



## BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

P.O. Box 989002, West Sacramento, CA 95798-9002

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### APPLICATION FOR SECURITY GUARD REGISTRATION

**NOTE: Read *Fee Amount Due* under Instructions carefully to help ensure payment of correct fee amount. An application received without full payment will not be processed and will be returned to the applicant.**

Have you served or are currently serving in the United States military?  Yes\*  No

\*In order to assist veterans in their transition from military service to civilian employment, BSIS has implemented the Veterans Come First Program which offers priority services to veteran applicants. Disclosure of military service is voluntary and participation in the program is optional. If you choose to use the Veteran's Come First Program, check the military status box and submit proof of military service (e.g. DD-214, DD-256, V-MET record, military orders, military I.D., etc.) along with your application.

**IMPORTANT INSTRUCTIONS:** Read all instructions contained in this application, including information on the reverse side of this page.

#### (COMPLETE ELECTRONICALLY ON COMPUTER OR PRINT CLEARLY IF HANDWRITTEN)

1. Name	Last	First	Middle	Fee Amount (See Instructions)
				\$
(Social Security Number or Individual Taxpayer Identification Number)		Month		Day
2. SSN or ITIN	3. Date of Birth		/	/
Number and Street		City		State
4. Residence Address				Zip
5. Telephone ( ) -		(Optional)		6. Email Address
7a. Have you ever been convicted of, or pled guilty or nolo contendere to ANY criminal or civil offense in the United States, it's territories, or a foreign country? <i>This includes every citation, infraction, misdemeanor and/or felony. Convictions that were adjudicated in the juvenile court or convictions under California Health and Safety Code sections 11357(b), (c), (d), (e) or section 11360(b) which are two years or older, as well as criminal charges dismissed under section 1000.3 of the Penal Code or equivalent non-California laws, should NOT be reported. Convictions that were later dismissed pursuant to sections 1203.4, 1203.4a, or 1203.41 of the California Penal Code or equivalent non-California law MUST be disclosed.</i> <input type="checkbox"/> YES <input type="checkbox"/> NO				
7b. Is any criminal action pending against you, or are you currently awaiting judgment and sentencing following entry of a plea or jury verdict? <input type="checkbox"/> YES <input type="checkbox"/> NO				
8. Have you ever been registered as a security guard? <input type="checkbox"/> NO <input type="checkbox"/> YES, enter license #: _____				

#### IF EMPLOYED, PROVIDE EMPLOYER INFORMATION

9. Employer Name	10. Employer License #	Number	Expiration Date
Number and Street		City	State
11. Address			Zip
12. Telephone ( ) -	13. First Day of Employment	/	/

#### PEACE OFFICER INFORMATION

14a. Are you a PEACE OFFICER holding peace officer status as defined by Chapter 4.5 (commencing with section 830) of Title 3 of Part 2 of the Penal Code or a level I or level II reserve officer under paragraphs (1) and (2) of subdivision (a) of section 832.6 of the Penal Code? <input type="checkbox"/> YES* <input type="checkbox"/> NO
*Refer to number 1 on the third page of this application for application filing requirements.
14b. I have attached a copy of proof of my successful completion of a course of study in the exercise of power to arrest. (The course must be approved by the Commission on Peace Officer Standards and Training.)
Initial: _____

**POWER TO ARREST COURSE CERTIFICATION**

The Security Guard applicant must have completed the eight (8) hour "Power to Arrest" training including passage of the examination. This training can be obtained from a Private Patrol Operator or a Bureau certified training facility or any organization or school approved by the Bureau to teach the course.

15. I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA, that the applicant has been instructed in the Power to Arrest and that he or she has passed with a score of 100%.

_____ INSTRUCTOR OR EMPLOYER SIGNATURE		_____ TYPE OR PRINT NAME		
_____ SCHOOL OR BUSINESS NAME		_____ LICENSE #		
_____ LICENSE EXPIRATION DATE		_____ CERTIFICATE OF COMPLETION SERIAL NUMBER		
_____ SCHOOL OR BUSINESS ADDRESS		_____ CITY	_____ STATE	_____ ZIP CODE
				(     ) PHONE NUMBER

16. I DECLARE UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, that all statements on this application are true and correct, with full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answers to any questions on the application may be grounds for denial or subsequent revocation of my registration and/or criminal prosecution.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** You are eligible to work as a Security Guard only when you have in your possession a hard copy printout of the Bureau's approval obtained from the Bureau's web site and a valid photo identification or a valid Security Guard registration.

The information on this application is requested pursuant to Business and Professions Code sections 114.5, 480, 7582.8, 7582.10, 7583.8, 7583.9 and 7583.10 and will be used to determine eligibility for registration.

Upon issuance of a permanent registration, you must notify the Bureau of any change of address within 30 days of the change. If you do not, you may be assessed an administrative fine pursuant to section 7587.14. A registration shall not be renewed until all fines assessed pursuant to section 7587.7, and not resolved in accordance with the provisions of the section, have been paid.

**Attention Applicants and Employers:** Every person employed by a licensed Private Patrol Operator to provide the services of a Security Guard must have a valid Security Guard registration or a screen printout of the Bureau's approval obtained from the Bureau's web site.

Once the Bureau has issued the Security Guard registration, the information will appear on the Bureau's web site. The Security Guard, Private Patrol Operator or training facility can verify the Bureau's approval by checking the Bureau's "[Verify a License](#)" webpage. Once the Security Guard registration has been cleared and appears on the Bureau's web site, a screen printout from the web site may be used as an interim Security Guard registration and the Security Guard can be placed on assignment.

