



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

P.O. Box 989002, West Sacramento, CA 95798-9002
P (916) 322-4000 (800) 952-5210 | F (916) 575-7290 | www.bsis.ca.gov



APPLICATION FOR PROPRIETARY PRIVATE SECURITY OFFICER

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)

Form with fields for: 1. Name (Last, First, Middle), Fee Amount, 2. SSN or ITIN, 3. Date of Birth, 4. Home Address, 5. Home Telephone, 6. Email Address, 7. Employer Name, 8. Employer License Number, 9. Employer Work Telephone, 10. Employer Work Address, 11a. Criminal history, 11b. Pending criminal action, 12. Declaration of truth, Signature, Date.

INSTRUCTIONS FOR COMPLETING INITIAL APPLICATION

1. Complete a [Proprietary Private Security Officer Live Scan form](#), which can be obtained from the Bureau or downloaded from the Bureau's web site.
2. With three copies of the completed Proprietary Private Security Officer 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). 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.
3. **Fee Amount Due – READ CAREFULLY.** Due to a change in the law, the application fee for an initial Proprietary Private Security Officer 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
4. **Fee Payment:** An application received without payment of the full fee amount owed (see Item 3) 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.
5. Submit the following to the Bureau:
 - (a) The completed Proprietary Private Security Officer 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 completely and truthfully. It is mandatory that you provide all information requested. Any omission or 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 qualifications, functions or duties of a Proprietary Private Security Officer, except those crimes excluded by the provisions of Penal Code section 19.8. However, when appropriate, the Bureau will consider all submitted 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. 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.

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 136).