



Justice

Public Safety and Security Division  
Security Programs

<b>Application for Business License - Private Investigators and/or Private Guards</b>	Business no.
	Receipt no.
	License no.

**Instructions: HAND PRINT in Black or Blue Ink or TYPE ONLY**

**PART 1 To be completed by applicant**

Legal name of business (name must be approved before license issued)		Business operating name
Physical address of business in Nova Scotia (number and street or lot, city/town/village, R.R., 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: (check all that apply) <input type="checkbox"/> Private Investigators <input type="checkbox"/> Private Guards <input type="checkbox"/> Private Investigators <u>and</u> Private Guards <input type="checkbox"/> Guard Dogs For Hire <input type="checkbox"/> Armoured Vehicle Service (armed guards)		

**Endorsements**

<p><b>Armoured Vehicle Service endorsement</b></p> <p>1. (a) Have you applied for your Firearms Business License <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>(b) Attach coloured photographs or written description of an example of each type of armoured vehicle and the armed private guard uniform to be used.</p>	<p><b>Guard Dog For Hire endorsement</b></p> <p>2. Attach a completed Form 5 – Application for License – Guard Dog for Hire for each dog to be used.</p>
Firearms Business License no. and expiry date	

3. Is this an office building or similar business premises?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
4. Is this a private residence?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
If so, (a) is office set apart from dwelling?	<input type="checkbox"/> yes	<input type="checkbox"/> no	
(b) is office readily accessible to the general public by means of a separate entrance?	<input type="checkbox"/> yes	<input type="checkbox"/> no	(if no, give details)
5. List proposed business activities:			
6. Has the business ever been registered or licensed to engage in the business of providing security under any name other than the name in which this application is submitted? If yes, give details.			
	<input type="checkbox"/> yes	<input type="checkbox"/> no	
7. Have you ever had a security industry license refused, revoked or suspended in any province, state or country? If yes, give details.			
	<input type="checkbox"/> yes	<input type="checkbox"/> no	
8. Are you currently, or have you previously been licensed in the security industry in any province, state or country? If yes, give details.			
	<input type="checkbox"/> yes	<input type="checkbox"/> no	
9. Has the business ever been charged, indicted, or convicted of any offence under any law of any province, state or country? If yes, give details.			
	<input type="checkbox"/> yes	<input type="checkbox"/> no	

10. Type of ownership (check one):

- sole proprietorship** (complete Part 2 and Affidavit)
- partnership** (each partner must separately complete Part 2 and Affidavit)
- corporation** (each director and officer must separately complete Part 2 and Affidavit)

11. Name(s) of partners, corporate officers (include applicable titles):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**PART 2 (including Affidavit)**

To be completed by an applicant who is a sole proprietor (individual), a partnership (each partner to complete a separate Part 2 and affidavit), a corporation (each director and officer to complete a separate Part 2 and affidavit), as well as any manager responsible for the day-to-day operations of the security business (to complete Part 2 only-no affidavit required).

14. Last or family name of applicant | First name(s) | Second name(s) | Former name, maiden name, aliases, etc.

15. Street no. and street name or lot | Apt. no.

16. City, town, village, R.R. | Postal code | Residence phone no. | Business phone no.

17. Occupation/Profession | E-mail address | Business fax no.

18. Do you presently hold a position with Peace Officer status in Nova Scotia or any other province, state or country?  yes  no  
If yes, give details. Note: restrictions for employment may apply.

**THE FOLLOWING INFORMATION IS REQUIRED FOR A POLICE RECORDS BACKGROUND CHECK**

19.  Male | Date of birth (y/m/d) | Place of birth | Distinguishing marks | Height | Weight | Eye colour | Hair colour  
 Female

20. Driver's license no. | Province/State of issue | Or government issued photo identification and type

21. If you were born outside of Canada, in what year were you admitted to Canada?

22. List place of residence for past 5 years. **Exclude present address. (If space insufficient, complete on separate sheet and attach.)** (Street no. and name or lot, apt. no., city, town, village, R.R., postal code) | From (m/y) | To (m/y)

23. Current and previous record of employment for the past 5 years.	Employer's Name/Address/Phone number	Type of Work	Period Employed		Reason for Leaving
			From (m/y)	To (m/y)	

24. Summary of experience and training in investigation and/or security. Give details. (If space insufficient, complete on separate sheet and attach.)

