



Frequently Asked Questions Proprietary Private Security Employer (PSE)

1. Who needs a PSE registration?

Any individual, partnership, corporation or limited liability company (LLC) who employs one or more employees to provide security services for that employer and only for that employer. Review *Private Security Industries- Who Must Be Licensed*¹ and Business and Professions Code (BPC) Section 7574² for additional information on requirements for additional information on requirements for licensure.

2. How do I obtain an application and apply to register as a PSE?

You can access the *Application for Proprietary Private Security Employer*³ on the Bureau's website and submit the application and application fee⁴ online or by mail. The Bureau recommends submitting your application online in BreEZe as it bypasses the Cashiering Office and can reduce the application processing time by up to two weeks. Create a BreEZe account, pay the application fee, and submit your application online⁵.

Or mail the application and fee to:

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

3. What forms and documents must be included in the application packet?

1. *Application for Proprietary Private Security Employer*³ (Form 31A-4)
2. Fictitious Business Name (FBN) certificate filed with the County Clerk's Office.
3. **Corporate applicants only:**
 1. Copy of endorsed Articles of Incorporation (Domestic Corporation) or copy of endorsed Statement and Designation by a Foreign Professional Corporation Form (Foreign Corporation) filed with the Secretary of State (SOS), and

¹ Visit https://www.bsis.ca.gov/about_us/agendas/20170713_acm_who_licensed.pdf for additional information

² Visit https://www.bsis.ca.gov/about_us/laws/pps_law.shtml for licensing requirements

³ Access the application at https://www.bsis.ca.gov/forms_pubs/pse_app.pdf#page=3

⁴ View the Bureau's fees at https://www.bsis.ca.gov/forms_pubs/newfees.pdf

⁵ Apply online at <http://www.breeze.ca.gov/>

2. Copy of Statement of Information filed with the SOS.

4. Limited Liability Company (LLC) Applicants Only:

1. Copy of endorsed Articles of Organization of a Limited Liability Company (Domestic LLC) or copy of endorsed Application to Register a Foreign Limited Liability Company (Foreign LLC) filed with the California Secretary of State (SOS), and
2. Copy of Statement of Information filed with the SOS.

4. What is the length of term for a PSE registration?

A PSE registration is valid for two years from the date of issuance. The PSE is responsible for renewing their registration with the correct and complete renewal fee⁶ prior to the expiration of the registration.

5. How does a PSE renew his/her registration?

After two years, the registration is scheduled for renewal. Prior to the expiration of the registration, the registrant may receive a courtesy renewal application mailed to the last address of record approximately 60-120 days in advance. If you do not receive a renewal application, complete and submit the *Proprietary Private Security Employer Registration Renewal Application*⁷ along with the applicable renewal fee(s)⁷. You may also renew online using BreEZe, which updates your registration in real-time. Create a BreEZe account, pay the renewal fee, and submit your renewal application online⁸.

Mail the renewal application and fee(s) to:

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

6. How do I notify the Bureau of my change of address?

You must notify the Bureau within 30 days of an address change. Submit a completed *Address Change (Company)* form⁹, by email to ProprietarySecurityServices@dca.ca.gov or mail the form to:

Bureau of Security and Investigative Services
PO Box 989002
West Sacramento, CA 95798-9002

⁶ View the Bureau's fees at https://www.bsis.ca.gov/forms_pubs/newfees.pdf

⁷ Access the renewal application at https://www.bsis.ca.gov/forms_pubs/pse_ren.pdf

⁸ Apply online at <http://www.breeze.ca.gov/>

⁹ Access the form at https://www.bsis.ca.gov/forms_pubs/company_chngadd.pdf

7. If I lost my Proprietary Private Security Employer registration or it was destroyed or damaged, how do I obtain a duplicate?

If you have lost or destroyed your Proprietary Private Security Employer registration, complete and submit the *Application for Replacement of Proprietary Private Security Employer Registration Card*¹⁰ along with the applicable fee. You may also submit a request for a replacement registration online using BreEZe, which updates in real-time. Create a BreEZe account, pay the application fee¹¹, and submit your application for a replacement registration online¹².

Mail the application and fee to:

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

Please allow 6-8 weeks for replacement, if submitting by mail.

8. The name/address was misspelled on my registration. Is there a fee for a new one?

No. An error made by the Bureau should be corrected without charge. Please clarify the error in writing, include proof of the Bureau's error (preferably a copy of the submitted application), and submit by email to bsis@dca.ca.gov or by mail to:

Bureau of Security and Investigative Services
PO Box 989002
West Sacramento, CA 95798-9002

(This does not apply to address changes when submitted after a renewal was paid and already mailed.)

9. As a PSE how do I get authorized to provide the initial 16-hour Proprietary Private Security Officer (PSO) training and 2-hour continuing education (CE)?

A PSE may provide the 16-hour PSO training and the 2-hour CE. The requestor would submit a letter and resume to the Bureau's Chief/Deputy Chief for review. A Bureau representative would then conduct a phone interview to verify the validity of the request and gather any further information requested by the Chief/Deputy Chief. Upon approval an authorization letter and training material would then be mailed to the approved requestor.

¹⁰ Access the replacement registration card application at <https://www.bsis.ca.gov/replacementlicense/pse.pdf>

¹¹ View the Bureau's fees at https://www.bsis.ca.gov/forms_pubs/newfees.pdf

¹² Apply for a replacement registration card online at <http://www.breeze.ca.gov/>

10. Once authorized to provide PSO training; am I required to provide the PSO with a certificate upon completion of the training?

Yes, a PSE who administers a course of training shall issue a certificate (Certificate of Completion) to a Proprietary Private Security Officer for the completion of training in security officer skills. The certificate must include the following: the type of course(s) taken, the number of hours of training provided, identification of the issuing entity, name of the individual taking the course, the instructor administering the course, and the date the course(s) was administered and completed. The Certificate of Completion must also state that the course(s) comply with the Department of Consumer Affairs' Skills Training Course for Proprietary Private Security Officers and must include a serial number for tracking purposes.

Each Proprietary Private Security Officer is required to complete 16 hours of training within the first six months from either the date of employment with a Proprietary Private Security Employer or date of issuance of the PSO registration. A PSO is also required to complete 2 hours of continuing education annually.

11. How long does the authorization process for training approval take?

Average processing time is approximately 10 - 14 days. However, more time may be required if more information is needed by the Bureau prior to the approval for administering PSO training.

12. What are the training requirements for a PSO?

The Skills Training Course for Proprietary Private Security Officers¹³ is available on the Bureau's website.

¹³ View the Skills Training Course at https://www.bsis.ca.gov/forms_pubs/train_syllabus.pdf