal references.
- Proof of security and/or investigative training and experience for each owner, partner, director, officer, or manager if the owner does not have training or experience (i.e. certificates, diplomas).
- A copy of security and/or private investigator license(s) for each owner, partner, director, officer, and manager from all jurisdictions they are currently licensed.
- Federal agency check (FBI) and local state criminal background check (within the last 6 months) for any business owner, partner, director and/or officer that reside outside of Canada.
- Any other information requested by the department.

If applying for a license endorsement to provide armoured vehicle services, the applicant must also submit:

- A copy of the applicant's firearms business license issued under the Firearms Act (Canada).
- The specifications of the armoured vehicle - to a standard acceptable by the Minister.

If applying for a license endorsement to provide guard dogs for hire, please contact the office.



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### **Individual Application:**

A person making application for a private guard or private investigator must submit the approved application form signed by an approved company representative, be at least 19 years of age, a Canadian citizen, permanent resident, or show proof of eligibility to work in Canada. The application form must be accompanied by:

- One recent photograph of the applicant ~ photo should be approximately 2.54 cm x 2.86 cm, or passport photo size. The photograph must show a full, frontal view of their head and shoulders, and the background should contrast with the color of their hair and skin. The entire face must be clear in the photograph, with no hat, sunglasses or other object hiding their features. We prefer digital images saved in jpg format sent via email, or on a flash drive.
- A copy of a valid government issued photo identification card which has a signature and shows date of birth (example: driver's license).
- The applicable application fee (cash, cheque, money order, bank draft only).
- Any other information requested by the department.

If applying for a license endorsement to act as an armed guard, the applicant must also submit:

- Written proof that the applicant has completed the firearms proficiency test.

\*Note: A valid Authorization to Carry (ATC) issued under the *Firearms Act* (Canada) must be applied for, and issued by the Nova Scotia Provincial Firearms Office prior to an armed guard license being issued.

If applying for a license endorsement to carry a baton and/or restraining device, the applicant must also submit:

- written authorization from the business to carry a baton, restraining device or self-defense equipment (Business Request Form).
- written proof that the applicant has received acceptable training in the use of this equipment from a certified instructor acceptable to the Minister.

If applying for a license endorsement to act as a guard dog handler, please contact the office.

### **Uniforms/Vehicles:**

- A uniform to be worn by a private guard/armed guard must be approved by this office. A Uniform Approval form and photographs are to be submitted of the proposed company uniform (this includes, but is not limited to, company identification patches, shirt, pants, hat, and jacket).
- A motor vehicle used by a private guard for security patrol must be approved by this office. A Vehicle Approval form and photographs are to be submitted of the side and rear view of the vehicle.
- An armoured vehicle used by an armoured car service must be approved by this office. An Armoured Vehicle Approval form and photographs are to be submitted of the side and rear view of the vehicle.



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### License Fee Schedule

Application fees for licenses must be paid by cash, cheque, money order or bank draft (payable to the Minister of Finance):

License to engage in the business of providing private investigators <u>or</u> private guards for hire or renewal	<b>\$397.45</b>
License to engage in the business of providing private investigators <u>and</u> private guards for hire or renewal	<b>\$771.25</b>
License to act as a private guard <u>or</u> private investigator or renewal	<b>\$26.15</b>
License to act as a private guard <u>and</u> private investigator or renewal	<b>\$39.85</b>
Identification card for a guard dog or renewal	<b>\$26.15</b>

**The fiscal year for licensing runs from April 1 - March 31. All fees are reduced by 50%, effective October 1 of each year, for the remainder of the licensing year (March 31).**

Questions can be addressed to the Security Programs Office at (902) 424-2905.

Completed applications must be submitted to the address below.

Department of Justice  
Security Programs Office  
1681 Granville St.  
P.O. Box 7  
Halifax, Nova Scotia  
B3J 2L6

