

Online guide to applying for a: **Security Guard and/or Private Investigator Licence**



Table of Contents

Before you apply

Eligibility criteria

Before you apply you must meet the following criteria:

- successfully completed the proper mandated training and testing and received an Ontario Testing Completion Number – [learn more about training and testing](#)
- a clean criminal record according to Ontario Regulation 37/08 pursuant to the *Private Security and Investigative Services Act, 2005*
- reviewed Appendix A: Eligibility to Hold a Licence – Clean Criminal Record on Page 24 or online at http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_080037_e.htm to make sure there are no offences limiting your ability to apply, and
- the ability to legally work in Canada and be 18 years of age

Necessary information and documents

You must also have the following items ready to submit with your online application:

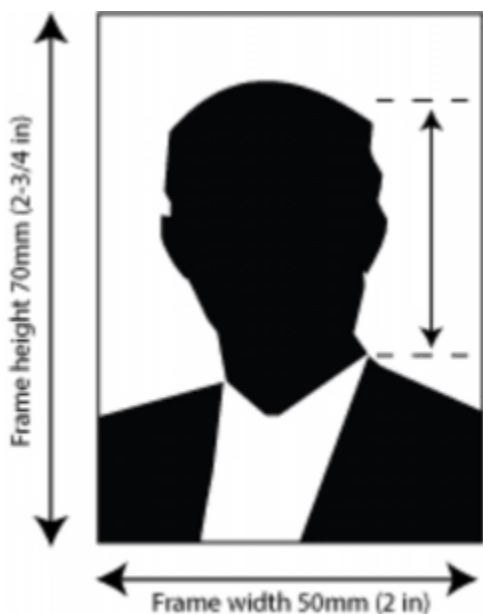
- your Ontario Testing Completion Number
- a scanned or digital, passport-quality photo that meets requirements listed on Page 4 of these instructions
- clear scanned copies of the front and back of the two (2) different valid (non-expired) identification documents (IDs) that prove your identity (name, photo, signature, date of birth) and eligibility to work in Canada. For more details read Page 6 of these instructions
- a fully completed and scanned copy of your signed guarantor form (Page 21), and
- a credit card (Visa, MasterCard) or Interac® Online (Bank of Montreal, Royal Bank, TD Canada Trust and Scotiabank)

Passport-quality photo

If you are applying for your licence for the first time you will need to upload a passport-quality photograph.

Your photo must:

- be sized 50 mm wide X 70 mm high (2 inches wide X 2 3/4 inches long), and ensure the image does not need to be cropped (see example below).
- be clear, sharp and in focus
- be taken in front of a plain white or light-coloured background showing a clear difference between your face and the background
- be taken within the last 6 months
- display your natural skin tones
- avoid shadows across the face or shoulders, around the ears or in the background
- be taken straight on, with face and shoulders centered and squared to the camera
- be taken with eyes open and clearly visible, mouth closed, no smiling
- be in colour or in black and white, and
- **not be re-touched**, altered, taken from an existing photo or a photo of you in a group or personal setting. For example: the photo you submit should look similar to the photo on your driver's licence, passport or other travel documentation



Glasses: You can wear prescription glasses, as long as your eyes are clearly visible and there is no glare in the glasses. Sunglasses cannot be worn.

Red eye: Photos where there is a red eye effect will not be accepted.

Hats and head coverings: You cannot wear hats or anything that covers your head or face, unless it is worn daily for religious beliefs or medical reasons. However, your full face must still be clearly visible in your photo and the head covering must not cast any shadows on your face.

Instructions on how to scan your photograph:

The photo must meet the photograph specifications provided in this guide. Scan the photo using your scanner's setting for photographs. If your scanner does not have a setting for photographs, use the following recommended settings:

- Colour format: Colour or black and white (not grey scale)
- Resolution: 300dpi (this ensures you have a sharp and clear photo on your card)
- File type: .jpeg
- Save the scanned file to your computer. You will need to upload the photograph

Acceptable identification documents

You must provide scanned copies of the front and back of two (2) different valid (non-expired) identification documents (IDs) from the lists below. Scanned copies must:

- be of the two (2) different identification documents (IDs) that you will be using in the licence application and guarantor form
- have your first and last names match on both pieces of identification and your licence application
- be high-quality and clearly visible copies of the original identification documents
- be copies of both the front and back of both identification documents
- be current and valid – non-expired, not suspended or revoked, and
- be submitted in English or French. If you are using documents that are in a language other than English or French, you must include a translation by a certified translator

These two (2) identification documents must cover the following requirements to prove your identity (name, photo, signature, date of birth) and eligibility to work in Canada identification.

You need **two scanned pieces** of original ID. One from **List 1** and one from **List 2**.

List 1: choose one (1) Government-issued photo identification document (name, photo, signature, and date of birth):

- any valid driver's licence
- Ontario enhanced driver's licence
- any valid passport
- Ontario Photo Card
- certificate of Canadian citizenship (card with photo)
- permanent resident card (issued before February 4, 2012)
- certificate of Indian Status
- Canadian Department of National Defence Identification Card

List 2: choose one (1) document which confirms your eligibility to work in Canada


- Canadian birth certificate
- certificate of Canadian citizenship
- Canadian passport
- Ontario enhanced driver's licence
- permanent resident card/confirmation of permanent residence
- naturalization card (issued before January 1, 1974)
- valid work permit
- record of landing
- certificate of Indian Status
- retention certificate
- registration of birth abroad certificate

Note

- New Permanent Resident (PR) cards, issued **after February 4, 2012**, do not have a signature and will **not be accepted** as proof of identity; cards issued before **February 4, 2012**, are accepted as an identification document from List 1, and
- If you submit a record of service identification card issued by the Canadian Department of National Defence, the identification card must have an issue date within the past 5 years.
- Any **health card** or **social insurance** cards are **not acceptable** identification documents.



