



**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](http://www.bsis.ca.gov)



## BATON INSTRUCTOR CERTIFICATE RENEWAL/REINSTATEMENT APPLICATION

**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 applicant.**

### U.S. ARMED FORCES PRIORITY REQUESTS

Check box if you have served, or are currently serving, in the U.S. Armed Forces.

**Disclosure is voluntary.** If you check the box, submit proof of your military service (e.g. DD-214, DD-256, V-MET record, military orders, military I.D., etc.) with your application.

### (COMPLETE ELECTRONICALLY ON COMPUTER OR PRINT CLEARLY IF HANDWRITTEN)

Last Name	First Name	Middle Name	Fee Amount (SEE INSTRUCTIONS) \$
TIB Certificate Number	Certificate Expiration Date	Date of Birth (MM/DD/YYYY)	
Address of Record (Address, City, State & Zip Code) (SEE INSTRUCTIONS)			
Residence Address (Address, City, State & Zip Code) (SEE INSTRUCTIONS)			
<input type="checkbox"/> Check box if requesting to update your address(es) with the Bureau (SEE INSTRUCTIONS)			
Telephone (Optional) (SEE INSTRUCTIONS)		Email Address (Optional) (SEE INSTRUCTIONS)	

### 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 Baton Instructor Certificate Renewal/Reinstatement Application unless all requested information is provided.

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 license, registration or permit. 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.

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](mailto: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](mailto:dca@dca.ca.gov).

**I CERTIFY UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA,** that all statements on this application are true and correct, with full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answers to any questions on the application may be grounds for denial or subsequent revocation of my license and/or criminal prosecution.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

## INSTRUCTIONS FOR COMPLETING RENEWAL/REINSTATEMENT APPLICATION

1. All sections of the form should be completed.
2. **Renew timely** – Submit a Baton Instructor Certificate renewal/reinstatement application and renewal payment at least 60 days prior to expiration of your current certificate. **NOTE:** Applications received more than 90 days before expiration will be returned.
3. **Fee Amount Due – READ CAREFULLY.** Due to a new law, the fee to renew or reinstate a Baton Instructor Certificate is changing. Also, by law, a Baton Instructor Certificate may only be renewed before expiration. After expiration, the certificate may be reinstated up 30 days after expiration with payment of a reinstatement fee. (See Important Information below)

### Renewal/Reinstatement Fees for certificates expiring before July 1, 2018

- Before expiration: \$250.00
- Reinstatement (up to 30 days after expiration): \$375.00
- More than 30 days after expiration: Cannot renew/new initial application required

### Renewal/Reinstatement Fees for certificates expiring after July 1, 2018:

- Before expiration: \$275.00
- Reinstatement (up to 30 days after expiration): \$412.50
- More than 30 days after expiration: Cannot renew/new initial application required

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. **Date of Birth:** This personal identifier information assists in identifying applicant in Bureau's database.
6. **Address Information:** The applicant's 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 certificate and where the Bureau will mail your certificate and any future correspondence relating to your Baton Instructor certificate. 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, provide your residence address.

**Residence Address:** If your AOR is not your residence address, provide your residence address. The residence address is confidential.

**NOTE:** Changing your address(es) via this application, only changes the address for this certificate. You must file a Change of Address Form to change the address on other licenses you hold.

7. **Telephone and Email Address:** While optional, providing a phone number and an email address may expedite the Bureau's communication with you if additional information is required to process this application.
8. **Mail** your renewal application and check to: Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

## IMPORTANT INFORMATION

1. **Address Change:** You must notify the Bureau of any change in your address within 30 days of change.
2. **Expired TIB Certificate:** Any person providing TIB activities on an expired certificate is conducting unlicensed activity, which can result in disciplinary action being taken against the certificate.