



DEPARTMENT OF CONSUMER AFFAIRS
BUREAU OF SECURITY AND INVESTIGATIVE SERVICES

P.O. Box 989002, West Sacramento, CA 95798-9002

P (916) 322-4000 | P (800) 952-5210 | F (916) 575-7290 | www.bsis.ca.gov



BATON PERMIT RENEWAL APPLICATION \$40.00 FEE

IMPORTANT: Read all application checklist and information on Pages 4 and 5 before completing the application.

U.S. ARMED FORCES PRIORITY REQUESTS

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

Disclosure and Application under this section 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.

Check box if you are a spouse or domestic partner of an active-duty member of the Armed Forces assigned to a California duty Station.

Disclosure and Application under this section is voluntary. If you check the box, submit the following documentation with your application. (You will be asked to provide additional documents.)

- Certificate of marriage or domestic partnership or other legal union with an active-duty member of the U.S. Armed Forces who is assigned to a duty station in this state under official active-duty military orders.
- Verification of current baton permit in good standing and one or more of the three license types in good standing listed in the application from another state, district, or territory of the U.S.

REFUGEE, ASYLEE, OR SPECIAL IMMIGRANT VISA HOLDER APPLICANTS

Business and Professions Code section 135.4 provides that the Bureau must expedite, and may assist, the initial licensure process for certain applicants described below.

Check this box if any of the following statements apply to you:

- You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code;
- You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or,
- You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government.

Disclosure and Application under this section is voluntary. If you checked the box above you must attach evidence/documentation of your status as a refugee, asylee, or special immigrant visa holder. Failure to do so may result in application review delays.

ACCEPTABLE EVIDENCE/DOCUMENTATION

- Form I-94, Arrival/Departure Record, with an admission class code such as “RE” (Refugee) or “AY” (Asylee) or other information designating the person a refugee or asylee.
- Special immigrant visa that includes the visa category of “SI” or “SQ.”
- Permanent Resident Card (Form I-551), commonly known as a “Green Card,” with a category designation indicating that the person was admitted as a refugee or asylee.
- An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurance that the applicant qualifies for expedited licensure.

**THIS SECTION TO BE COMPLETED BY APPLICANT
COMPLETE ELECTRONICALLY ON COMPUTER OR PRINT CLEARLY IF HANDWRITTEN**

Last Name:		First Name:		Middle Name:
Baton Permit No.		Baton Permit Exp. Date		
Address of Record (Street Address, City, State, and Zip Code): MANDATORY				
Confidential/Residence Address:				
<input type="checkbox"/> Check box if requesting to update your address(es) with the Bureau				
Date of Birth (MM, DD, YYYY)	SSN/ITIN:	Telephone No.:	Email Address (optional):	
<i>Provide the number and expiration date for the license(s) you hold that you currently have associated with your baton permit or wish to have associated with your baton permit.</i>				
License Type	License No.		Exp. Date	
Security Guard				
PPO (Sole Owner/ Partners Only)				
PPO (QM)				
<i>Provide the number and expiration date of the license on which you serve as the qualified manager.</i>				
<input type="checkbox"/> Check if you are an ACTIVE DUTY PEACE OFFICER , as defined in Chapter 4.5, (commencing with section 830) of Title 3 of Part 2 of the Penal Code, or a federal qualified law enforcement officer, as defined in section 926B of Title 18 of the United States Code. <i>If you check the box, see Application Checklist and Information Pages.</i>				
<p>If you are an active duty peace officer, as defined in Chapter 4.5, (commencing with section 830) of Title 3 of Part 2 of the Penal Code or a federal qualified law enforcement officer as defined in section 926B of Title 18 of the United States Code, you may be exempt from completing a BSIS baton training course by providing proof of your peace officer status and proof of having completed a course of study in the use of batons within the 12 months preceding the month of the permit's expiration. (Bus. & Prof. Code, §7584.5(b)(2)(B))</p> <p>Verification of your active duty status can be satisfied by providing a legible copy of the front and back of your peace officer identification card. Acceptable proof of having completed a course of study in the use of baton include a copy of your POST profile indicating completion of a baton training course, a copy of your Basic/Specialized Basic POST course completion certificate indicating completion of a baton training course, or a letter signed by your agency's Commanding Officer attesting to your completion of a baton training course. See BSIS website for additional information at www.bsis.ca.gov.</p>				
IMPORTANT INFORMATION - READ CAREFULLY: I understand that a BSIS baton permit authorizes me to carry a baton while performing the duties of the license associated with the permit. Additionally, I understand that if I am a sole owner or partner private patrol operator or a security guard or a qualified manager for a private patrol operator, I can only wear or use a baton while on duty when in uniform.				

