



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES
P.O. Box 989002, West Sacramento, CA 95798-9002
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APPLICATION FOR PROPRIETARY PRIVATE SECURITY OFFICER
Application Fee \$55.00



DO NOT LIVE SCAN UNTIL YOU HAVE SUBMITTED YOUR APPLICATION

Form with fields: Central Records, Activity Code (01), Entity Number (e#), Registration Number (PSO), Agency Use Only, Cashiering, License (1220), Transaction (1020), \$, Remitter Entity Number (e#), Beneficiary Entity Number (e#), R#

IMPORTANT: Read all instructions carefully. An incomplete or incorrect application may delay processing.

U.S. ARMED FORCES/VETERAN APPLICANTS

- Check box if you served as an active duty member of the U.S. Armed Forces and was honorably discharged.
Check box if you are a spouse or domestic partner of an active duty member of the U.S. Armed Forces, who is assigned to a California duty station, and you currently hold a Proprietary Private Security Officer license in another state, district or territory of the U.S.

Disclosure is voluntary. If you check either box and are seeking military-related expedited services, you must provide additional information. Read U.S. Armed Forces/Veteran Applicants information under Instructions carefully to avoid delays in the processing of your application.

COMPLETE ELECTRONICALLY ON COMPUTER OR PRINT CLEARLY IF HANDWRITTEN

Form with fields: Last Name, First Name, Middle Name, SSN/ITIN, Date of Birth (MM/DD/YYYY format), Address of Record (Number and Street, City, State, & Zip Code), Residence Address (Number and Street, City, State & Zip Code), Telephone Number (Optional), Email Address (Optional)

1. Have you ever been convicted of, or pled guilty or nolo contendere to any offense in the United States or foreign country? This includes every citation, infraction, misdemeanor and/or felony, including traffic violations. NOTE: Convictions that were adjudicated in the juvenile court or convictions two years or older under California Health and Safety Code sections 11357(b), (c), (d), (e) or section 11360(b) should not be reported. Notwithstanding the crimes specifically delineated above, convictions that were later expunged from the records of the court or set aside pursuant to section 1203.4 of the Penal Code or equivalent non-California law must be disclosed.
2. Is any criminal action pending against you, or are you currently awaiting judgment and sentencing following entry of a plea or jury verdict?

Mandatory Disclosure Language

Submission of the requested information is required unless otherwise noted as optional. The Bureau of Security and Investigative Services (BSIS) of the Department of Consumer Affairs (Department) cannot process your *Application for Proprietary Private Security Officer* unless all required information is provided. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedures for obtaining a change, correction, or updating an FBI identification record are set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34. Procedures for obtaining a copy of the FBI criminal history record are set forth at Title 28, CFR Section 16.30 through 16.33, which you can view by visiting <https://www.edo.cjis.gov>.

Pursuant to the Information Practices Act, the BSIS is responsible for maintaining the information in this application. You have the right to review the records maintained on you by the BSIS 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 BSIS and will be used by authorized personnel to determine your eligibility for a Proprietary Private Security Officer registration. Information on your application may be transferred to other governmental or law enforcement agencies, as permitted by law.

Pursuant to the California Public Records Act (Gov. Code § 6250 et seq.) and the Information Practices Act (Civ. Code § 1798.61), information about persons possessing a license, certificate, permit or registration may be disclosed by the BSIS unless otherwise specifically exempt from disclosure under the law. The Address of Record of each licensee is not exempt from disclosure and will be released upon request by a member of the public. The BSIS makes every effort to protect the exempt personal information you provide us. Exempt information provided by you, however, may be disclosed in response to a court or administrative order, a subpoena, or a search warrant.

Pursuant to Business and Professions Code section 30, providing your social security number is mandatory and will be used primarily for tax enforcement purposes and for compliance with any judgment or order for family support in accordance with section 17520 of the Family Code. If you fail to provide your social security number, you will be reported to the Franchise Tax Board (FTB), which may assess a \$100 penalty against you. Further, pursuant to section 30, subdivision (m), your social security number together with your name, date of birth, and license information may be shared with the Office of the Chancellor of the California Community Colleges. The Bureau is legally prohibited from processing your application if you fail to provide your social security number or individual taxpayer identification number.

