

# INFORMATION ABOUT REGISTRATION

## PROPRIETARY PRIVATE SECURITY EMPLOYER

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This packet contains information about obtaining a Proprietary Private Security Employer registration, descriptions of the requirements, and the initial registration application form. It is the policy of the Bureau of Security and Investigative Services (Bureau) to provide equal licensing opportunities for all persons without regard to race, color, religion, sex, national origin, disability, age, creed, marital status or sexual orientation.

A proprietary private security employer (PSE) is any individual, firm, company, association, organization, partnership or corporation that employs proprietary private security officers (PSO) and/or security guards who provide protection to persons or property for the employer. A PSE is prohibited from providing the services of their employees to other employers, meaning they cannot contract the services of their PSO's or security guards to another company or business. A proprietary employer's registration will include the corporation subsidiaries, under certain circumstances.

### **NEW LICENSING FEES- IMPORTANT INFORMATION**

Due to a change in the law, the fee for a Proprietary Private Security Employer registration is changing on July 1, 2018. The date the application is submitted in-person or online, or the date the application is postmarked determines whether the old fee or new fee applies.

**Be advised that an application received without payment of the full fee amount owed will not be processed and will be returned to the applicant.** Make check payable to Bureau of Security and Investigative Services or BSIS. Do not submit cash by mail. Application fees are non-refundable.

#### **Registration Fee for applications submitted in-person, online, or postmarked:**

- Before July 1, 2018: \$75.00
- On or after July 1, 2018: \$350.00

### **APPLICATION REQUIREMENTS**

Along with the application for registration the following information also should be submitted to the Bureau of Security and Investigative Services (Bureau).

#### **Corporation Applicants**

If applying for licensure as a corporation, include an endorsed copy of the Articles of Incorporation (Domestic Corporation) or an endorsed copy of the Designation by Foreign Professional Corporation Form (Foreign Corporation) filed with and date stamped by the Secretary Of State (Business and Professions Code Section 17910.5). A copy of the Statement of Information, filed with the Secretary of State, must also accompany your application.

#### **Limited Liability Company (LLC) Applicants**

If applying for licensure as an LLC, include an endorsed copy of the Articles of Organization of a Limited Liability Company (Domestic LLC) or an endorsed copy of the Application to Register a Foreign Limited Liability Company (Foreign LLC) filed with and date stamped by the Secretary Of State (Business and Professions Code Section 17910.5). A copy of the Statement of Information, filed with the Secretary of State, must also accompany your application.

**Partnership, Corporation, and Limited Liability Company Applicants:** In order to access BreEZe, the Bureau's online licensing and enforcement system, all corporations, partnerships, and LLCs must include their Federal Employer Identification Number (FEIN).

#### **Fictitious Business Name**

Proof that your Fictitious Business Name (FBN) has been filed with the County Clerk's Office where the principal place of business is located if you are required to file a FBN certificate pursuant to Business and Professions Code Section 17900. The Bureau accepts a copy of the document filed with and date stamped by the County Clerk's Office.

A FBN certificate must be filed with the county clerk's office in which the principal place of business is located when:

- The business name of an *individual business/sole ownership* does not include the last name of the individual or if the name suggests the existence of additional owners (e.g., John Smith & Sons).
- The business name of a *partnership* used does not include the last name of each general partner or if the name suggests the existence of additional owners (e.g., first partner is John Smith, second partner is Linda Dunn and the business name is Smith, Dunn and Associates).
- The business name of a *corporation (domestic or foreign)* used is different from the name in the Articles of Incorporation filed with the California Secretary of State.
- The business name of a *limited liability company (domestic)* used is different from the name in the Articles of Organization filed with the California Secretary of State.
- The business name of a *limited liability company (foreign)* used is different from the name on file with the California Secretary of State.
- The business name of a *limited partnership (domestic or foreign)* used is different from the name on file with the California Secretary of State.

To apply for a PSE registration, submit a completed PSE application for registration along with any additional documentation to the Bureau. The applicant must submit the application, along with the application fee (see above for correct fee amount due), to the Bureau of Security and Investigative Services (BSIS), P. O. Box 989002, West Sacramento, CA 95798-9002.

Once the registration is approved, it is valid for a two-year period.

#### **ANY QUESTIONS?**

If you have questions regarding the Proprietary Private Security Employer registration process or about completion of your application, you may contact the Bureau at:

Bureau of Security and Investigative Services  
P.O. Box 989002  
West Sacramento, CA 95798-9002  
(800) 952-5210  
(916) 322-4000  
[ProprietarySecurityServices@dca.ca.gov](mailto:ProprietarySecurityServices@dca.ca.gov)

**Although every effort has been made to assure the accuracy of this information packet, it does not have the force and effect of law, rule or regulation. Should any difference or error occur, the law will take precedence.**



Pursuant to Business and Professions Code section 30, providing your social security number or individual taxpayer identification number is mandatory and will be used exclusively 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 or individual taxpayer identification 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 or individual taxpayer identification number, you will be reported to the Franchise Tax Board, which may assess a \$100 penalty against you.

Submission of the requested information is mandatory. The Bureau of Security and Investigative Services cannot consider your application for licensure or renewal unless you provide all of the requested information.

Pursuant to the California Public Records Act (Gov. Code § 6250 et seq.) and the Information Practices Act (Civ. Code § 1798.61), the names and addresses of persons possessing a license or registration may be disclosed by the Department unless otherwise specifically exempt from disclosure under the law. We make every effort to protect the 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.

Per the Information Practices Act, the Chief of the Bureau of Security and Investigative Services, Department of Consumer Affairs, is responsible for maintaining the information in this application. You have the right to review the records maintained on you by the Bureau 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 Bureau 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.

For questions about this notice or access to your record, you may contact the Bureau by mail at Bureau of Security and Investigative Services, Attn: Public Records Liaison, P.O. Box 980550, Sacramento, CA 95798-0550, by phone at (916) 322-4000 or (800) 952-5210, or by e-mail at [bsis.prarequests@dca.ca.gov](mailto:bsis.prarequests@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](mailto:dca@dca.ca.gov).