Tips:

- All documents must be completed, scanned and ready to upload in an acceptable file format (.doc, .docx, .pdf, or .jpeg) and can only be 25mb (megabytes) for each uploaded document.
- Review your documents once they have been scanned and uploaded onto your computer to ensure they are clear and legible.
- Click the question mark icon  if you need help during your online application, or refer back to this guide.

Steps for applying online

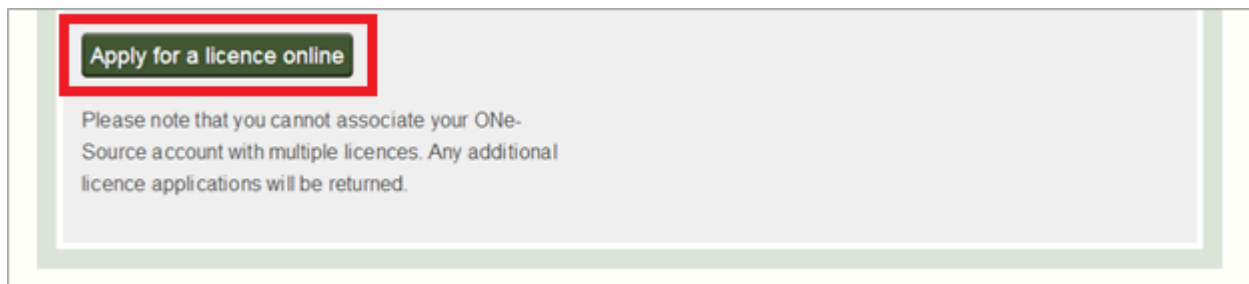
Step 1: Prepare your documents

Scan the documents that you will be using in your application. This must include:

- The passport-quality photo that will show on your licence card
- Two acceptable identification documents — one ID from List 1, and one ID from List 2

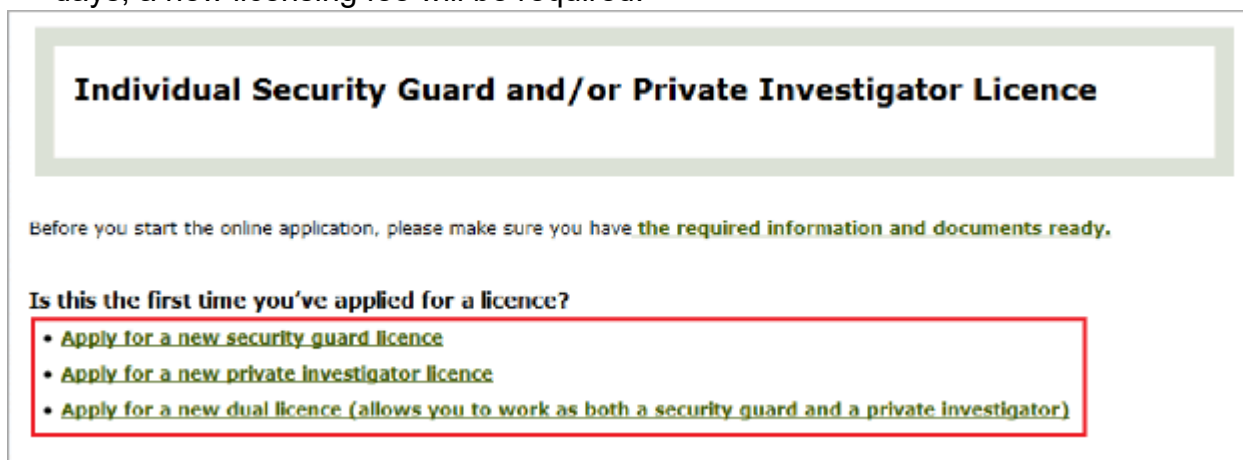
Step 2: Select your licence type

- Visit ServiceOntario.ca/PrivateSecurity to apply online. Scroll down and click “apply for a licence online”.



- Then choose the type of licence you are applying for
 - **Cost:** \$80 for a security guard or private investigator licence, \$160 for a dual licence
 - Once a payment has been received it is **non-refundable**. This includes payments made towards applications that are denied due to ineligibility, returned or withdrawn.

Note: If an application is returned to an applicant for correction or due to missing information, applicants have 90 calendar days to respond. If the required information is not submitted within 90 calendar days, the application is deemed closed and payment will be retained. If the required information is submitted **after** 90 calendar days, a new licensing fee will be required.