Mandatory Disclosure Language

Submission of the requested information is mandatory. The Bureau of Security and Investigative Services (BSIS) of the Department of Consumer Affairs (Department) cannot process your Baton Permit Initial Application unless all requested information is provided.

Per the Information Practices Act, the Chief of 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 § 7920.000 et seq.) and the Information Practices Act (Civ. Code § 1798.61), the names and addresses of persons possessing a license, certificate, permit or registration may be disclosed by the BSIS unless otherwise specifically exempt from disclosure under the law. The BSIS makes every effort to protect the exempt 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.

Pursuant to Business and Professions Code section 30, providing your social security number is mandatory and will be used primarily 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 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, you will be reported to the Franchise Tax Board (FTB), which may assess a penalty against you. Further, pursuant to section 30, subdivision (n) your social security number together with your name, date of birth, and license information may be shared with the Office of the Chancellor of the California Community Colleges.

The State Board of Equalization (BOE) and the FTB may share taxpayer information with the BSIS. You are required to pay your state tax obligation. This application may be denied, or your license may be suspended if the state tax obligation is not paid and your name appears on either the BOE or FTB certified list of top 500 tax delinquencies. The renewal of a license may be denied pursuant to Family Code section 17520.

For questions about this disclosure or access to your record, you may contact the BSIS by mail at Bureau of Security and Investigative Services, Attn: Public Records Liaison, P.O. Box 980550, Sacramento, CA 95798-0550; by phone at (800) 952-5210; or by e-mail at bsis@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.

I DECLARE UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT:

- I personally completed this application;
- To the best of my knowledge all statements on this application are true and correct;
- I have completed the training requirements to obtain a BSIS baton permit or am an active duty peace officer who has successfully completed a baton training course;
- With full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answer to any question on the application may be grounds for denial or subsequent revocation of my baton permit and any other license(s) I hold, or may subject me to criminal prosecution.

Applicant Signature

Date

CERTIFICATION OF BATON QUALIFICATION TRAINING

THIS PAGE TO BE COMPLETED BY THE BSIS CERTIFIED BATON INSTRUCTOR

DO NOT RELEASE THE APPLICATION FORM to the applicant until you have completed all information required on this page.

- 1. Do not provide corrected information. If you make an error, start a new form.**

Applicant Name _____

COMPLETE ELECTRONICALLY ON COMPUTER OR PRINT CLEARLY IF HANDWRITTEN

Facility Name _____ Facility Phone # _____

Facility Address _____

Facility Certificate # TFB _____ Expiration Date _____

Instructor Name _____ Instructor Phone # _____

Instructor License # TIB _____ Expiration Date _____

APPLICANT TRAINING INFORMATION

All information below must be handwritten (print clearly) by the Baton Training Instructor

TRAINING INFORMATION	Date of Classroom Instruction	Written Exam Score

I declare under penalty of perjury, under the laws of the State of California, that I am the instructor who completed this page of the application and that to the best of my knowledge:

- The information I provided on this page is true and correct.***
- The applicant completed the Baton Qualification Training Course specified in Business and Professions Code section 7585.9.***

