



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



FACT SHEET

Proprietary Private Security Officer Registration

Background

A Proprietary Private Security Officer (PSO) is defined generally as an unarmed individual, (1) who is employed exclusively by a single employer, (2) whose primary duty is to provide security services for that employer, (3) whose services are not contracted to any other entity or person, and (4) who meets **both** of the following criteria:

- He or she is required to wear a distinctive uniform clearly identifying the individual as a security officer, and
- He or she is likely to interact with the public while performing his or her duties.

Requirements for Registration

A Proprietary Private Security Officer must have in his or her possession a valid Proprietary Private Security Officer registration card prior to beginning work as a PSO. Anyone interested in applying for registration as a Proprietary Private Security Officer must satisfy the following prerequisites:

- Be at least 18 years old
- Undergo a criminal history background check through the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI)

Application Submission Process

1. Prepare three identical copies of a Proprietary Private Security Officer Live Scan form, which can be accessed at https://www.bsis.ca.gov/forms_pubs/livescan/prop_sec.pdf.

2. With the three copies of the Proprietary Private Security Officer Live Scan form in hand, go to the nearest Live Scan site to have your fingerprints electronically submitted to the Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). To locate the nearest Live Scan site, visit <https://oag.ca.gov/fingerprints/locations>.

3. Pay the Live Scan Operator:

\$32.00 DOJ Fingerprint Processing Fee

\$17.00 FBI Fingerprint Processing Fee

Subtotal: \$49.00

NOTE: In addition, you must pay a processing fee at the Live Scan site. Each Live Scan site sets its own processing fee, which can vary within a range established by law. BSIS does not set the fee.

4. Assemble the following documents:

- A completed *Application for Proprietary Private Security Officer*, which can be accessed at https://www.bsis.ca.gov/forms_pubs/ppso_app.pdf.
- A check or money order for the application fee, made payable to: "Bureau of Security and Investigative Services." To view the application fee, visit the Bureau's website at https://www.bsis.ca.gov/forms_pubs/newfees.pdf
- The second copy of the Proprietary Private Security Officer Live Scan form received from the Live Scan site, signed by the Live Scan Operator, including the ATI number.

5. Mail the assembled documents and payment to:

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

OR

❖ **Apply Online using BreEZe.** The Bureau recommends submitting and paying for your application online as it bypasses the Cashiering Office, which can reduce the processing time by up to two weeks. To create a BreEZe account, pay the application fee by credit card, and submit your application online, visit <https://www.breeze.ca.gov/>.

Once the BSIS has received and approved the application and criminal history clearances, a cleared Proprietary Private Security Officer registration will appear on the BSIS' website. A registered Proprietary Private Security Officer can verify BSIS approval by checking DCA License Search at <https://search.dca.ca.gov/>.

Once the Proprietary Private Security Officer registration appears on the BSIS' website, a screen-print from the website may be used as an interim Proprietary Private Security Officer registration card and the Proprietary Private Security Officer can be placed on assignment. The Proprietary Private Security Officer registration card will be mailed to the registered officer and should be received within 15 to 20 business days following approval.

A Proprietary Private Security Officer placed on assignment must keep the following documents with him/her:

- A valid Proprietary Private Security Officer registration card
- A valid photo identification

Training Requirements

To be completed within 6 months from the date PSO registration is approved or within 6 months from the date of employment as a PSO (minimum of 16 hours): 1) Power to Arrest (2 hours), Weapons of Mass Destruction and Terrorism Awareness Training for Security Professionals (minimum of 2 hours), and 2) Minimum of 12 hours of Proprietary Private Security Officer Training Courses (I – VI).

To be completed annually: minimum of 2 hours of training (i.e. continuing education) that is specifically dedicated to the review or practice of security officer skills. Please note, your employer is required by law to provide this training.

Pursuant to Business and Professions Code (BPC) Section 7574.18 and California Code of Regulations Title 16, Division 7, Section 645, the institution or company providing the training is required to provide you with a Certificate of Completion after successfully completing the training. The Bureau strongly recommends that you retain a copy of all Certificates of Completion for your records. To review the training requirements, visit https://www.bsis.ca.gov/forms_pubs/train_syllabus.pdf.

Renewing a PSO Registration

A registered PSO shall apply for a renewal of his/her 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 Officer Registration Renewal Application* along with the applicable renewal fee. You can access the renewal application at https://www.bsis.ca.gov/forms_pubs/psu_ren.pdf and the renewal fee at https://www.bsis.ca.gov/forms_pubs/newfees.pdf.

Mail renewal application and fee to:

Bureau of Security and Investigative Services
PO Box 989002
West Sacramento, CA 95798-9002

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