BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GAVIN NEWSOM, GOVERNOR
DEPARTMENT OF CONSUMER AFFAIRS
BUREAU OF SECURITY AND INVESTIGATIVE SERVICES
P.O. Box 989002, West Sacramento, CA 95798-9002
P (916) 322-4000 | P (800) 952-5210 | F (916) 575-7290 | www.bsis.ca.gov

APPLICATION FOR REPLACEMENT OF SECURITY GUARD REGISTRATION CARD
Application Fee $25

Read all instructions for completing this application on reverse side. An incomplete or incorrectly completed application will delay processing.

COMPLETE ELECTRONICALLY ON COMPUTER OR PRINT CLEARLY IF HANDWRITTEN

Last Name	First Name	Middle Name

Registration Number	Registration Expiration Date
Date of Birth **(SEE INSTRUCTIONS)**	SSN/ITIN **(SEE INSTRUCTIONS)**

Address of Record (Address, City, State & Zip Code)

Residence Address (Address, City, State & Zip Code)

Check box if requesting to update an address with the Bureau (SEE INSTRUCTIONS)

Telephone (Optional) **(SEE INSTRUCTIONS)**	Email Address (Optional) **(SEE INSTRUCTIONS)**

EXPLANATION OF WHY REPLACEMENT IS NEEDED. (Explanation required pursuant to Title 16, Division 7, Section 608.3 of the California Code of Regulations)

Lost Stolen Damaged/Destroyed Other (Explain Below):

Explanation:_____

_____

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 Replacement of Security Guard Registration Card unless all requested information is provided.

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 replacement license, registration, certificate or permit. 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.

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 at 1625 North Market Boulevard, Sacramento, CA 95834, by phone at (800) 952-5210 or by e-mail at dca@dca.ca.gov.

CERTIFICATION	
I CERTIFY 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 accurate; and* • *With full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answer to any question on this application may be grounds for disciplinary action on any Bureau license, registration, permit, certificate or permit I hold, or may subject me to civil sanction or criminal prosecution.*	
Signature (No Electronic Signature/Only Handwritten Signature Accepted)	Date

INSTRUCTIONS FOR COMPLETING APPLICATION

1. **Fee Payment**: An application received without full fee payment of the $25 fee will not be processed and returned to the requestor. 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. **Date of Birth and Social Security Number**: This personal identifier information assists in identifying applicant in the Bureau's database.
3. **Email Address and Phone Number**: While optional, providing an email address and phone number may expedite the Bureau's communication with you if additional information is required to process this application.
4. **Address Information:** A Bureau registrant 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 card and any future correspondence relating to your security guard 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 P.O. 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.

   NOTE: Changing your address(es) via this application, only changes the address for this registration. You must file a Change of Address Form to change the address on other licenses you hold.

IMPORTANT INFORMATION

Reporting Requirement for Lost/Destroyed/Stolen Security Guard Registration Card: You must notify your employer and apply to the Bureau for a replacement card within 72 hours of your registration card being lost, destroyed or stolen.

Working While Waiting for Receipt of Your Replacement Security Guard Registration Card: If both your security guard registration and baton permit are in current and clear status, after submitting an Application for Replacement of a Baton Permit you may work as a security guard with a baton while waiting to receive your replacement. Pending receipt of your replacement, you may use a hardcopy printout of your baton permit from the Department of Consumer Affairs License Search website at http://search.dca.ca.gov along with a valid picture identification card.