

**LICENCING PROCEDURE
AGENCY LICENCE
PRIVATE INVESTIGATION AND
SECURITY SERVICES ACT**

A **SECURITY GUARD AGENCY** is the business of providing the services of security guards, and or guard dogs.

A **PRIVATE INVESTIGATION AGENCY** is the business of providing the services of private investigators.

A **BURGLAR ALARM AGENCY** is the business of selling, providing, installing or servicing burglar alarm systems or of monitoring a signal from a premises protected by a burglar alarm system or of providing the services of burglar alarm agents.

An **ARMOURED COURIER AGENCY** is the business of providing services to transport valuable property in an armoured vehicle.

SECURITY SERVICES AGENCY - REQUIREMENTS FOR LICENCING

CORPORATE APPLICANT

If the applicant is a corporation, a copy of the Certificate of Incorporation issued under the Corporations Act is required. Contact the Registry of Companies at (709) 729-3317 for information.

CRIMINAL RECORD SCREENING

A criminal record screening certificate or letter of conduct is required for all officers and directors of a corporate applicant, partners of a partnership or individual applicant.

BOND REQUIREMENT

The bond amount is determined by the number of agents/security guards to be employed by the agency as follows:

- (i) One to five agents/security guards.....\$5,000
- (ii) Six to ten agents/security guards..... \$10, 000
- (iii) Eleven or more agents/Security guards.....\$15, 000

ADDRESS FOR SERVICES

The applicant shall indicate a current **Address for Service** in the Province. A document sent and served to the applicant under *the Private Investigation and Security Services Act or Regulations* shall be considered to be sufficiently sent or served if delivered personally or mailed by registered mail to the licensee at the address for service stated in the application for licence.

LICENCE FEES

The licence fee for an agency licence is \$300.00 for each licence class. Payment via cheque is made payable to **Newfoundland Exchequer Account. Online payments can be made by following the link below.**

<https://www.gov.nl.ca/pay-online/>

Debit/Credit payments are also accepted by completing the Authorization form attached.

APPLICATION

Applications can be mailed or dropped off to the address indicated below.

SECURITY GUARD, ARMOURED COURIER AND BURGLAR ALARM AGENCY

UNIFORM DESCRIPTION

A description of the uniform and sample of the crest must accompany the application. The uniform: (i) shall not resemble nor be easily confused with the uniforms of the Royal Canadian Mounted Police or the Royal Newfoundland Constabulary; and (ii) must display on the sleeves of all visible dress at the shoulders the words "Security Guard" or " Security" in clear legible letters not less than 9.1 millimeters in height woven into the fabric of the uniform or of a patch securely attached in such a way as to be legible whether in combination with other letters or symbols.

VEHICLE AND EQUIPMENT MARKINGS

No insignia or markings on vehicles or equipment operated by agencies shall be designed in a manner which would resemble the markings or the insignia of the Royal Newfoundland Constabulary or the Royal Canadian Mounted Police.

**Consumer Affairs Division, Government Services Centre, 149 Smallwood Drive, Mount Pearl , P.O. Box 8700, St. John's, NL A1B 4J6
Telephone (709) 729-2660 Fax No. (709) 729-6998 <http://www.servicenl.gov.nl.ca/security/index.html>**