



**Department of Justice
Public Safety & Security Division**

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Halifax, Nova Scotia
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Dear Applicant,

Process for Appointment or Re-appointment as a Provincial Civil Constable

A provincial civil constable may execute anywhere in the Province processes of a civil nature including any notice, order, warrant, summons other than a notice, order, warrant, summons or other process required to be executed or served by a sheriff or a functionary appointed under another enactment or by another officer, person or body.

Provincial civil constable appointments are valid for two years. A fee of \$25.75 is required, along with a passport-sized recent photograph, two letters of reference, and a copy of government issued photo identification showing date of birth and containing applicant's signature.

In addition to the above, the following documentation must be completed and forwarded to our office:

- Prescribed application form and affidavit;
- Form 5 – Personal Bond; OR
- Form 6 – Bond of a Guarantee Company.

Appointments are issued under the *Police Services Act*. For a copy, please visit <http://nslegislature.ca/legc/statutes/policesv.htm>

Your completed appointment will be mailed to you, along with an Oath that must be completed and returned to our office prior to commencing your duties as a provincial civil constable.

If the application is being submitted for re-appointment, the two letters of reference are not required. All other documentation listed above must accompany your renewal application. If a personal bond was provided with your original application, a new bond must be submitted with the renewal application.

If you require further information, please do not hesitate to contact the Security Programs Office at (902) 424-2905.