

INFORMATION ABOUT REGISTRATION

PROPRIETARY PRIVATE SECURITY EMPLOYER

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 or BSIS) 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 (PSOs) 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 PSOs or security guards to another company or business. A proprietary employer's registration will include the corporation subsidiaries, under certain circumstances.

APPLICATION REQUIREMENTS

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

Fee Amount and Payment

The application fee for an initial Proprietary Private Security Employer registration is \$350. 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.

Corporation Applicants

If applying for registration 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 registration 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) on their application.

Fictitious Business Name

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

An 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 *Application for Proprietary Private Security Employer* (Form 31A-4) *along* with any additional documentation to the Bureau. The applicant must submit the application, along with the application fee, to the Bureau of Security and Investigative Services (BSIS), P.O. Box 989002, West Sacramento, CA 95798-9002.

NOTE: A PSE registration expires two years after the date of issuance.

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:

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

By Phone (800) 952-5210 (Toll Free)
or
(916) 322-4000

By Email 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.

**DEPARTMENT OF CONSUMER AFFAIRS
BUREAU OF SECURITY AND INVESTIGATIVE SERVICES**

P.O. Box 989002, West Sacramento, CA 95798-9002

P (916) 322-4000 | P (800) 952-5210 | F (916) 575-7290 | www.bsis.ca.gov**APPLICATION FOR PROPRIETARY PRIVATE SECURITY EMPLOYER**

Fee Amount Enclosed (See Instructions): \$ _____

U.S. ARMED FORCES PRIORITY REQUESTS☐ Check box if you have served, or are currently serving, in the U.S. Armed Forces.

Disclosure is voluntary. If you check the box, submit proof of your military service (e.g. DD-214, DD-256, V-MET record, military orders, military I.D., etc.) with your application.

☐ Pursuant to Business and Professions Code Section 115.4, beginning July 1, 2024, the bureau shall expedite the initial licensure process for an applicant who is an active duty member of the US Armed Forces and enrolled in the US Department of Defense SkillBridge program. Do you request expediting of your application under this authority? (If you select YES, you must attach documentation of enrollment to this application.)

REFUGEE, ASYLEE, OR SPECIAL IMMIGRANT VISA HOLDER APPLICANTS

Business and Professions Code section 135.4 provides that the Bureau must expedite, and may assist, the initial licensure process for certain applicants described below. **This does not apply to applicants whose business is structured as a partnership, corporation or limited liability company.**

☐ Check this box if any of the following statements apply to you:

- You were admitted to the United States as a refugee pursuant to section 1157 of title 8 of the United States Code;
- You were granted asylum by the Secretary of Homeland Security or the United States Attorney General pursuant to section 1158 of title 8 of the United States Code; or,
- You have a special immigrant visa and were granted a status pursuant to section 1244 of Public Law 110-181, Public Law 109-163, or section 602(b) of title VI of division F of Public Law 111-8, relating to Iraqi and Afghan translators/interpreters or those who worked for or on behalf of the United States government.

Disclosure is voluntary. If you checked the box above you must attach evidence/documentation of your status as a refugee, asylee, or special immigrant visa holder. Failure to do so may result in application review delays.

ACCEPTABLE EVIDENCE/DOCUMENTATION

- Form I-94, Arrival/Departure Record, with an admission class code such as "RE" (Refugee) or "AY" (Asylee) or other information designating the person a refugee or asylee.
- Special immigrant visa that includes the visa category of "SI" or "SQ."
- Permanent Resident Card (Form I-551), commonly known as a "Green Card," with a category designation indicating that the person was admitted as a refugee or asylee.
- An order from a court of competent jurisdiction or other documentary evidence that provides reasonable assurance that the applicant qualifies for expedited licensure.

This information is requested pursuant to section 7574.13 of the Business and Professions Code and will be used to determine eligibility for registration. All information is necessary and if not provided, the application may be rejected.

(COMPLETE ELECTRONICALLY ON COMPUTER OR PRINT CLEARLY IF HANDWRITTEN)

1. Business Name

2. Business Address - Number and Street City State Zip Code

3. Mailing Address - Number and Street City State Zip Code

4. Phone Number

5. Email Address (Optional)

6. Responsible Person (Person(s) who will be in charge of the business. Attach additional pages if needed.)

Full Name, Title (e.g. owner, officer, etc.) Address City State Zip Code Phone Number

7. Type of Business Organization

☐ Individual

☐ Partnership

☐ Corporation

☐ Limited Liability
Company

SSN or ITIN
(Individual Ownership
Only)

FEIN (Partnership, Corporation,
and LLC only)

Secretary of State
Identification Number
(Corporation Only)

8. Designated Trainer (Person(s) responsible for training your Proprietary Private Security Officers. Attach additional pages if needed.)

Full Name Address City State Zip Code Phone Number

I/We declare under penalty of perjury, under the laws of the State of California, that all information contained on this *Application for Proprietary Private Security Employer* and any accompanying documents is true and correct, with full knowledge that all statements made in this form are subject to investigation and that ANY FALSE OR DISHONEST ANSWER TO ANY QUESTION MAY BE GROUNDS FOR DENIAL OR SUBSEQUENT REVOCATION OF THE REGISTRATION. I/We certify that I/we am/are not contracting my/our employees' security services to another company, business, or person.

Signature

Date

Signature

Date

Signature

Date

SIGNATURES REQUIRED: Individuals whose names appear in item 6.

See Next Page for Additional Information

Pursuant to Business and Professions Code section 30, providing your social security number (SSN) or individual taxpayer identification number (ITIN) 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. 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 registration 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. 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.