Step 3: Create an ONe-key ID

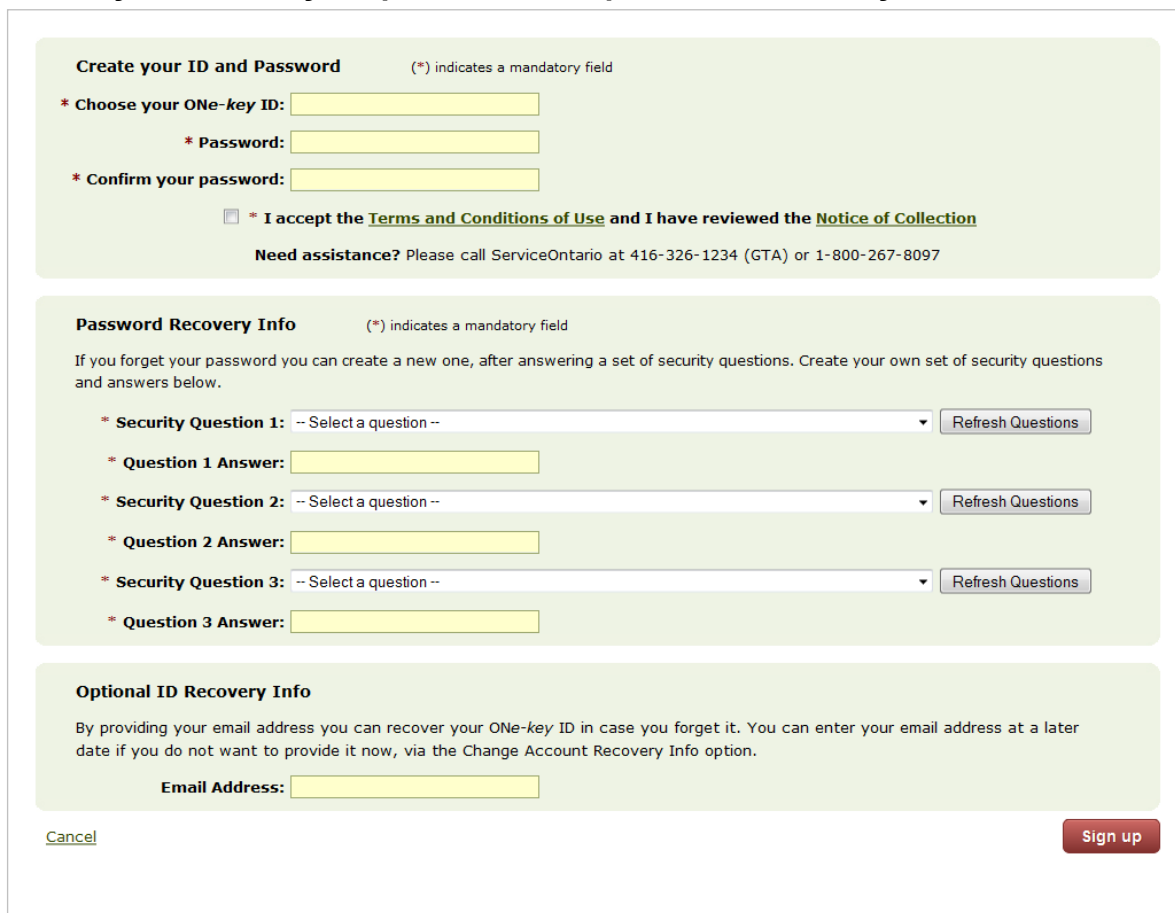
Your ONe-key ID will allow you to log back in at a later date so you can check on your application and/or view your digital licence.

- Start by clicking “Sign up now!”



The screenshot shows the 'Sign in with your ONe-key ID' page. On the left, under 'New to ONe-key?', there is a link 'Sign up now!' which is highlighted with a blue box. On the right, there are input fields for 'ONe-key ID:' and 'Password:', a 'Sign in' button, and a link 'Can't access your account?'.

- Create your ONe-key ID, password and password recovery information



The screenshot shows the 'Create your ID and Password' page. It includes three main sections:

- Create your ID and Password:** Contains mandatory fields for 'Choose your ONe-key ID:', 'Password:', and 'Confirm your password:'. It also has a checkbox for 'I accept the Terms and Conditions of Use and I have reviewed the Notice of Collection' and a note about assistance.
- Password Recovery Info:** Contains three sets of 'Security Question' dropdowns and 'Question Answer' text boxes, each with a 'Refresh Questions' button.
- Optional ID Recovery Info:** Contains an 'Email Address:' text box.

 At the bottom left is a 'Cancel' link, and at the bottom right is a 'Sign up' button.

- After entering an ONe-key ID, password and password recovery info you will be taken to the confirmation page. Click the **“Continue”** button to move to the next step. If you entered in your email (optional), an email confirmation will be sent to you.

Confirmation

You have successfully registered your ONe-key account. Your ONe-key ID is **XXXXXXXXXX**

A confirmation email will be sent to **XXXXXX@XXXXXX.com**

ONe-key gives you secure access to Ontario Government online services. You can login at any time on the ONe-key portal to manage your ONe-key account(change ID, change password, change language preferences, etc.) and to enrol for accessing the available online services.

Please print this page for your records and store it in a secure manner. Do not share your ONe-key ID or password with anybody.

Continue

Need more assistance? Please call ServiceOntario at 416-326-1234 (GTA) or 1-800-267-8097.

Step 4: Create an ONe-Source profile

- Enter a profile name, email and location. Select your main activity, industry or business sector. Don't forget to select whether you would like to receive email notifications and carefully review the Terms and Conditions before agreeing and selecting **“Create My Account”**.

You're Almost Done - Set Up Your ONe-Source Profile

You now have a ONe-key user name and password for logging in. Please take a moment to set up your ONe-Source profile so we can serve you better.
*Required

Select Your User Type (What kind of user are you?)

New User

Delegated User

Not-for-Profit

*Profile Name

*Email

*Confirm Email

*What is your primary location or municipality?

*What is your main activity, industry, or business sector?

Type in your primary business or activity.

OR

Select your primary business or activity

Notifications

I would like to receive email notifications for:

- ☐ General information (eg, new programs and available incentives for your industry or sector)
- ☐ Account updates (eg, status updates for submitted transactions)

Notifications will be sent to the email address you provided in your ONe-Source profile.

Terms and Conditions

ONe-Source for Business is an online service that offers electronic one-stop shopping that enables Ontario businesses to:

- Find, fill in and submit forms electronically, eliminating the need to print, complete and mail in forms.
- Easily search across multiple sources of information to get a customized listing of forms, services and programs relevant to their specific needs - saving hours of research.
- Save your forms and search results in your "Briefcase" so you can easily find them.

* Do you agree with the Terms and Conditions?

☐ Yes, I agree ☐ No, I disagree

Cancel

Create My Account

Step 5: Register as a new user

- Re-enter your email information and determine whether you need an accessible version of the application. Click “**Create**” to move on to the online application.

Register New User

All required fields are marked with an asterisk (*)

User Details

- * First Name
- Middle Name
- * Last Name
- * I use the following for navigation

Contact Details

- * Email Address

Telephone Number

Country	Area	Number	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fax

Country	Area	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mobile Number

Country	Area	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Physical Address

☒ Canadian Address ☐ US Address ☐ Other International Address

Find the address by using a Postal Code

Postal Address


☒ Same as above ☐ Enter different Mailing Address


Step 6: Enter personal details

- **Training:** Enter your **Ontario testing completion number**. This number was provided to you by the test delivery centre upon successfully passing the test. If you do not have this number please contact the test delivery centre where you took your test.