Instructor Signature

Date Signed

APPLICATION CHECKLIST AND INFORMATION

Application Checklist

1. **Renew timely:** By law, a renewal application with payment must be submitted at least 60 days prior to expiration of the current permit term, and a baton permit cannot be renewed after expiration. Failing to submit your application at least 60 days before expiration may result in your baton permit not being renewed before expiration of the current permit term. **NOTE:** Applications received more than 120 days before expiration will be returned. If a complete renewal application is not received by the expiration of your current permit, you will need to apply for a new initial baton permit. (Bus. & Pro. Code § 7584.5)
2. **Eligibility:** To be eligible for renewal, you must complete a baton training course within 6 months of the current permit's expiration. (Bus. & Pro. Code, § 7584.5)
3. **Complete Application:** Complete all requested information of the application. An incomplete application will cause delays.
4. **Fee Payment:** The application fee for a renewal Baton Permit is \$40.00. An application received without payment of the full fee amount will not be processed and will be returned to the applicant. Make check/money order payable to Bureau of Security and Investigative Services or BSIS. Do not submit cash. Application fees are non-refundable.
5. **Additional Supporting Documentation:**
 - **US Armed Forces:** If you checked the box that you have served or are currently serving in the U.S. Armed Forces submit the documentation identified on the application.
 - **Spouse/Domestic Partner of an Active Duty member of the U.S. Armed Forces:** If you checked the box that you are a spouse or domestic partner of an active duty member of the U.S. Armed Forces assigned to a California duty station, submit the documentation identified on the application. Additional information can be found at <https://www.dca.ca.gov/military/federal.shtml>.
 - **Refugee, Asylee, or Special Immigrant Visa Holder Applicants:** If you checked the box that you are either a refugee, asylee, or special immigrant visa holder, submit the documentation identified on the application.
 - **Active Duty Peace Officer:** If you checked the box that you are an active duty peace officer, submit proof of peace officer status and proof of having completed a baton certification course within 12 months.
6. **Certification of Baton Qualification Training:** Make sure your baton training instructor fills out the Certification of Baton Qualification Training form completely. Once completed include this form with your application.
7. **Mailing Address:** Mail your application and payment to:
Bureau of Security and Investigative Services
P.O. Box 989002
West Sacramento, CA 95798-9002

Information

1. **Email Address:** BSIS recommends, providing an email address as it may expedite communication with you if additional information is required to process this form. Additionally, communication when your permit is issued and up for renewal are also sent via email.
2. **Address Information:** By law, an applicant is required to provide their residence address. The 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 permit and where the Bureau will mail your permit and any future correspondence relating to your permit. 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, you must provide your residence address as a Confidential Address.
Confidential/Residence Address: If AOR is not your residence address, you must provide your residence address.
3. **Type(s) of License Currently Held:** Complete requested information for each license type you hold or are applying for that you wish to have associated with your baton permit. The application will not be processed unless you are applying for and have been approved or currently hold a valid license as a sole owner or partner private patrol operator (PPO), are a qualified manager associated with a valid PPO, or a security guard. **NOTE:** You can only carry a baton while performing the duties of the license associated with the baton permit.
4. **Allow 60 days to process most applications. DO NOT** contact the Bureau to check on the status of your application unless it is over 60 days from date of submission. You will be notified in writing if your application is deficient.

5. **Renewal Reminder:** A renewal reminder will be mailed to your address of record (AOR) approximately 90 days prior to your baton permit's expiration. Please note that the reminder is not a baton permit renewal application.
6. **Address Change:** You must notify the Bureau of any change in your address of record or residence address within 30 days from the date of change. Failure to provide timely notice may result in the issuance of a fine. An address change may be completed online via BreEZe if you have a BreEZe account, or via an Address Change (Personal) form. The form may be emailed to bsis@dca.ca.gov or mailed to Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.