

The Following Instructions Must Be Read Before You Start Working as a Private Guard, Private Investigator or Armed Guard pursuant to the *Private Investigators and Private Guards Act*.

THESE INSTRUCTIONS MUST BE PROVIDED TO THE LICENSE HOLDER

This Identification Card is for the following license:

- Private Guard Armed Guard
 Private Investigator Private Guard/Private Investigator

License Number ____/____/____/____/____

1. This license/identification card is the property of the Province of Nova Scotia. This license expires March 31st of each year and must be renewed for April 1st of each year.
2. While acting as a private investigator, private guard or armed guard, you must carry the original prescribed license/identification card on you and must produce it for inspection at the request of any person.
3. If your license is lost or stolen, you must promptly report this to your employer in order to request a replacement license from our office. You are not permitted to act a private investigator, private guard or armed guard without carrying the original license, or a temporary license issued by our office.
4. You must promptly report to your employer and the Department of Justice, Public Safety and Security Division, Security Programs Office, any charge or conviction for a provincial and/or federal offence that occurs after you have been issued this license. Failure to do so may result in suspension or revocation of your license.
5. You cannot carry equipment (i.e., batons and/or restraining devices) for which you have not been endorsed to carry. The endorsement must be on your license and you must be in possession of the license while carrying these endorsements. If the endorsements are added after the license is issued, the old license must be returned to the Security Programs Office within 10 business days. The endorsements are only valid for 3 years from the date of completion on the training certification.
6. If you request an upgrade to your license type, you may not engage in the license activity until it has been approved by our office and you are in possession of the upgraded license. The old license must be returned to the Security Programs Office within 10 business days.
7. You must report any change of name, address and/or contact information to the Security Programs Office within 10 days. This may be submitted by mail, fax or email.
8. If you are a holder of a study or work permit, the condition "Must have a valid study or work permit" is printed on the back of the license. Your license is deemed invalid if your study or work permit expires and you have not submitted a copy of an extended permit to our office. This may be submitted by mail, email, fax or in person.
9. When you cease to be employed as a private guard, private investigator or armed guard, or your license expires, you must give your license/ID card immediately to your employer who shall forward it to the Security Programs Office. Failure to do so may result in a violation under the Act and/or affect your future eligibility to obtain a license.
10. If at any time you are employed with a private guard, private investigation or armoured vehicle company and are not issued a license/identification card, please advise the Security Programs Office.
11. Upon renewal, no applicant can have a fine owing that is past the fine due date. This requirement also applies to an applicant who was issued a license during the previous licensing year.
12. **No licensee engaged in duties under the Act shall act as a collector of accounts, bailiff or provincial civil constable or undertake to hold themselves out, or advertise as undertaking, to collect accounts or act as a bailiff or provincial civil constable for any person either with or without remuneration.**