

**BUREAU OF SECURITY AND INVESTIGATIVE SERVICES**

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**Proprietary Private Security Employer (Fact Sheet)****Proprietary Private Security Employer (PSE)
Requirements for Licensure**

A PSE is a person who has one or more employees (e.g. proprietary private security officer, security guard) who provide security services. Please note that a PSE may not subcontract their security services.

To apply for a PSE registration, the applicant must submit the application for registration along with a \$75 application fee to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002. For additional information, consult the Proprietary Security Services Act (B&P Code § 7574 et. seq.) and CCR § 645.

A registered PSE shall apply for a renewal of their registration every two years by submitting a renewal form and a thirty-five dollar (\$35) fee to the Bureau. The renewal form and fee must be sent to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

**Proprietary Private Security Employer (PSE)
Requirements for providing Proprietary Private Security Officer (PSO) training**

A PSE who wishes to be granted approval by the Bureau to administer the required PSO training is required to submit a written request to the Bureau Chief or Deputy Chief. Once the Bureau has reviewed and verified the information provided by the requestor an approval will be granted and the requestor will receive an authorization letter with training material.

A PSO must obtain the required training in security officer skills within six months from the date upon which registration is issued, or within six months of his or her employment with a PSE.

A PSE shall provide at least 2 hours of continuing education as detailed in the training syllabus for PSOs each year. The PSE may administer the continuing education training if the Bureau has granted authorization to the PSE to provide the training; however, the PSE may also send their PSOs to an approved provider for the continuing education should the PSE decide not to provide PSO training.

A PSE must maintain at the principal place of business records verifying completion of the required courses for a period of not less than two years.

A PSE must provide a Certificate of Completion to the individual completing the course. The certificate must contain the following information: type of course(s) taken; number of hours of training provided; identification of the issuing entity; name of the individual taking the course; the instructor administering the course; the date the course(s) was administered and completed. The Certificate of Completion must also state that the course(s) comply with the Department of Consumer Affairs' Skills Training Course for PSOs. The certificate shall be serially numbered for tracking purposes.

For further reference or additional information, consult the Proprietary Security Services Act (B&P Code § 7574 et. seq.) and CCR § 645.