Training
Indicate which best applies to you

☒ I have an Ontario Testing Completion Number ☐ I have an Out of Province Licence

* Ontario Testing Completion Number 

 Ontario Testing Completion Number must be entered.

- If you have a licence from another province/territory please select the “**I have an Out of Province Licence**” and fill in the information as shown below.

Training
Indicate which best applies to you

☐ I have an Ontario Testing Completion Number ☒ I have an Out of Province Licence

* Licence Number

* Licence Category

* Expiry Date

* Province / Territory of Issue

* Copy of out of province licence

- **Applicant Information Title:** Enter your first, middle (if applicable) and last names. Your first, middle and last names **must match** what is on the **two identification documents (ID)** you are submitting with this application.

Applicant Information
Title

First Name 

Middle Name(s) 

* Last Name 

 Last Name must be entered.

* ☐ I confirm that I have entered my full legal name

 I confirm that I have entered my full legal name must be selected.

- **Other Name(s):** If you have another name, please click the “**Add Other Name**” button and fill in your other first, middle and last names (a maiden name refers to your last name before marriage).

Other Name(s)
e.g. maiden name or former name

Title

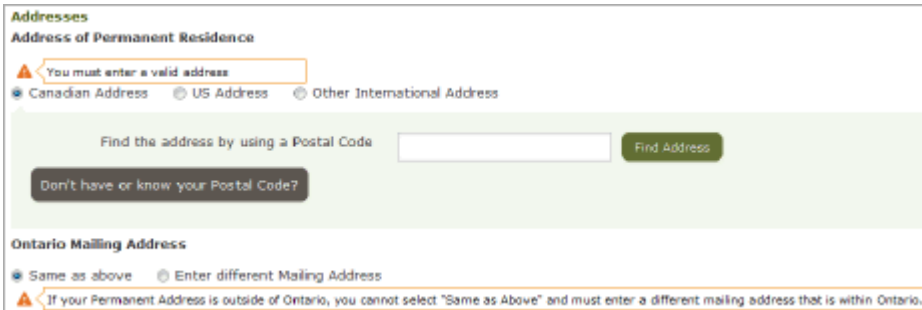
First Name 

Middle Name(s) 


* Last Name 



- **Addresses, including Ontario mailing address:** Enter your postal code and select your address. If you cannot find your address, select “**Don't have or know your Postal Code?**” to manually enter your address.
- Your Ontario mailing address is the address where your licence and all communication regarding the program will be mailed.



Addresses
Address of Permanent Residence


 You must enter a valid address

☒ Canadian Address ☐ US Address ☐ Other International Address

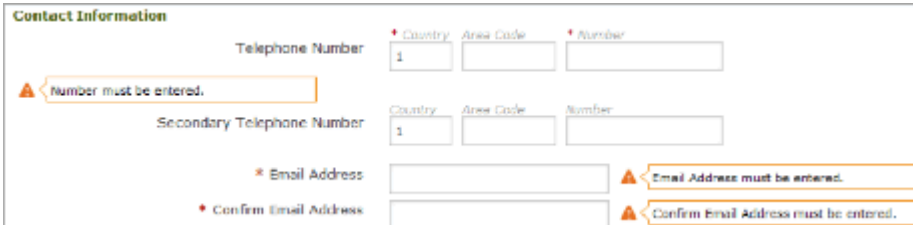
Find the address by using a Postal Code

Ontario Mailing Address

☒ Same as above ☐ Enter different Mailing Address

 If your Permanent Address is outside of Ontario, you cannot select "Same as Above" and must enter a different mailing address that is within Ontario.


- **Contact Information:** Enter your telephone number, secondary telephone number (if applicable), and email address. **Please note:** application correspondence will be sent to the email address provided in this section.



Contact Information


Telephone Number


Country Area Code Number

 Number must be entered.

Secondary Telephone Number

Country Area Code Number

* Email Address  Email Address must be entered.

* Confirm Email Address  Confirm Email Address must be entered.

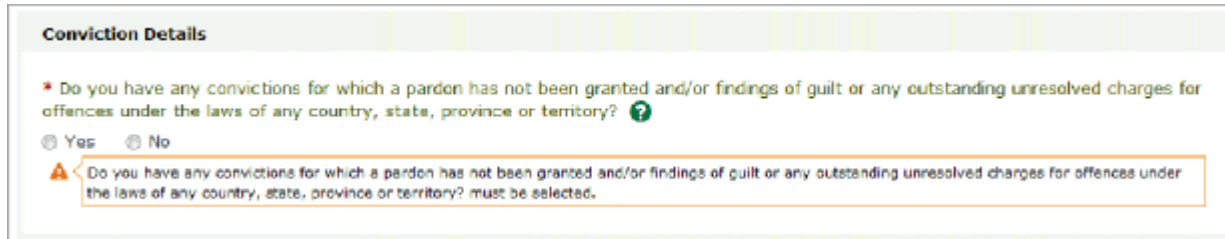
Step 7: Enter details about convictions, fines, and consent

Conviction Details

- Review the Ontario Regulation 37/08 Eligibility to Hold a Licence – Clean Criminal Record Regulation, which can be found in Appendix A or [online](#).
- If you **have** been convicted of any of the offences listed, and have not received a pardon for, you are not eligible for a licence.
- Do not** declare any offences committed while you were a young person, as defined under the *Young Offender Act*, *Youth Criminal Justice Act* or *Juvenile Delinquent Act*.
- If you **have not** been convicted of any of the listed offences, or have received a pardon for the listed offence, select “no”.

