



Justice

Public Safety and Security Division
Security Programs

Application for BUSINESS LICENCE RENEWAL – to provide Security Services (Private Investigation, Private Guards and/or Armoured Vehicle Service)		Business no.
		Receipt no.
		Licence no.
Instructions: HAND PRINT in Black or Blue Ink or TYPE ONLY. SHADED AREAS FOR OFFICE USE ONLY.		
Legal name of business		Business operating name
Physical address of business in Nova Scotia (number and street, city, town, village, postal code)	Mailing Address (if different from physical address)	If the business is operating branch offices in other parts of the province, provide an address for each location and the name of the branch manager.
Business phone no.	Business fax no.	E-mail address
Application to supply: <input type="checkbox"/> Private Investigators <input type="checkbox"/> Guard Dogs For Hire (check all that apply) <input type="checkbox"/> Private Guards <input type="checkbox"/> Armoured Vehicle Service (armed guards) <input type="checkbox"/> Private Investigators <u>and</u> Private Guards		
Endorsements		
Armoured Vehicle Service endorsement 1. Provide Firearms Business Licence no. and expiry date (attach copy)		Guard Dog For Hire endorsement 2. Attach a completed Form 5 - Application for Licence - Guard Dog for Hire for each dog to be used.
3. Has there been a change in ownership of the business within the past 12 months? <input type="checkbox"/> yes <input type="checkbox"/> no (If yes, please contact the Security Programs Office)		
4. If this business is a partnership or corporation, have there been any changes in partners, directors or officers? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, please have each of those individuals complete and sign Part 2 and the Affidavit of Form 1 (Application for a Business License) and submit along with this completed application.		
5. Has any partner, director or officer obtained a position with Peace Officer status in Nova Scotia or any other province, state or country? <input type="checkbox"/> yes <input type="checkbox"/> no (If yes, contact the Security Programs Office)		
6. Has the business been charged or convicted of any offence under any law of any province, state or country within the past 12 months? <input type="checkbox"/> yes <input type="checkbox"/> no (If yes, please provide details)		
7. Has the business application/license been refused, revoked or suspended in any province, state or country within the past 12 months? <input type="checkbox"/> yes <input type="checkbox"/> no (If yes, please provide details)		
8. Has there been a change in the markings on the business' vehicle(s)? <input type="checkbox"/> yes <input type="checkbox"/> no (If yes, attach a coloured photograph or written description of the changes to the vehicle(s) for approval)		
9. Has there been a change in the business' uniforms? <input type="checkbox"/> yes <input type="checkbox"/> no (If yes, attach a coloured photograph or written description of the changes to the uniform for approval)		

Declaration and Authority for Release of Information**By signing this application:**

- **I consent** to a criminal and court records background check being done by authorized staff of the Security Programs Office which includes but not limited to 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 criminal and court records background check.
- **I authorize** the release to the Registrar any documents in the custody of any police service or the courts relating to these checks.
- **I understand** that all information about me that is obtained during 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 security agency licence.
- **I consent** to the sharing of my information with other provinces, for the purpose of security agency 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 report to the Security Programs Office any charge or conviction for a provincial and/or federal offence that occurs on or after the date I sign this authorization, or of any change in business address, contact information, or legal business name.
- **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 am aware** of the responsibilities and obligations of a security business licensee under the Private Investigators and Private Guards Act (PIPGA), and it's Regulations.
- **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 documentation submitted with this application, that it may be grounds for this application to be denied and/or the business license to be suspended or revoked, and/or prosecution.

I further acknowledge that

- **I understand** that no person shall act as a private investigator, private guard or armed guard unless the person is the holder of a licence therefore issued under the *Private Investigators and Private Guards Act* this Act.

 Signature of Business Owner, Director or Officer of the Business

 Date of signature

 Print name

 Position in company or partnership
The following list of supporting documents must be submitted with this application:

- applicable licensing fee (non-refundable)
- certificate of liability insurance
- certificate of business registration issued by Nova Scotia Registry of Joints or NB Business registration.
- the name of each partner, director and/or officer of the business and a copy of their valid government issued photo identification with date of birth and signature on it
- Criminal and court records consent form for owner, partners, directors and/or officers (if applicable)
- Affidavit
- coloured photographs/written description of the changes to the vehicle(s) for approval (include side and rear of vehicle) - if applicable
- coloured photographs/ written description of the changes to the uniform for approval (include the front, side and back of uniform) - if applicable
- completed Form 5 - Application for Licence - Guard Dog for Hire (for guard dog for hire endorsement) - if applicable
- copy of Firearms Business Licence (for armoured vehicle services endorsement) - if applicable

Any questions relating to this application may be directed to:

Department of Justice
 Public Safety & Security Division - Security Programs
 P.O. Box 7, Halifax, Nova Scotia B3J 2L6
 Telephone: (902) 424-2905 Fax: (902) 424-0700



AFFIDAVIT

Province of Nova Scotia

I, _____ of _____,
legal name address

in the County of _____, Province of _____,
County Province

Country of _____.
Country

MAKE OATH AND SAY:

1. I am the _____ of the applicant
state position: sole proprietor, partner or director or officer of corporation

_____ for a license to engage in the
legal and operating business name

business of providing private investigators and/or private guards.

2. To the best of my knowledge and belief, the information given in the application is true.

Sworn or affirmed before me at _____,
 in the County of _____,
 Province of _____,
 on this _____ day of _____, 20_____

 Signature of a Barrister of the Supreme Court of
 _____, Commissioner of Oaths in
 and for the Province of Nova Scotia or Notary Public

 Signature of applicant

***NOTE** – Only Commissioner of Oaths for Nova Scotia, or Commissioner of Oaths outside of Nova Scotia who are authorized to sign extra-provincial documents, are permitted to sign the Affidavit. Proof of Commissioner of Oaths authority outside of Nova Scotia may be required.