25. Have you ever had a security license refused, revoked or suspended in any province, state or country? If yes, give details.

26. (a) Have you been convicted of an offence under any federal, provincial or territorial statutes for which you have not received a pardon?  
(Example: Criminal Code of Canada, Controlled Drugs and Substances Act, Liquor Control Act, Youth Criminal Justice Act)  yes  no
- (b) Are you currently under a probation or parole order or conditional sentence?  yes  no
- (c) Have you pled guilty or been found guilty of any offence for which you have been absolutely discharged or conditionally discharged?  yes  no
- (d) Have you been charged with any offence which is still pending?  yes  no
- (e) Do you have any outstanding fines in default?  yes  no
- (f) Have you been charged with any Criminal Code offence with a final outcome in the past 3 years?  
(This includes charges that have been dismissed, withdrawn, acquitted, or stayed)  yes  no

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

Offence	Date	Place	Police Department	Outcome of Proceedings

**Declaration and Authority for Release of Information**

**By signing this application:**

- I consent to a police records and background check.
- I consent to the disclosure of the results of a police records and background check, and authorize any police service that is requested to perform such a check to disclose any or all information obtained by the police records and background check, to the appropriate authority or any person authorized by them.
- I consent to the sharing of this information in other provinces, states or countries for uses consistent with this application.
- I agree that if a license is granted pursuant to this application, this authorization and consent by me remains in force for the duration of the period for which the license is issued, or, as long as I am an owner, partner, director, officer, or manager of the business.
- I will promptly report to the Department of Justice, Public Safety and Security Division-Security Programs any charge or conviction for a provincial and/or federal offence that occurs after the date I sign this authorization.

**I certify that**

- I have read and understand all parts of this application form, and
- the information provided by me in this application is true and correct to the best of my knowledge and belief.

**I further acknowledge that**

- Section 4 of the *Private Investigators and Private Guards Act* states that no person shall act as a private investigator or private guard, unless the person holds a valid license issued under this Act.

**Caution**

It is an offence to knowingly furnish false information in any application under the Act. In addition, the license may be refused.

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

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

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

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

- applicable licensing fee (cash, cheque, money order or bank draft only)
- documentation confirming applicant can obtain necessary liability insurance (once application is approved, certificate of liability insurance must be submitted before license is issued)
- documentation confirming applicant has reserved their business name with the Nova Scotia Registry of Joint Stocks (once the application is approved, the certificate of registration under the *Partnerships and Business Names Registration Act* or certificate of incorporation under the *Companies Act*, must be submitted before license is issued)
- a copy of the business name approval confirmation from the Security Programs Office
- a business/operational plan (which includes company policy, operational and training plan)
- a copy of business licenses from all other jurisdictions for which the company is currently registered
- a copy of security and/or private investigator licenses for each owner, partner, director, officer, and manager from all jurisdictions they are currently licensed
- a copy of valid government issued photo identification with date of birth and signature for each owner, partner, director, officer, and manager
- a personal resume for each owner, partner, director and/or officer
- 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).
- two signed letters of reference for each owner, partner, director and/or officer from former employers, business associates, or other professional associates.
- 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 live outside of Canada.
- vehicle approval form and coloured photographs of an example of each type of vehicle (include side and rear of vehicle) to be used for security patrol by the private guard business (for providing private guard services)
- uniform approval form and coloured photographs of the uniform (include front, side and back of uniform) to be used by the private guard business (for providing private guard services)
- vehicle approval form and coloured photographs of an example of each type of armoured vehicle (include side and rear of vehicle) to be used by the armoured vehicle service (for armoured vehicle services endorsements)
- uniform approval form and coloured photographs of the uniform (include front, side and back of uniform) to be used by the armoured vehicle service (for armoured vehicle service endorsement)



# AFFIDAVIT

Province of Nova Scotia

I, \_\_\_\_\_ of \_\_\_\_\_,  
legal name address  
in the County of \_\_\_\_\_, Province of \_\_\_\_\_,  
county province  
Country of \_\_\_\_\_.

### MAKE OATH AND SAY:

1. I am the \_\_\_\_\_ of the applicant  
state position: sole proprietor, partner, director, 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 \_\_\_\_\_, Notary Public  
Print name: \_\_\_\_\_

\_\_\_\_\_  
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.