A Security Guard placed on assignment must have the following documents on his or her person when on duty:

1. A valid Security Guard registration or a screen printout of the Bureau's approval obtained from the Bureau's web site.
2. A valid driver's license or photo identification.

**NOTE:** Once registered, the Security Guard shall complete not less than 32 hours of training in security officer skills within six months from the date the registration card is issued. Sixteen of the 32 hours shall be completed within 30 days from the date the registration card is issued. (Business and Professions Code section 7583.6 (b))

Every Security Guard employed by a Private Patrol Operator or a Security Guard employed by a lawful business who carries a firearm or baton, must possess a valid firearm or baton permit/certificate along with a valid Security Guard registration issued by the Bureau.

## INSTRUCTIONS FOR COMPLETING INITIAL APPLICATION

1. If you are a currently employed, full time peace officer holding peace officer status under Chapter 4.5, (commencing with section 830) of Title 3 of Part 2 of the Penal Code, or a level I or level II reserve officer under paragraphs (1) and (2) of subdivision (a) of Section 832.6 of the Penal Code and have completed a course of study in the exercise of the power to arrest approved by the Commission on Peace Officer Standards and Training then you are not required to complete a Power to Arrest course approved by the Bureau at a Bureau certified Training Facility. Furthermore, you are exempt from the live scan requirement if you are only applying for a security guard registration. The exemption from the live scan requirement DOES NOT extend to a security guard registration with firearm permit. Please include proof of successful completion of a course of study in the exercise of the power to arrest and a front and back copy of your peace Officer ID or a letter from your Commanding Officer, on your employing law enforcement agency's letterhead, certifying your peace officer status along with the application for security guard registration. Do not complete the Power to Arrest Course Certification section if you checked yes to the box indicating peace officer or level I or II reserve officer.
2. Complete a [Security Guard Live Scan form](#) if you are only applying for a security guard registration. Complete a [Security Guard with Firearm Live Scan form](#) if you are applying for a security guard registration and a firearm permit. Both live scan forms can be downloaded from the Bureau's web site.
3. With three copies of the completed Security Guard or Security Guard with Firearm Live Scan form, go to the nearest Live Scan site to have your fingerprints electronically submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). Click [here](#) to locate a Live Scan site. Pay the Live Scan Operator. Live Scan Operator fees are set by each site and vary. The fees include the DOJ and FBI fingerprint processing fees.
4. **Fee Amount Due – READ CAREFULLY.** Due to a change in the law, the application fee for an initial Security Guard registration is changing on July 1, 2018. The date the application is submitted in-person or online or the date the application is postmarked determines if the old fee or new fee applies  
**Registration Fees for applications submitted in-person, online, or postmarked:**
  - Before July 1, 2018: \$50.00
  - On or after July 1, 2018: \$55.00
5. **Fee Payment:** An application received without payment of the full fee amount owed (see Item 4) will not be processed and will be returned to the applicant. Make check payable to Bureau of Security and Investigative Services or BSIS. Do not submit cash by mail. Application fees are non-refundable.
6. Submit the following to the Bureau:
  - (a) The completed original Security Guard Registration application.
  - (b) The second copy of the Live Scan form signed by the Live Scan Operator, identifying the ATI number.
  - (c) A check or money order (**see above for fee amount**)

Be sure to answer **all** questions on the application completely and truthfully. Any omission or false statement on the application may constitute grounds for denial or subsequent revocation of the registration.

A registration may be denied to any person who makes a false statement or who has been convicted of any crime or act substantially related to the functions or duties of a security guard. However, the Bureau will consider evidence of rehabilitation.

Pursuant to Business and Professions Code section 30, providing your social security number or individual taxpayer identification number is mandatory and will be used exclusively for tax enforcement purposes and for compliance with any judgment or order for family support in accordance with section 17520 of the Family Code. Your social security number or individual taxpayer identification number may also be used for verification of licensure or examination status for national examination where licensure is reciprocal with a requesting state. If you fail to provide your social security number or individual taxpayer identification number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

Submission of the requested information is mandatory. The Bureau of Security and Investigative Services cannot consider your application for licensure or renewal unless you provide all of the requested information.

Pursuant to the California Public Records Act (Gov. Code § 6250 et seq.) and the Information Practices Act (Civ. Code § 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the Department unless otherwise specifically exempt from disclosure under the law. We make every effort to protect the personal information you provide us. The information you provide, however, may be disclosed in response to a court or administrative order, a subpoena, or a search warrant.

Per the Information Practices Act, the Chief of the Bureau of Security and Investigative Services, Department of Consumer Affairs, is responsible for maintaining the information in this application. You have the right to review the records maintained on you by the Bureau or Department unless the records are exempt from disclosure by section 1798.40 of the Civil Code. Your completed application becomes the property of the Bureau and will be used by authorized personnel to determine your eligibility for a license, registration or permit. Information on your application may be transferred to other governmental or law enforcement agencies, as permitted by law.

For questions about this notice or access to your record, you may contact the Bureau by mail at Bureau of Security and Investigative Services, Attn: Public Records Liaison, P.O. Box 980550, Sacramento, CA 95798-0550, by phone at (916) 322-4000 or (800) 952-5210, or by e-mail at [bsis.prarequests@dca.ca.gov](mailto:bsis.prarequests@dca.ca.gov). For questions about the Department's Privacy Policy, you may contact the Department of Consumer Affairs at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210 or by e-mail at [dca@dca.ca.gov](mailto:dca@dca.ca.gov).