

**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**PRIVATE PATROL OPERATOR OR QUALIFIED MANAGER
(FACT SHEET)****Requirements for Licensure**

A private patrol operator operates a business that protects persons or property or prevents theft. In order for a company to seek licensure as a Private Patrol Operator, the applicant must have passed the licensing examination. In addition, each individual applicant, partner, or corporate officer must meet the following requirements:

- Be 18 or older.
- Undergo a criminal history background check through the California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI); and
- Have committed no offense or violation of the Private Security Services Act that would be grounds for license suspension or revocation
- To apply for a company license, submit the application processing fee¹, one recent passport-quality photograph and a Private Patrol Operator Live Scan form² signed by the Live Scan Operator for each applicant, partner, and officer.
- Send your application to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

If you do not have a qualified manager who already has a current qualification certificate, you must also submit the required forms listed on page 7 of the Private Patrol Operator and Private Patrol Operator Qualified Manager Licensing Packet³ for the qualified manager.

An additional fee does not need to be submitted if you are applying for Private Patrol Operator license and Private Patrol Operator Qualified Manager certificate at the same time. A Qualified Manager who is also an applicant, partner, or officer should only submit one set of fingerprints or pay one fingerprint processing fee.

- Visit https://www.bsis.ca.gov/forms_pubs/newfees.pdf to view the Bureau's fees.

Insurance

ALL licensed Private Patrol Operators must maintain general liability insurance as a condition of licensure. Specifically, Private Patrol Operators are required to have

¹ Visit https://www.bsis.ca.gov/forms_pubs/newfees.pdf to view the Bureau's fees

² Locate the applicable Private Patrol Operator Live Scan form at https://www.bsis.ca.gov/forms_pubs/livescan/index.shtml.

³ Access the Private Patrol Operator Licensing Packet at https://www.bsis.ca.gov/forms_pubs/ppo_app.pdf

commercial general liability insurance policies which provide minimum limits of one million dollars (\$1,000,000) for any one loss or occurrence due to bodily injury, including death, or property damage, or both.

The Bureau recommends that applicants wait until the Bureau provides the applicant with written approval of the Private Patrol Operator's business name to obtain a Certificate of Liability Insurance document since this information is required to be included on the document.

Private patrol operator applicants and licensees must submit a Certificate of Liability Insurance to the Bureau as proof that the insurance requirement is being met. The Certificate of Liability Insurance must include:

- Your company name;
- The insurance policy number; and
- The dates the coverage of insurance commenced and expires.

Qualified Manager

An individual, partnership, or corporation seeking a license as a Private Patrol Operator must specify in the application the individual who will manage the business on a day-today basis.

This individual is called the Qualified Manager. (An owner, partner, or corporate officer may serve as the Qualified Manager, or may hire someone to fill this role.) To be eligible to apply for licensure as a Qualified Manager, you must meet the following requirements:

- Be 18 or older.
- Undergo a criminal history background check through the DOJ and the FBI.
- Have committed no offense or violation of the Private Security Services Act that would be grounds for license suspension or revocation.
- Pass a two-hour multiple-choice examination covering the Private Security Services Act⁴ and other rules and regulations, business knowledge, emergency procedures, security functions, and use of deadly weapons.
- Submit the Personal Identification Form with one recent passport-quality photograph, the Qualifying Experience Form, and a Private Patrol Operator Live Scan⁵ form signed by the Live Scan Operator. The Personal Identification Form and the Qualifying Experience Form can be found within the Private Patrol

⁴ Access the Private Security Services Act at http://www.bsis.ca.gov/about_us/laws/pssact.shtml

⁵ Access the Private Patrol Operator Live Scan form at http://www.bsis.ca.gov/forms_pubs/livescan/private_patrol.pdf

Operator and Private Patrol Operator Qualified Manager Licensing Packet⁶ located on the BSIS website.

- Send your application to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

If you are applying only to become certified as a private patrol operator qualified manager you must include an Examination Fee⁷ with the required forms previously listed.

To request an application for licensure as a Private Patrol Operator or qualified manager, call the Department of Consumer Affairs at (800) 952-5210, or visit our Web site: www.bsis.ca.gov.

- Visit https://www.bsis.ca.gov/forms_pubs/newfees.pdf to view the Bureau's fees

Firearm Permit

You may ***not*** carry a gun on duty without a valid firearm permit or a screen print of the Bureau's approval obtained from the Bureau's web site. Also, a firearm permit issued by the Bureau ***does not*** authorize you to carry a concealed weapon. You may ***not*** carry a concealed weapon on duty without a Concealed Weapons Permit (CCW) issued by local authorities, nor carry a caliber handgun not listed on your firearm permit.

To apply for a firearm permit, you must:

- Be a U.S. citizen or have permanent legal alien status.
- Pass a course in the carrying and use of firearms. The approximately 14-hour (8 hours classroom, approximately 6 hours range) training course covers moral and legal aspects, firearms nomenclature, weapon handling and shooting fundamentals, emergency procedures, and range training. The course must be given by a Bureau-certified firearms training instructor at a Bureau-certified training facility. Written and range exams are administered at the end of the course. Costs of training are determined by the training facility. For a list of certified training facilities, call (916) 322-4000. You can also access a listing of training facilities from the Bureau's webpage for firearm training facilities⁸. Search by county for a listing of all the training facilities in that county.
- Submit a firearm permit application⁹, pay the application fee⁷, and submit a Private Patrol Operator License with Firearm Permit Live Scan form¹⁰ signed by the Live Scan site operator, including ATI number.

⁶ Access the Private Patrol Operator Licensing Packet at http://www.bsis.ca.gov/forms_pubs/ppo_app.pdf

⁷ Visit https://www.bsis.ca.gov/forms_pubs/newfees.pdf to view the Bureau's fees

⁸ Review a list of nearby training facilities at <https://www.breeze.ca.gov/>.

⁹ Access the initial Firearms Application at http://www.bsis.ca.gov/forms_pubs/fq_initial.pdf.

¹⁰ Access the Private Patrol Operator Live Scan form at http://www.bsis.ca.gov/forms_pubs/livescan/privatepatrol_firearm.pdf.

- Send your application package to the Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

Note: A firearms qualification card expires two years from the date it was issued. An applicant must requalify four times during the life of the permit: twice during the first year after the date of issuance, and twice during the second year. Requalifications must be at least four months apart.

- Visit https://www.bsis.ca.gov/forms_pubs/newfees.pdf to view the Bureau's fees

"Protection of the public shall be the highest priority for the Bureau of Security and Investigative Services in exercising licensing, regulatory and disciplinary functions. Whenever the protection of the public is consistent with other interests sought to be promoted, the protection of the public shall be paramount."