



DEPARTMENT OF CONSUMER AFFAIRS
BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

2420 Del Paso Road, Suite 270, Sacramento, CA 95834

P (916) 322-4000 | P (800) 952-5210 | F (916) 575-7290 | www.bsis.ca.gov



APPLICATION FOR SECURITY GUARD REGISTRATION

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#), License Number (G), Agency Use Only, Cashiering, License (1201), 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 have served, or are currently serving, in the U.S. Armed Forces.
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 security guard 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, Email Address (Optional)

Form with questions: 1. Have you ever been convicted of, or pled guilty or nolo contendere to any offense in the United States or foreign country? 2. Is any criminal action pending against you, or are you currently awaiting judgment and sentencing following entry of a plea or jury verdict?

Check box if you are an **ACTIVE DUTY PEACE OFFICER**, as defined in Chapter 4.5 (commencing with section 830) of Title 3 of Part 2 of the Penal Code, or a federal qualified law enforcement officer, as defined in section 926B of Title 18 of the United States Code.

Disclosure is voluntary. If you are seeking a peace officer exemption, check the box and provide additional information for the Bureau to determine your eligibility. Read *Active Duty Peace Officer Exemptions* information under Instructions carefully to avoid delays in the processing of your application.

PROOF OF COMPLETING POWER TO ARREST TRAINING COURSE

A Security Guard applicant must complete the BSIS eight (8) hour "Power to Arrest" training including passage of the BSIS Power to Arrest Training Manual exam with a 100% score. This training can be obtained from a BSIS Private Patrol Operator licensee, a BSIS-certified training facility, or a BSIS-approved Power to Arrest Trainer.

Certificate of Completion Serial Number

Date Training Completed

School/Business Name Where Training Completed

School/Business Phone Number (Optional)

BSIS License/Certificate/Approval Number

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 Security Guard Registration Initial Application unless all required information is provided. Your fingerprints will be used to check the criminal history records of the FBI. 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 security guard 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;
- I completed the 8-hour Power to Arrest training course required for a BSIS security guard registration or am an active duty peace officer who has successfully completed a power to arrest course; and
- 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 security guard 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.
3. **Make sure you are using a current *Application for Security Guard Registration* 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 **Security Guard Live Scan 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 Security Guard Registration* 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)
 - **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 Security Guard 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 security guard in another state, or U.S. territory or district. (Business and Professions Code Section 115.5)
 7. **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 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 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.

9. Active Duty Peace Officer Exemptions –If you are an active duty peace officer, as defined in Chapter 4.5, (commencing with section 830) of Title 3 of Part 2 of the California Penal Code or a federal qualified law enforcement officer as defined in section 926B of Title 18 of the United States Code you may be exempt from completing the BSIS Power to Arrest training course. If you are an active duty peace officer, as defined in Chapter 4.5, (commencing with section 830) of Title 3 of Part 2 of the California Penal Code, you may be exempt from the fingerprint requirement. (Business and Professions Code Sections 7583.6 and 7583.9)

- **Power to Arrest Exemption:** If you are a California peace officer or federal law enforcement officer, as specified above, and are seeking an exemption from completing the BSIS Power to Training Course, you must provide proof of your sworn status and completion of a course of study in the power to arrest. Verification of your active duty peace officer status can be satisfied by providing with your application a legible copy of the front and back of your peace officer identification card. Acceptable proof of having completed a course of study in the power to arrest includes providing a letter from your current Commanding Officer attesting to your completion of a Power to Arrest training course; a copy of your Basic or Specialized Basic POST course completion certificate, or the federal equivalent thereof; or a copy of your POST profile detailing completion of the Basic or Specialized Basic training which includes Power to Arrest training, or the federal equivalent thereof. See BSIS website at www.bsis.ca.gov for additional information regarding peace officer exemptions.
- **Exemption from Fingerprint Submission Requirement:** If you are a California peace officer as specified above and are seeking an exemption from the fingerprint requirement, you must provide proof of your current sworn status. Verification of your active duty status can be satisfied by providing the Bureau a legible copy of the front and back of your peace officer identification card. This exemption does not apply if you are also applying for a BSIS Firearms Permit. **NOTE: If you apply for a Security Guard registration using the Live Scan exemption, you must report any change in your active duty status to the Bureau within 72 hours of the change (BPC 7583.9). Failure to do so could result in disciplinary action against your registration.**

10. BSIS Power to Arrest Training Course Information: This 8-hour training course may be administered by your employing BSIS-licensed Private Patrol Operator, any BSIS-certified Firearms or Baton Training Facility, or any Bureau-approved school or business. Check the status of a training provider on the Department of Consumer Affairs License Search at <https://search.dca.ca.gov/>. The training provider is required to provide you a Certificate of Completion upon training completion. The certificate must contain the training provider's name and BSIS license number, certificate or approval number; Power to Arrest course name; date of training; hours of training; instructor signature; and a unique, sequential serial number. **RETAIN THE CERTIFICATE ISSUED TO YOU FOR YOUR RECORDS AS PROOF OF HAVING COMPLETED THE TRAINING.**

- **Certificate of Completion Serial Number.** Provide the serial number found on your Certificate of Completion.
- **BSIS License/Certificate/Approval Number.** If you completed training with your employing Private Patrol Operator (PPO), then provide the PPO's BSIS license number. If you completed training with a Firearms or Baton Training Facility, then provide the training facility's BSIS certificate number. If you completed training with an approved trainer, then provide the trainer's BSIS approval number.

Important Information After Issuance of a Security Guard Registration

- 1. Proof of Registration:** Once the Bureau issues you a security guard registration, you may work with a hardcopy printout of the approved security guard 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 BreZE 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 security guard registrant must complete the training below. You must **retain your training certificates of completion as proof of completing the required training.**
 - a. **Within six (6) months of Initial Registration:** As a condition for the first renewal, you must complete 32 hours of security guard skills training within six months of registration, as follows:
 - i. At least 16 hours within 30 days of registration
 - ii. Additional 16 hours (for a total of 32 hours) within 6 months of registration
 - b. **Annual Training:** You must complete 8 hours of security guard skills training annually.
4. **Security Guard Registrants Cannot Contract Out Their Services:** By law, a security guard registrant cannot contract out his/her services directly to any person or business. Instead, as a security guard, you must be an employee of the person or business for which you are providing security services.
5. **Renew Timely.** By law, a security guard registration renewal application must be submitted at least 60 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 security guard 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 guard 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 security guard 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>.
 - **Security Guard Registration Renewal Application:** The current version of the application is available on the Bureau's website at www.bsis.ca.gov.