



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

P.O. Box 989002
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www.bsis.ca.gov



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PROPRIETARY PRIVATE SECURITY OFFICER (FACT SHEET)

BACKGROUND

A proprietary private security officer 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:

- a. He or she is required to wear a distinctive uniform clearly identifying the individual as a security officer, and
- b. He or she is likely to interact with the public while performing his or her duties.

REQUIREMENTS FOR REGISTRATION

A Proprietary Private Security Officer must have in his or her possession a valid Proprietary Private Security Officer registration document, more fully described below. Anyone interested in applying for registration as a Proprietary Private Security Officer must initially 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).

APPLICATION SUBMISSION PROCESS

1. Prepare three identical duplicates (copies) of a Proprietary Private Security Officer Live Scan form. Blank forms may be obtained from the Bureau of Security and Investigative Services (BSIS) or downloaded from the BSIS' Web site at http://www.bsis.ca.gov/forms_pubs/livescan/live_scan_forms.shtml.
2. With the three copies of the Proprietary Private Security Officer Live Scan form in hand, 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).
3. Pay the Live Scan Operator: \$32.00 DOJ Fingerprint Processing Fee
\$19.00 FBI Fingerprint Processing Fee
SubTotal: \$51.00

In addition, you must pay a processing fee at the Live Scan site. Each Live Scan site sets its processing fee, which can vary within a range established by law. BSIS does not set the fee.

4. Assemble the following documents:

- (a) A completed Proprietary Private Security Officer registration application.
- (b) A check or money order for the \$50.00 application fee, made payable to: "CA Bureau of Security and Investigative Services."
- (c) The second copy of the Proprietary Private Security Officer Live Scan form received from the Live Scan site, signed by the Live Scan Operator, including the ATI number.

Send the assembled documents to:

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

Once the BSIS has received and approved the application and criminal history clearances, a cleared Proprietary Private Security Officer registration will appear on BSIS' Web site. A registered Proprietary Private Security Officer can verify BSIS approval by checking BSIS' "Verify a License" at http://www.bsis.ca.gov/online_services/verify_license.shtml.

Once the Proprietary Private Security Officer registration appears on the BSIS' web site, a screen-print from the web site may be used as an interim Proprietary Private Security Officer registration document 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 registration.

A Proprietary Private Security Officer placed on assignment must keep the following documents with him/her:

- A valid Proprietary Private Security Officer registration document.
- A valid photo identification.

TEAR GAS PERMIT

The law requires those who wish to carry tear gas on duty to complete a two-hour training course approved by the Bureau. For a list of certified training facilities call (800) 952-5210 or visit the Bureau's web site at www.bsis.ca.gov/online_services/verify_license.shtml and search by county.