



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

Dear Sir/Madam:

This correspondence is being forwarded in response to your inquiry regarding engaging in the business of providing security services. 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.

Application Process:

Company Application:

Any person who engages in, carries on, advertises or holds themselves out as carrying on the business or practice of providing private investigators or private guards must submit an application for a business license and the 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
- 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 company policy, operational and training plan).
- Part 2 of the business application for each owner, director and/or officer, including the affidavit.
- A personal resume for each director/officer.
- Proof of security and/or investigative training and experience for each director/officer (i.e. certificates, diplomas)
- Two signed letters of reference for each director/officer from business associates, former employers or other persons you have been associated with on a professional level.
- 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 uniform for approval, if applicable.
- The applicable application fee.
- A copy of a valid government issued photo identification card which has a signature and shows date of birth for each director/officer (example: driver's license).
- A copy of business license(s) from all jurisdictions for which the company is currently registered.
- A copy of security and/or private investigator license(s) for each director/officer from all jurisdictions they are currently licensed.
- Any other information requested by the department.

A license endorsement to allow the applicant to provide armoured vehicle services to their business license **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.

A license endorsement to allow the applicant to provide guard dogs for hire **must also submit:**

- A Form 3 for each guard dog, together with 2 current colour photographs of the guard dog, one of which is a full front head shot and the other a full side view of the dog.

Individual Application:

A person making application for a private guard or private investigator must submit the approved application form signed by the qualified company representative, be 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:



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

- 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 will also accept digital images on a disk or CD.
- 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.
- Any other information requested by the department.

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

- a copy of the applicant's Possession and Acquisition License for firearms and their Authorization to Carry issued under the *Firearms Act* (Canada) and regulations.
- written proof that the applicant has completed the firearms proficiency test.

If applying for a license endorsement to act as a guard dog handler, 2 current color photographs of each guard dog for hire with the applicant, one of which is taken from the front left of the dog and the other from the front right of the dog, must be submitted.

Uniforms/Vehicles/Equipment

- A uniform to be worn by a private guard must be approved by this office. 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. Photographs are to submitted of the side and rear view of the vehicle.
- If applicable, written authorization from the business that employs applicants to carry a baton, restraining device or self defense equipment, must be submitted to this office for approval along with written proof of training that the applicant has received in the use of this equipment from a certified instructor acceptable to the Minister.

License Fee Schedule (Fees listed below are current as of April 1, 2015)

Application fees for licenses are payable to the Minister of Finance as follows:

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

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. **New business applicants may require an interview.**

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