The State Board of Equalization (BOE) and the FTB may share taxpayer information with the BSIS. You are required to pay your state tax obligation. This application may be denied, or your license may be suspended if the state tax obligation is not paid and your name appears on either the BOE or FTB certified list of top 500 tax delinquencies.

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

I DECLARE UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, THAT:

- I personally completed this application;
- To the best of my knowledge all statements on this application are true and correct;
- With full knowledge that all statements herein are subject to investigation and that any false or dishonest information provided on the application may be grounds for denial or subsequent revocation of my Proprietary Private Security Officer registration and any other license(s) I hold, or may subject me to criminal prosecution.

Applicant Signature

Date

INSTRUCTIONS FOR COMPLETING APPLICATION

1. **Fee Payment:** An application received without full fee payment of the \$55.00 fee will not be processed and will be returned to applicant. Make your check payable to Bureau of Security and Investigative Services or BSIS. Do not submit cash by mail. Application fees are non-refundable.
2. **Allow sixty (60) days to process your application. DO NOT** contact the Bureau to check on the status of your application unless it is over 60 days from submission. The Bureau will notify you in writing in that 60 days if your application is deficient. To view the Bureau's current initial application processing timeframes, visit https://www.bsis.ca.gov/forms_pubs/app_timelines.shtml.
3. **Make sure you are using a current *Application for Proprietary Private Security Officer* form.** An incorrect or outdated form could result in you having to submit a new application on the correct form. Refer to the Bureau's website to make sure you are using the most current form.
4. **Provide fingerprints by one of the methods noted below.** You must submit fingerprints with this application even if you previously submitted fingerprints for another BSIS license.
 - **Live Scan:** Submit your fingerprints through a Department of Justice (DOJ) Live Scan provider using a ***Proprietary Security Officer Live Scan (Prop Sec Off 7583.9)*** form. Additional information regarding submitting fingerprints via Live Scan, a list of Live Scan Forms, and a link to DOJ's website for Live Scan provider locations can be found at https://www.bsis.ca.gov/forms_pubs/livescan/. After submitting fingerprints, retain your Live Scan form for your records.

ALERT: Per FBI guidelines, you must submit your application to the Bureau before completing the Live Scan. To prevent application processing delays, keep a copy of the Live Scan form, which must include the ATI number and the signature of the Live Scan Operator.

Checking on Status of Your Live Scan Results: You can check the status on the DOJ's website at <https://applicantstatus.doj.ca.gov/>. You must provide the ATI number from the bottom of your completed Live Scan form and your date of birth. **IMPORTANT:** Unless the DOJ system specifically states "California/FBI responses were sent to the agency," the Bureau is still waiting for your results.

- **Hard Card Fingerprint Cards:** If you are unable to submit fingerprints via Live Scan or live outside of California and cannot access a Live Scan provider in this State, you **must submit two fingerprint hard cards** and the required fingerprint card processing fee with this application. Instructions for submitting fingerprint cards can be found at https://www.bsis.ca.gov/forms_pubs/livescan/index.shtml.
5. **Mail your application** and \$55 check or money order to:

Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-9002
 6. **U.S. Armed Forces/Veteran Applicants:** Checking an applicable box helps the Bureau to track applicants who are current or former military personnel who may be eligible for services the Bureau provides via its Veterans Come First Program. Only an individual who satisfies one of the following is authorized by law to have the processing of their *Application for Proprietary Private Security Officer* expedited.
 - **Applicant is Honorably Discharged Active Duty Member of the U.S Armed Forces:** If you are seeking expedited services under this designation, you must include a copy of your DD-214 or DD-215 with your application as proof of having served as an active duty member of the U.S. Armed Forces and being honorably discharged. (Business and Professions Code Section 115.4) The U.S. Department of Veterans Affairs defines an active duty member of the U.S. Armed Forces as an individual who is in the military full-time. For additional information, please visit https://www.va.gov/vetsinworkplace/docs/em_activereserve.html.
 - **Applicant is a Spouse/Domestic Partner of Active Duty Member of U.S. Armed Forces, Who is Assigned to a California Duty Station, and Holds a Current Proprietary Private Security Officer License Elsewhere:** If you are seeking expedited services under this designation, you must include with your application a copy of your Certificate of Marriage, Certificate of Domestic Partnership, or proof of other legal union; a copy of your spouse's/partner's military orders reflecting assignment to a