Examples of convictions and outstanding charges include:

- All pending charges against you which have not yet been resolved (all jurisdictions);
- Findings of guilt (including offences for which you have received a conditional or absolute discharge);



Conviction Details

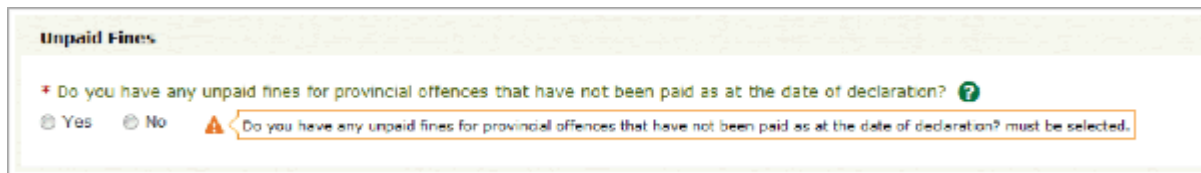
* Do you have any convictions for which a pardon has not been granted and/or findings of guilt or any outstanding unresolved charges for offences under the laws of any country, state, province or territory? ?

☐ Yes ☐ No

⚠ Do you have any convictions for which a pardon has not been granted and/or findings of guilt or any outstanding unresolved charges for offences under the laws of any country, state, province or territory? must be selected.

Unpaid Fines

- Unpaid fines related to provincial offences
- An example of a provincial offence could be a speeding/parking ticket or any other fines issued by the Province of Ontario or municipality in Ontario.
- If you have no unpaid fines for provincial offences select “no”.
- If you have any unpaid fines for provincial offences select “yes”.



Unpaid Fines

* Do you have any unpaid fines for provincial offences that have not been paid as at the date of declaration? ?

☐ Yes ☐ No

⚠ Do you have any unpaid fines for provincial offences that have not been paid as at the date of declaration? must be selected.

Consent

- Please review this section on the online application carefully before checking the boxes. Enter your full name and check the consent box at the bottom of the page to submit your consent.

Consent

☐ I consent to a background check by the Registrar or any person authorized by the Registrar and the Private Security and Investigative Services Branch (PSISB). This consent includes the release to the Registrar of records of criminal convictions for which a pardon has not been granted, records of discharges which have not been removed from the Canadian Police Information Centre (CPIC) system in accordance with the Criminal Records Act, findings of guilt, outstanding warrants, outstanding charges and unpaid provincial fines, information regarding charges pending or any judicial order issued under an Act of Parliament or an Act of the Legislature; and this includes reference and financial records/credit checks being conducted;

This consent is given pursuant to paragraph 42(1)(b) of the Freedom of Information and Protection of Privacy Act;

I consent to full disclosure to the PSISB by any police service (including the Ontario Provincial Police), employer, organization, business or person to whom a signed copy of this consent or a photocopy or fax thereof is delivered, of any information, opinions, reports, records, documents or copies thereof, in any form which may be requested. Such information may include, but is not limited to, the following;

- Police records and history of police involvement, including federal and provincial reports and convictions; local occurrence and intelligence information;
- Financial information, including credit bureau and/or bank checks.

I understand that all information that is obtained during this background check may be disclosed by the Registrar or any person authorized by the Registrar for the purpose of determining eligibility for the issuance of a security guard and/or private investigator licence;

I consent to an investigation of my immigration status in Canada by the immigration authorities and to the immigration authorities disclosing the results of an investigation to the Registrar or any person authorized by the Registrar;

I am fully aware of my rights and responsibilities as a licensee under the Private Security and Investigative Services Act, 2005.

Release and Discharge:

☐ I hereby release and forever discharge Her Majesty the Queen in right of Ontario from any and all actions, claims and demands for damages, loss or injury howsoever arising which may hereafter be sustained by myself as a result of the disclosure of my information in the course of processing this application.

I confirm that:

☐ I have read and understand all parts of this application;

☐ Information set out in this application is true and correct to the best of my knowledge and belief;

Caution:

Any person who knowingly provides false information in any application under the Private Security and Investigative Services Act, 2005 is guilty of an offence and the application for a licence may be refused.

Submitted By

First Name

Middle Names

* Last Name

☐ By marking this box, I consent to submit this application to the Private Security and Investigative Services Branch or its agent Service Ontario.

Cancel


Save & Exit

Next Step: **Documents**

Step 8: Upload your documents

- Upload your **passport-quality photograph**. The image uploaded is shown as it will be displayed on your card.
- Upload scanned copies or images (of the front and back) of both your valid (non-expired) **government-issued photo identification document (from List 1)** and **eligibility to work in Canada identification document (from List 2)**.
- Upload a scanned copy or image of your completed and signed **Guarantor Information Form**.
- **Tip:** For every file you upload, select “**Upload Document**” and use the dialogue box to find the file on your computer. Files cannot be larger than 25MB (megabytes).

Apply for an Individual Security Guard Licence


Expires in: 30 days
on 22/08/2014 @ 1:52 PM

[Show page help](#)

All required fields are marked with an asterisk (*)

✓

Personal Details

✓

Convictions & Outstanding Charges

✓

Dedclaration Consent

Documents

Review

Documents

* Passport Quality Photograph ?

Upload Document

* Government Issued Identification (which includes name, photograph, date of birth and signature) ?

Upload Document

* Identification that shows eligibility to work in Canada

[Upload Sample.docx](#) 2014/07/23 14:19:28

Remove Document

* Guarantor Information Form - Private Security and Investigative Services

[Upload Sample.docx](#) 2014/07/23 14:20:30

Remove Document

Cancel

Save & Exit

Next Step: Review

Step 9: Review and pay

Review your information

You are given the opportunity to review and verify your information. Please carefully review all information you have provided, consent you have given and documents you have uploaded to ensure they have met all the necessary requirements.

If your information is complete, scroll down to the bottom of the page and click “**Submit**”.

Payment

- You will be taken to the Fee Payment page. Select your payment method from the drop-down menu.
- Payment can be made by Visa, MasterCard, and Interac® Online or Pre-paid credit card. Enter your payment information when prompted. (When a prepaid credit card is used for payment, keep the card until your application has been processed.)
- Once a payment has been received it is **non-refundable**. This includes payments made towards applications that are denied due to ineligibility, returned or withdrawn.

Note: If an application is returned to an applicant for correction or due to missing information, applicants have 90 calendar days to respond. If the required information is not submitted within 90 calendar days, the application is deemed closed and payment will be retained. If the required information is submitted **after** 90 calendar days, a new licensing fee will be required.

