



## Proprietary Private Security Officer Fact Sheet

### Background

A Proprietary Private Security Officer (PSO) is defined generally as an unarmed individual, (1) who is employed exclusively by a single employer, (2) whose primary duty is to provide security services for that employer, (3) whose services are not contracted to any other entity or person, and (4) who meets both of the following criteria:

- They are required to wear a distinctive uniform clearly identifying the individual as a security officer, and
- They are likely to interact with the public while performing their duties.

### Requirements for Registration

A Proprietary Private Security Officer must have in his or her possession a valid Proprietary Private Security Officer registration card prior to beginning work as a PSO. Anyone interested in applying for registration as a Proprietary Private Security Officer must satisfy the following prerequisites:

- Be at least 18 years old
- Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI)
- Complete the Power to Arrest training (see “Training Requirements” below)

### Criminal History Background Check

Applicants for a Proprietary Private Security Officer registration must undergo a criminal history background check through the FBI and DOJ. Applicants are responsible for paying all Live Scan, FBI and DOJ processing fees at the time of fingerprinting. For more information on the Live Scan process, the associated fees, visit [https://www.bsis.ca.gov/forms\\_pubs/livescan/index.shtml](https://www.bsis.ca.gov/forms_pubs/livescan/index.shtml).

**ALERT:** Per FBI guidelines, you must submit your application to the Bureau **before** completing a criminal history background check. 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.

**NOTE:** You must complete a criminal history background check even if you have previously submitted fingerprints for another BSIS license, registration, certificate, or permit.

Once you have selected the correct form (*Proprietary Security Officer Live Scan (Prop Sec Off 7583.9)*<sup>1</sup>), locate the nearest Live Scan site<sup>2</sup>.

To check on the status of your DOJ and FBI background check, please visit the Department of Justice’s website at <https://applicantstatus.doj.ca.gov>. Please note, you will need to provide your ATI number

(located at 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 agency,” the Bureau is still waiting for your results.

\*Out-of-state applicants that do not have access to a Live Scan site may submit fingerprint hard cards. For additional information on submitting fingerprint hard cards, please visit the Bureau’s website at [https://www.bsis.ca.gov/forms\\_pubs/livescan/index.shtml](https://www.bsis.ca.gov/forms_pubs/livescan/index.shtml).

## Application Submission Process

### Online Application

Applicants may apply for a Proprietary Private Security Officer registration online using BreEZe. The Bureau recommends submitting your application online in BreEZe as it bypasses the Cashiering Office and can reduce application processing by up to two weeks. To create an account, pay the application fee via credit card, and submit your application online, visit <https://www.breeze.ca.gov/>.

### Paper Application

Applicants may also submit their completed *Application for Proprietary Private Security Officer*<sup>3</sup> and application fee<sup>4</sup> by mail to the Bureau.

Mail the completed application and fee to:  
Bureau and Security & Investigative Services  
P.O. Box 989002  
West Sacramento, CA 95798-9002

## Application Processing

Please allow approximately 4 – 6 weeks for applications to be processed. Processing times may be longer depending on the time it takes for the Bureau to receive responses from the DOJ and FBI and make necessary determinations required by law. To view the current application processing times, visit the Bureau’s website<sup>5</sup>.

Once the BSIS has received and approved the application and criminal history clearances, a cleared Proprietary Private Security Officer registration will appear on the BSIS’ website. A registered Proprietary Private Security Officer can verify BSIS approval by checking DCA License Search<sup>6</sup>.

Once the Proprietary Private Security Officer registration appears on the BSIS' website, a screen-print from the website may be used as an interim Proprietary Private Security Officer registration card and the Proprietary Private Security Officer can be placed on assignment. The Proprietary Private Security Officer registration card will be mailed to the registered officer and should be received within 15 to 20 business days following approval.

<sup>1</sup> [https://www.bsis.ca.gov/forms\\_pubs/livescan/prop\\_sec.pdf](https://www.bsis.ca.gov/forms_pubs/livescan/prop_sec.pdf)

<sup>2</sup> <https://oag.ca.gov/fingerprints/locations>

<sup>3</sup> [https://www.bsis.ca.gov/forms\\_pubs/ppso\\_app.pdf](https://www.bsis.ca.gov/forms_pubs/ppso_app.pdf)

<sup>4</sup> [https://www.bsis.ca.gov/forms\\_pubs/newfees.pdf](https://www.bsis.ca.gov/forms_pubs/newfees.pdf)

<sup>5</sup> [https://www.bsis.ca.gov/forms\\_pubs/app\\_processing\\_timeframes.shtml](https://www.bsis.ca.gov/forms_pubs/app_processing_timeframes.shtml)

<sup>6</sup> <https://search.dca.ca.gov/>

A Proprietary Private Security Officer placed on assignment must keep the following documents with them:

- A valid Proprietary Private Security Officer registration card
- A valid photo identification

## Training Requirements

- **To be completed prior to obtaining a PSO license (minimum of 8 hours):**
  1. Power to Arrest (3 hours); and
  2. Appropriate Use of Force (minimum of 5 hours)
- **To be completed within 6 months from the date PSO registration is approved (minimum of 16 hours):**
  1. Mandatory Outline of Courses (minimum of 16 hours)

### **To be completed annually (minimum of 8 hours):**

A registered Proprietary Private Security Officer must complete a minimum of eight (8) hours of continuing education and must include a minimum of two (2) hours of review of the appropriate use of force topics as set forth in section I.B. of the Appendix (CCR 643). Mandatory and Elective courses shall be used to meet the remaining annual training hours. Please note, your employer is required by law to provide this training.

Pursuant to Business and Professions Code (BPC) Section 7574.18 and California Code of Regulations Title 16, Division 7, Section 643, the institution or company providing the training is required to provide you with a Certificate of Completion after successfully completing the training. The Bureau strongly recommends that you retain a copy of all Certificates of Completion for your records.

## Renewing a PSO Registration

A registered PSO shall apply for a renewal of their registration every 2 years. Prior to the expiration of the registration, a courtesy renewal application will be mailed to the last address of record approximately 60 – 120 days in advance. If you do not receive a renewal application in the mail, complete and submit the *Proprietary Private Security Officer Registration Renewal Application*<sup>7</sup> along with the applicable renewal fee<sup>8</sup>.

Mail the renewal application and fee to:

Bureau and Security & Investigative Services  
P.O. Box 989002  
West Sacramento, CA 95798-9002

You may also renew online using BreEZe, which bypasses the Cashiering Office, can reduce application processing times by up to two weeks, and updates your registration in real-time. To create a BreEZe account, pay the renewal fee by credit card, and submit your renewal application online, visit <https://www.breeze.ca.gov>.

<sup>7</sup> [https://www.bsis.ca.gov/forms\\_pubs/ps0\\_ren.pdf](https://www.bsis.ca.gov/forms_pubs/ps0_ren.pdf)

<sup>8</sup> [https://www.bsis.ca.gov/forms\\_pubs/newfees.pdf](https://www.bsis.ca.gov/forms_pubs/newfees.pdf)