California duty station; and proof of being licensed as a Proprietary Private Security Officer in another state, or U.S. territory or district. (Business and Professions Code Section 115.5)

7. **Phone Number and Email Address:** While optional, providing this information may expedite the Bureau's communication with you if additional information is required to process this application.
8. **Address Information:** By law, an applicant is required to provide their residence address to the Bureau. The residence address can be designated as the Address of Record or the Confidential Address.

Address of Record (AOR): This is the address that will appear on your registration and where the Bureau will mail your registration and any future correspondence relating to your Proprietary Private Security Officer registration. The AOR is also the address that will be disclosed in response to public records requests and/or public sales requests. If providing a Post Office Box or an address other than your residence address as your AOR, you must provide your residence address.

Residence Address: If AOR is not your residence address, you must provide your residence address. The residence address is confidential.

Important Information After Issuance of a Proprietary Private Security Officer Registration

1. **Proof of Registration:** Once the Bureau issues you a Proprietary Private Security Officer registration, you may work with a hardcopy printout of the approved Proprietary Private Security Officer registration from the Department of Consumer Affairs License Search at <http://search.dca.ca.gov> along with a valid picture ID while waiting to receive the hardcopy registration card in the mail.
2. **Address Change:** You must notify the Bureau of any change in your Address of Record or residence address within 30 days from the date of change. Failure to provide timely notice could result in the issuance of an administrative fine. An address change may be completed online through BreEZe if you have a BreEZe account. Address changes submitted online through BreEZe are effective immediately. An address change also may be submitted by completing an Address Change (Personal) Form and emailing it to bsis@dca.ca.gov or mailing it to P.O. Box 989002, West Sacramento, CA 95798-9002.
3. **Required Training:** A Proprietary Private Security Officer registrant must complete the training below. **Retain your training certificates of completion as proof of completing the required training.**
 - a. **Within six (6) months of Initial Registration or within six (6) months of employment with a Proprietary Private Security Employer:** As a condition for the first renewal, you must complete 16 hours of security officer skills training within six months of registration or employment, as follows:
 - i. At least 4 hours of Power to Arrest and Weapons of Mass Destruction Training
 - ii. At least 12 hours of additional training (see CCR 645 for list of acceptable courses)
 - b. **Annual Training:** You must complete 2 hours of security officer skills training annually, which shall be provided by your employer.
4. **Renew Timely.** By law, a Proprietary Private Security Officer registration renewal application must be submitted at least 30 days before expiration of the current registration. **NOTE:** Applications received more than 90 days before expiration will be returned. Renewal options include:
 - **Renewal Coupon:** A Proprietary Private Security Officer registration renewal coupon will be mailed to your address of record approximately 90 days prior to your registration's expiration. To help ensure you receive your renewal coupon, provide timely notice of a change in your address of record to the Bureau.

NOTE: Reporting a change of address at the time of renewal will delay the renewal of your registration. Also, reporting a change of address on the renewal coupon and failing to check the box on the face of the renewal coupon to indicate that you are making an address change will result in your new Proprietary Private Security Officer registration card being sent to your old address.
 - **Renew with BreEZe:** Using BreEZe is the quickest way to renew your registration. You must have your Proprietary Private Security Officer registration linked to a BreEZe account to renew online. For step-by-step tutorials on using BreEZe, visit <https://www.dca.ca.gov/webapps/breeze/tutorials.php>.
 - **Proprietary Private Security Officer Registration Renewal Application:** The current version of the *Proprietary Private Security Officer Registration Renewal Application* is available on the Bureau's website at https://www.bsis.ca.gov/forms_pubs/ps_o_ren.pdf.