Fee Payment

All required fields are marked with an asterisk (*).

Renew an Individual Private Investigator Licence Angela Pi (11076149)

Applicant Name	Angela Pi	Status	Pending
		Transaction Number	43009420

Fee Details

All fees are in Canadian Dollar (CAD)

Description	Name	Number	Amount
Renew an Individual Private Investigator Licence	Angela Pi	11076149	\$80.00

Payment Details

Amount (Payment)

\$80.00

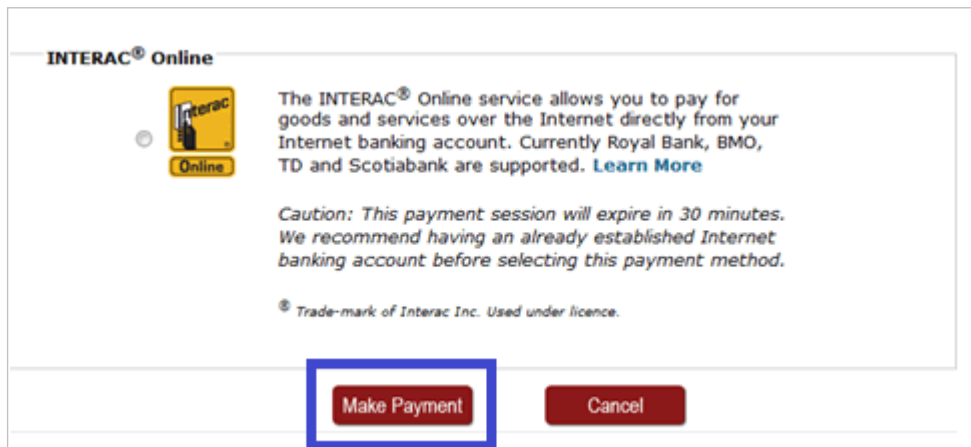
Payment Method

-- Please Select --

Cancel

Continue

- Click **“Make Payment”** to complete your Interac® Online payment.



INTERAC® Online

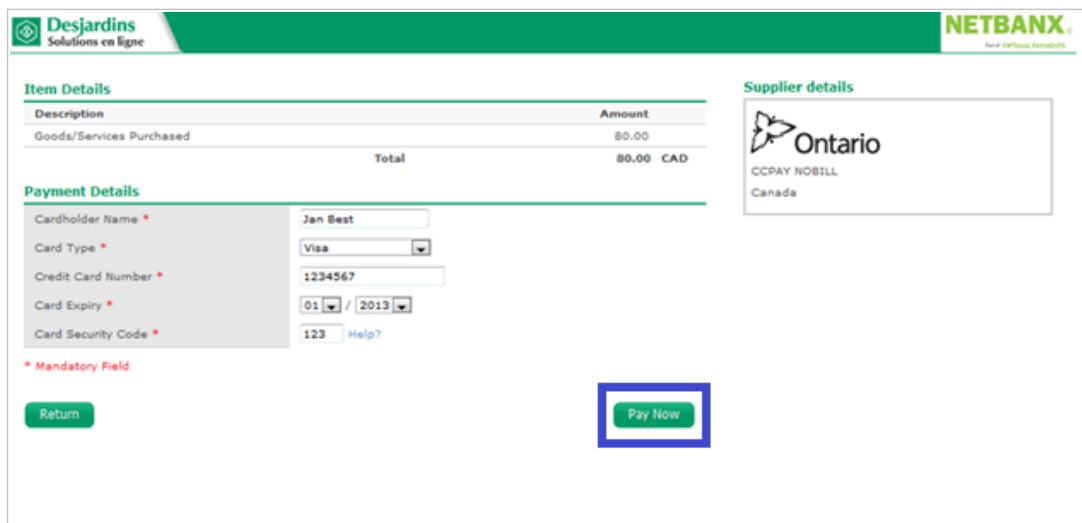
The INTERAC® Online service allows you to pay for goods and services over the Internet directly from your Internet banking account. Currently Royal Bank, BMO, TD and Scotiabank are supported. [Learn More](#)

Caution: This payment session will expire in 30 minutes. We recommend having an already established Internet banking account before selecting this payment method.

® Trade-mark of Interac Inc. Used under licence.

Make Payment **Cancel**

- Click **“Pay Now”** if paying by credit card.



Desjardins Solutions en ligne **NETBANX**

Item Details

Description	Amount
Goods/Services Purchased	80.00
Total	80.00 CAD

Supplier details

Ontario
CCPAY NOBILL
Canada

Payment Details

Cardholder Name * Jan Best

Card Type * Visa

Credit Card Number * 1234567

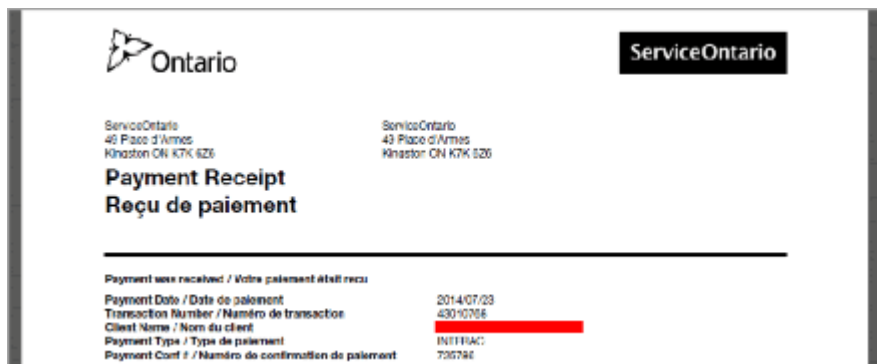
Card Expiry * 01 / 2013

Card Security Code * 123 Help?

* Mandatory Field

Return **Pay Now**

- Once you have successfully completed your payment you will be provided with a **payment receipt** in PDF format on the **Payment confirmation page** and **via email**.



