



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

P.O. Box 989002
West Sacramento, CA 95798-9002
(916) 322-4000
www.bsis.ca.gov



APPLICATION FOR SECURITY GUARD OR PATROLPERSON
ALL FEES ARE NON-REFUNDABLE

If you are a Veteran of the United States military, please check here. [ ]

IMPORTANT INSTRUCTIONS: To expedite your application, you must read the instructions on the reverse side of this page.

For a hard copy Security Guard application submitted with a Live Scan form, follow the steps below:

- 1. Complete a Security Guard Live Scan form...
2. With three copies of the completed Security Guard Live Scan form...
3. Pay the Live Scan Operator: \$32.00 DOJ Fingerprint Processing Fee, \$17.00 FBI Fingerprint Processing Fee. TOTAL: \$49.00
4. Submit the following to the Bureau: (a) The completed Security Guard registration application, (b) The second copy of the Security Guard Live Scan form... (c) A check or money order for: \$50.00

PLEASE PRINT OR TYPE

Form with fields for: 1. Name (Last, First, Middle), 2. Social Security Number, 3. Date of Birth (Month, Day, Year), 4. Home Address (Number and Street or Post Office Box Number, City, State, Zip), 5. Home Telephone (Area Code, Telephone Number), 6. Employer Work Telephone (Area Code, Telephone Number), 7. Employer Name, 8. Employer License Number (Number, Expiration Date), 9. Employer Work Address (Number and Street or Post Office Box Number, City, State, Zip), 10. Have you ever been convicted of any crime... YES NO, 11. Are you a Veteran of the United States military... YES NO, 12. Have you ever been licensed as a security guard or patrolperson? YES, enter license #: \_\_\_\_\_, 13. I DECLARE UNDER PENALTY OF PERJURY... Signature \_\_\_\_\_ Date \_\_\_\_\_, 14. I CERTIFY UNDER PENALTY OF PERJURY... INSTRUCTOR OR EMPLOYER SIGNATURE \_\_\_\_\_ TYPE OR PRINT NAME \_\_\_\_\_ SCHOOL OR BUSINESS NAME \_\_\_\_\_ LICENSE # \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

## EXPEDITE PROCESSING

In order to expedite the Security Guard application and fingerprinting process, the following steps must be followed:

### **STEP 1**

The Security Guard must have received the eight (8) hour "Power to Arrest" training and passed 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. Additional training is also required under Business and Professions Code Section 7583.6 (b).

### **STEP 2**

The security guard applicant, private patrol operator or the training facility must submit the security guard application on-line at <http://www.dca.ca.gov/proflific/securityguards.shtml>.

Security guard registration fees must be paid by credit card at the time of submission.

The breakdown of fees paid on-line are as follows:

Security Guard Application Fee	\$50.00
Online Convenience Fee	\$1.00
<b><u>TOTAL:</u></b>	<b>\$51.00</b>

The online application is sent electronically to the Bureau.

### **STEP 3**

The security guard applicant must submit fingerprints electronically using Live Scan. You must only use the security guard Live Scan forms downloaded from the Bureau's web site or obtained from the Bureau. The Live Scan form from the Bureau contains the correct coding to ensure that the Bureau receives Federal Bureau of Investigation (FBI) and California Department of Justice (DOJ) clearances.

The breakdown of fees paid at the Live Scan site are as follows:

Department of Justice Fingerprint Fee	\$32.00
Federal Bureau of Investigations Fingerprint Fee	\$17.00
<b><u>TOTAL:</u></b>	<b>\$49.00</b>

Live Scan site locations are available at the Bureau's Web site at <http://ag.ca.gov/fingerprints/publications/contact.php>

Live Scan forms can be downloaded at [http://www.bsis.ca.gov/forms\\_pubs/livescan/index.shtml](http://www.bsis.ca.gov/forms_pubs/livescan/index.shtml)

### **STEP 4**

Once the Bureau has received the on-line application and criminal history clearances, the cleared security guard 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" at [http://www.bsis.ca.gov/online\\_services/verify\\_license.shtml](http://www.bsis.ca.gov/online_services/verify_license.shtml). 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.

### **STEP 5**

A Security Guard placed on assignment must have the following documents on his or her person.

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 photo identification.

#### **INFORMATION ABOUT SECURITY GUARD OR PATROLPERSON APPLICATION FOR REGISTRATION**

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. 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.

The instructor or employer must sign the Power to Arrest portion of the application. Do not submit the application unless you have passed the test with a score of 100 percent and the instructor has signed this application. Be sure to answer **all** questions completely and truthfully. Any omission or material misstatement may constitute grounds for denial or subsequent revocation of 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 or patrolperson. However, the Bureau will consider evidence of rehabilitation.

It is mandatory that you provide all information requested. Omission of any requested information will result in the application being rejected as incomplete. Per California Civil Code, Section 1798.17 (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 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.

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. Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.

Upon issuance of a permanent registration, you must notify the Bureau of any change of address within 30 days of the change (Business and Professions Code Section 7587.14). If you do not, you may be assessed an administrative fine of \$50 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.

Disclosure of your Social Security number is mandatory. Both Business and Professions Code section 30 and Public Law 94-455 [42 USCA 405(c)(2)(C)] authorizes collection of your Social Security number. Your Social Security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgement or order for family support in accordance with Section 17520 of the Family Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination and where licensure is reciprocal with the requesting state. If you fail to disclose your Social Security number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

This information is requested pursuant to California Business and Professions Code sections 480, 7503.1, and 7599(c) and Labor Code section 432.7 and will be used to determine eligibility for licensure. All information is necessary, and if not provided, the application may be rejected.