



BATON PERMIT FACT SHEET

Background

The Bureau of Security and Investigative Services (BSIS or Bureau) issues Baton Permits as specified in Article 5 (commencing with Section 7584) of Chapter 11.5 and Article 4.5 (commencing with Section 7585) of Chapter 11.5 of Division 3 of the Business and Professions Code (BPC).

Requirements for Issuance of Initial Baton Permit

To be eligible for a BSIS Baton Permit, applicants must:

- Be a sole owner of a sole ownership PPO, a qualified manager of a licensee, a partner of a partnership licensee pursuant to Section 7582.7, or a registered security guard.
- Complete the course of training in the carrying and use of a baton specified in Section 7585.9.
- A certified baton training instructor has attested under penalty of perjury that the applicant has successfully completed the baton training course specified in Section 7585.9 and has completed the certification page in the baton initial application¹.
- pay the initial application fee² (Title 16, California Code of Regulations, Section 639).
- The applicant has completed an application for a baton permit on a form prescribed by the director, dated and signed by the applicant, attesting under penalty of perjury that the information in the application is true.

Required Training Courses

Applicants must complete the Course of Baton Training (BPC 7585) at a Bureau-approved Baton Training Facility, from a Bureau-approved Baton Training Instructor and pass the written examination. For information on Bureau-approved Baton Training Facilities, visit the Verify a License page³ available on the Bureau's website. The *BSIS Baton Training Manual*⁴ is also available on the Bureau's website.

Submitting an Initial Application for a Baton Permit

Before submitting your application to the Bureau, review the list of common application deficiencies to avoid application processing delays⁵.

Online Application

Applicants may apply for a Baton Permit online via 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 via BreZze⁶.

IMPORTANT: Applicants are required to scan and upload, as an attachment, a completed *Baton Permit Initial Application*¹.

Paper Application

Applicants may submit their completed *Baton Permit Initial Application*¹ and application fee by mail to the Bureau.

Mail the completed application and fee to:

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

Submitting a Renewal Application for a Baton Permit

A BSIS Baton Permit expires two years from the date of issuance. Approximately 120 days prior to the Baton Permit's expiration date, a renewal reminder will be mailed to the permitholder's address of record. Please note, the renewal reminder is not a Baton Permit renewal application and cannot be used to renew the Baton Permit.

IMPORTANT: By law, a Baton Permit may not be renewed after expiration. If you allow your BSIS Baton Permit to expire, you must apply for a new Baton Permit.

By law, a complete baton renewal application and payment must be submitted to the Bureau at least 60 days prior to the Baton Permit's expiration date. Failing to submit a complete renewal application and payment at least 60 days before expiration may result in the Baton Permit not being renewed before expiration of the current permit's term. Please note, the Bureau is unable to process applications submitted more than 120 days prior to expiration and will therefore be returned to the permitholder.

For additional information regarding requesting a replacement for your active baton permit license, please visit the Bureau's website⁹.

To renew the permit, the applicant must:

- have completed the baton training course specified in BPC Section 7585.9 within the six months preceding the month of the permit's expiration; and
- complete and submit the *Baton Permit Renewal Application*¹⁰,
- submit payment of the Baton Permit renewal fee².

Application Processing

Please allow the Bureau 6-8 weeks from the date your payment was cashiered before contacting the Bureau regarding the status of your application(s). For the current initial application processing timeframes, please visit the Bureau's website⁸.

Peace Officer Exemptions

For additional information on licensing exemptions for peace officers, please visit the Bureau's website⁷.

Additional Information

All BSIS Baton Permitholders are responsible for understanding all prohibitions, violations, and requirements relative to holding a Baton Permit.

¹ https://bsis.ca.gov/forms_pubs/bat_permit_app.pdf

² https://www.bsis.ca.gov/forms_pubs/newfees.pdf

³ https://www.bsis.ca.gov/forms_pubs/online_services/verify_license.shtml

⁴ https://www.bsis.ca.gov/forms_pubs/bat_stuman.pdf

⁵ https://www.bsis.ca.gov/forms_pubs/app_delay.shtml

⁶ <https://www.breeze.ca.gov/>

⁷ https://www.bsis.ca.gov/consumers/faqs/po_faq.shtml

⁸ https://www.bsis.ca.gov/forms_pubs/app_processing_timeframes.shtml

⁹ <https://www.bsis.ca.gov/replacementlicense/bat.pdf>

¹⁰ https://www.bsis.ca.gov/forms_pubs/bat_permit_renewal_app.pdf