Ontario **ServiceOntario**

ServiceOntario
40 Place d'Armes
Kingston ON K7K 6Z6

ServiceOntario
40 Place d'Armes
Kingston ON K7K 6Z6

Payment Receipt
Reçu de paiement

Payment was received / Votre paiement a été reçu

Payment Date / Date de paiement 2014/07/23

Transaction Number / Numéro de transaction 43040766

Client Name / Nom du client [REDACTED]

Payment Type / Type de paiement INTERAC

Payment Conf # / Numéro de confirmation de paiement 726786

Authentication code / Code d'authentification 7267

- To complete your licence application click **Submit**.

Payment Confirmation

You're almost done. Don't forget to click the 'Submit' button to send us your application.

Renew an Individual Private Investigator Licence Angela Pi (11076149)

Applicant Name	Angela Pi	Status	Paid
		Transaction Number	43009420

Fee Details

All fees are in Canadian Dollar (CAD)

Description	Name	Number	Amount
Renew an Individual Private Investigator Licence	Angela Pi	11076149	\$80.00

Payment Details

Reference	Payment Date	Status	Method	Amount
6dc5a2ae4aec6746	2014/04/29	Success	Credit Card	\$80.00
Payment Receipt	payment_receipt.pdf			

Submit

- To confirm your submission you will be shown a Submission Summary page such as the one below.

Submission Summary

Thank you. Your transaction has been submitted

Transaction Name: Renew an Individual Private Investigator Licence Angela Pi (11076149)
 Transaction Number: 43009420
 Date/Time: April 29, 2014 4:37:42 PM
 Submitted to: ServiceOntario 1-888-745-8888

PrivateSecurity@ontario.ca

More Information

Should you have any questions or comments regarding your application, please call or email the contact listed above.

Every effort is made to ensure your transaction is successfully completed; however, making sure that the information was received remains the responsibility of the user.

Ok

Congratulations, you have successfully submitted your application.

After you have applied

Checking your application status

You can manage your applications and information by accessing your online account and checking the status of your application.

- Use your Confirmation of Receipt of Application email to access your account. Simply click on the “**ONe-Source “My Account” page**” link and use your ID and password to log-in.
- Once logged in to your ONe-Source account you can review the status of your application.

Using your digital licence

A digital licence will be issued to successful online applicants. This document will serve as your licence until you receive the plastic card version by mail.

- After receiving your email confirming you were approved for a licence click on the “**Access the Digital Licence page**” link.
- You will need your **ONe-key ID** and **password** to log-in to your account and access your printable digital licence.
- You must carry your licence at all times while on duty. If you are asked, you must identify yourself as a security guard and show the front of your licence to anyone who requests to see it. This includes employers, police and any member of the public. Your digital licence can only be used while your licence card is being mailed out to you.

For more information visit ServiceOntario.ca/PrivateSecurity or call ServiceOntario toll-free at 1 866 767-7454 (Canada). TTY users call us toll-free at 1 800 268-7095 (TTY Canada).

Security Guard and/or Private Investigator Licence: Guarantor Information Form (page 1 of 3)

A guarantor is a person who confirms your identity and that the identification information you provided is true and accurate. You must show your guarantor both original pieces of identification to confirm your identity. All applicants must have a guarantor confirm their identity.

Note: when your guarantor signs the form, it is only valid for 90 days before it expires.

Applicant Information - to be filled out by the applicant

What you need to do:

1. **you must find a guarantor who is:**

- **at least 18 years old**, has known you for a minimum of two (2) years (example: friend, family member or neighbour) and available by telephone
- comfortable reviewing **your two (2) identification documents (IDs)** and confirming the documents belong to you. These must be the same two (2) documents you are submitting for your licence application, and
- **able to confirm your basic personal** information such as name, age and physical description

If you do not know someone who has **known you for two years**, another person can act as your guarantor if they are:

your employer; any valid licenced Ontario security guard or private investigator; a representative from a licenced Security Guard or Private Investigator Agency or from a company registered under the *Private Security and Investigative Services Act, 2005*; chiropractor; dentist; judge; justice of the peace; pharmacist; lawyer; mayor; physician; Minister of Religion authorized under provincial law to perform marriage; notary public; police officer; principal or teacher of a primary or secondary school; professional accountant; professional engineer; professor or administrator at a public college/university; or veterinarian

2. **show your guarantor the same two (2) original identification documents (IDs)** you are using for the licence application. Your first and last name must match on both documents. If your names do not match, provide a legal name change document with your application.
3. **fill out the “Application Information” section** of this Guarantor Information Form before you give this to your guarantor.

Guarantor Information – to be filled out by the guarantor

What you need to do:

1. confirm that you have seen **the two (2) original identification documents (IDs)** that the applicant will be using to apply for the licence
2. confirm that the **first and last names match** on both identification documents, and
3. remember to **sign and date** the form

Guarantor Information Form (page 2 of 3)

List of Acceptable Identification Documents

You must show your guarantor both original pieces of identification to confirm your identity. All applicants must have a guarantor confirm their identity. Here is a list of acceptable documents.

Government issued photo identification – one (1) item off this list:

- any valid driver's licence
- Ontario enhanced driver's licence
- any valid passport (pages with photo and signature)
- Ontario Photo Card
- certificate of Canadian citizenship (front and back)
- permanent resident card (issued before February 4, 2012)
- certificate of Indian Status, or
- Canadian Department of National Defence Identification Card

Eligibility to work in Canada – one (1) item off this list:

- Canadian birth certificate
- certificate of Canadian citizenship (front and back)
- Canadian passport (pages with photo and signature)
- Ontario enhanced driver's licence
- permanent resident card/confirmation of permanent residence
- naturalization card (issued before January 1, 1974)
- valid work permit
- record of landing
- retention certificate, or
- registration of birth abroad certificate

Guarantor Information Form – print and submit (page 3 of 3)**Applicant Information (to be filled out by the applicant)**

1. Ontario testing completion or Ontario licence number (If applicable)*	2. Primary phone number	
3. Last name	4. First name	5. Middle name(s)

*If you are an officer, director or partner of an agency, you may leave this field blank if you do not have an Ontario testing completion number or Ontario licence number.

