

**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**APPLICATION FOR QUALIFIED MANAGER REEXAMINATION**

IMPORTANT: Forms received without full payment requested will not be processed and will be returned to the requestor. An incomplete or incorrectly completed form will delay processing.

COMPLETE ELECTRONICALLY ON COMPUTER OR PRINT CLEARLY IF HANDWRITTEN

Last Name	Middle Initial	First Name	
SSN/ITIN	Date of Birth		
Phone Number	Email Address (See Instructions)		
Address (See Instructions)	City	State	Zip Code

Check the box next to the exam you want to retake:

Exam Type	Required Fee¹
<input type="checkbox"/> Private Patrol Operator Qualified Manager	\$ 60.00
<input type="checkbox"/> Alarm Company Qualified Manager	\$ 60.00
<input type="checkbox"/> Repossessor Agency Qualified Manager	\$ 60.00
<input type="checkbox"/> Private Investigator Qualified Manager	\$15.00

¹ The re-exam fee varies depending on the amount specified by the respective Practice Act.

MANDATORY DISCLOSURE LANGUAGE

Submission of the requested information is mandatory. The Bureau of Security and Investigative Services (BSIS) of the Department of Consumer Affairs (Department) cannot process your Application for Qualified Manager Reexamination unless all requested information is provided.

Per the Information Practices Act, the Chief of the BSIS is responsible for maintaining the information in this application. You have the right to review the records maintained on you by the BSIS 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 BSIS and will be used by authorized personnel to determine your eligibility for reexamination. Information on your application may be transferred to other governmental or law enforcement agencies, as permitted by law.

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, certificate, permit or registration may be disclosed by the BSIS unless otherwise specifically exempt from disclosure under the law. The BSIS makes every effort to protect the exempt 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.

For questions about this notice or access to your record, contact BSIS, Attn: Public Records Liaison, P.O. Box 980550, Sacramento, CA 95798-0550, by phone at (800) 952-5210, or by e-mail at 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.

REQUESTOR'S CERTIFICATION

I declare under penalty of perjury, under the laws of the State of California, that:

- *I personally completed this application;*
- *To the best of my knowledge all statements on this application are true and accurate; and*
- *With full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answer to any question on the application may be grounds for disciplinary action on any Bureau license, registration, permit, certificate or permit I hold, or may subject me to criminal prosecution.*

Requestor Signature

Date

Once this request for re-examination is processed, you will receive a new eligibility notification and instructions for scheduling your exam with PSI, Inc.

If you do not pass the Qualified Manager examination within a one-year period of being deemed eligible to sit for the exam, the application is considered abandoned. All fees paid are non-refundable.

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

1. **Exam Eligibility:** If more than one (1) year has passed since being approved to take the exam, your eligibility to take the exam has lapsed. This form cannot be used to request reexamination without current eligibility. A new initial application is required to reestablish exam eligibility.
2. **Email:** While optional, providing an email address may expedite the Bureau's communication with you if additional information is required to process this application.
3. **Address:** The address information on this form will be used for verification purposes only. Any change of address for yourself or your company should be reported on the appropriate Address Change form. Address Change forms can be found on our website at www.bsis.ca.gov.
4. **Questions:** Questions about the reexamination process and/or contents of this application should be directed to the email account associated with the company type for which you have applied:

Private Patrol Operator - PrivateSecurityServices@dca.ca.gov

Alarm Company Operator - AlarmCompanies@dca.ca.gov

Repossession Agency - Repossessor@dca.ca.gov

Private Investigator - PrivateInvestigators@dca.ca.gov