



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES
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FACT SHEET

Proprietary Private Security Employer Registration

Requirements for Registration

A Proprietary Private Security Employer (PSE) is a person who employs one or more unarmed individuals that wear a distinctive uniform, interact with the public, and provide security services only for that employer. Please note that a PSE may not subcontract their security services.

To apply for a PSE registration, the applicant must complete and submit the *Application for Proprietary Private Security Employer* along with the application fee. You can access the application at https://www.bsis.ca.gov/forms_pubs/pse_app.pdf and the application fee at https://www.bsis.ca.gov/forms_pubs/newfees.pdf. The Bureau recommends submitting your application online in BreEZe as it bypasses the Cashiering Office and can reduce the application processing time by up to two weeks. To create a BreEZe account, pay the application fee, and submit your application online, visit <http://www.breeze.ca.gov/>.

Mail the application and payment to:

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

For additional information, consult the Proprietary Security Services Act (Business and Professions Code (BPC) Section 7574 et. seq.) and California Code of Regulations (CCR) Title 16, Division 7, Section 645. To review the Proprietary Security Services Act, visit https://www.bsis.ca.gov/about_us/laws/pps_law.shtml; to review CCR Section 645, visit https://www.bsis.ca.gov/about_us/laws/bsis_regulations.pdf#page=58.

Renewing a PSE Registration

A registered PSE shall apply for renewal of their registration every two years. Prior to the expiration of the registration, a courtesy renewal application will be mailed to the last address of record approximately 60 – 120 days in advance. If you do not receive a renewal application in the mail, complete and submit the *Proprietary Private Security Employer Registration Renewal Application* along with the renewal fee. You can access the renewal application at https://www.bsis.ca.gov/forms_pubs/pse_ren.pdf and the renewal fee at https://www.bsis.ca.gov/forms_pubs/newfees.pdf.

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You may also renew online using BreEZe, which bypasses the Cashiering Office, can reduce application processing time by up to two weeks, and updates your certificate in real-time. To create a BreEZe account, pay the renewal fee, and submit your renewal application online, visit <https://www.breeze.ca.gov/>.

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 the 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 PSO 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 (i.e. name of company providing training);
- name of the individual taking the course;
- instructor administering the course;
- date the course(s) was administered and completed;
- statement noting that the course(s) comply with the Department of Consumer Affairs' Skills Training Course for PSOs; and
- serial number for tracking purposes

For further reference or additional information, consult the Proprietary Security Services Act (BPC Section 7574 et. seq.) and CCR Section 645. To review the Proprietary Security Services Act, visit https://www.bsis.ca.gov/about_us/laws/pps_law.shtml; to review CCR Section 645, visit https://www.bsis.ca.gov/about_us/laws/bsis_regulations.pdf#page=58.