Guarantor Information (to be filled out by the guarantor)

6. Profession or relationship to applicant		
7. Last name	8. First name	9. Middle name(s)
10. Primary phone number	11. Secondary phone number	

12. What government issued photo identification as listed on **page 2** did the applicant show you?

13. What proof of eligibility to work in Canada identification as listed on **page 2** did the applicant show you?

14. ☐ I confirm that the **names match** on both identification documents and that these are the documents that the applicant will be using in the licence application.

By signing this form I (the guarantor) confirm that I have seen the two original documents that are listed above and allow for my information provided be kept if there are any issues in processing the application.

15. Guarantor's signature	16. Date (yyyy/mm/dd)
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If you have any questions, call a ServiceOntario Customer Service Representative, toll-free at 1 866 767-7454 (Canada). TTY users call us toll-free at 1 800 268-7095 (TTY Canada). Or mail, Private Security and Investigative Services Branch, 25 Grosvenor Street, 12th Floor, Toronto ON M7A 1Y6.

Appendix A: Eligibility to Hold a Licence – Clean Criminal Record

List of 81 prescribed offences from Ontario Regulation 37.08 Eligibility to Hold a Licence – Clean Criminal Record Regulation

Review the 81 offences listed below or online at

http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_080037_e.htm. If you have been charged with one of these offences under the **Criminal Code** (Canada) you will not be able to hold a security guard or private investigator licence.

Item	Provision	Description
1	Subsection 57 (1)	Forgery of or uttering forged passport
2	Section 83.02	Providing or collecting property for certain activities
3	Section 83.03	Providing, making available, etc., property or services for terrorist purposes
4	Section 83.04	Using or possessing property for terrorist purposes
5	Section 83.18	Participation in activity of terrorist group
6	Section 83.19	Facilitating terrorist activity
7	Section 83.21	Instructing to carry out activity for terrorist group
8	Section 83.22	Instructing to carry out terrorist activity
9	Section 83.23	Harbouring or concealing terrorists
10	Section 83.231	Hoax regarding terrorist activity
11	Subsection 121 (1)	Frauds on the government
12	Section 129	Offences related to public or peace officer
13	Section 130	Personating peace officer
14	Section 151	Sexual interference
15	Section 152	Invitation to sexual touching
16	Section 153	Sexual exploitation
17	Section 153.1	Sexual exploitation of person with disability
18	Section 163.1	Child pornography - making, distributing, etc.
19	Section 170	Parent or guardian procuring sexual activity
20	Section 172.1	Luring a child
21	Section 220	Causing death by criminal negligence
22	Section 235	Murder — first or second degree
23	Section 239	Attempt to commit murder
24	Section 244	Causing bodily harm with intent — firearm
25	Section 245	Administering noxious thing
26	Section 264	Criminal harassment

Item	Provision	Description
27	Section 267	Assault with a weapon or causing bodily harm
28	Section 268	Aggravated assault
29	Section 269.1	Torture
30	Paragraph 270 (1) (a)	Assaulting a peace officer
31	Section 270.1	Disarming a peace officer
32	Section 272	Sexual assault with a weapon, threats to a third party or causing bodily harm
33	Section 273	Aggravated sexual assault
34	Subsection 279 (1)	Kidnapping
35	Section 279.1	Hostage taking
36	Section 280	Abduction of person under sixteen
37	Section 281	Abduction of person under fourteen
38	Section 282	Abduction in contravention of custody order
39	Section 283	Abduction
40	Section 318	Advocating genocide
41	Section 319	Public incitement of hatred, wilful promotion of hatred
42	Section 324	Theft by bailee of things under seizure
43	Section 326	Theft of telecommunication service
44	Paragraph 334 (a)	Theft over \$5,000
45	Subsection 342 (1)	Theft, forgery, etc. of credit card
46	Section 344	Robbery
47	Section 345	Stopping mail with intent
48	Section 346	Extortion
49	Section 348	Breaking and entering with intent, committing offence or breaking out
50	Section 356	Theft from mail
51	Revoked: O. Reg. 71/10, s. 1.	
52	Section 362	False pretence or false statement
53	Section 363	Obtaining execution of valuable security by fraud
54	Section 367	Forgery
55	Section 368	Uttering forged document
56	Section 374	Drawing document without authority, etc.
57	Section 375	Obtaining, etc., by instrument based on forged document

Item	Provision	Description
58	Paragraph 380 (1) (a)	Fraud over \$5,000
59	Section 382	Fraudulent manipulation of stock exchange transactions
60	Section 385	Fraudulent concealment of title documents
61	Section 386	Fraudulent registration of title
62	Section 387	Fraudulent sale of real property
63	Section 388	Misleading receipt
64	Section 389	Fraudulent disposal of goods on which money advanced
65	Section 390	Fraudulent receipts under Bank Act
66	Section 392	Disposal of property to defraud creditors
67	Subsection 393 (1)	Fraud in relation to fares, etc.
68	Section 394	Fraud in relation to valuable minerals
69	Section 394.1	Possession of stolen or fraudulently obtained valuable minerals
70	Section 396	Offences related to mines
71	Section 407	Forging trade-mark
72	Section 423	Intimidation
73	Section 423.1	Intimidation of a justice system participant
74	Subsection 430 (4.1)	Mischief relating to religious property
75	Section 433	Arson/disregard for human life
76	Section 434	Arson/damage to property
77	Section 434.1	Arson/own property
78	Section 435	Arson for fraudulent purpose
79	Section 436	Arson by negligence
80	Section 462.31	Laundering proceeds of crime
81	Section 467.11	Participation in activities of criminal organization

Table 2 – Offences under the Controlled Drugs and *Substances Act* (Canada)

Item	Provision	Description
1	Subsection 5 (1)	Trafficking in substance
2	Subsection 6 (1)	Importing and exporting