



Security Licensing **On Line Application Process**

Effective July 2009, Commissionaires will be able to renew their security licences on line. The testing of this system is currently underway at the Security Program and Police Technology Division of the Ministry of Public Safety and Solicitor General.

Approximately 30 days prior to the licence expiry, Security Programs will send out a Security Worker Licence Renewal letter to the Cmres address. On this letter will be an Access Code number. This number is essential for the on-line renewal.

To renew your licence, follow the process outlined below:

1. Enter <http://www.pssg.gov.bc.ca/securityindustry/>
2. Select the link for renewing a valid security worker licence.
3. Enter your Access Code number, and the number of your current licence. (ie: E77555)
4. Follow the prompts.
5. At the completion of the on-line application, the system will generate a checklist. This is a list of documents that you must submit to SP by mail so that they can match the signed documents with the on-line information. Print this checklist out – it will have the Service ID of your application printed on the top. Please ensure you mail the documents listed on the checklist within 24-48 hours after the on-line application is submitted. If no matching documents have been received by SP within 30 days, the application will be cancelled.
6. Once complete, you will be asked to pay. If you are paying by credit card, you may do so securely on line. If you are paying by any other method, you must include the payment with the written documents you are asked to send in.
7. Once you have paid, there is no refund.
8. When your licence is issued, you will receive a copy at the email address you provided in addition to the mailed card. Any correspondence requesting additional information will also go to your email address.
9. Please ensure you forward the email with your licence copy to hra@thecommissionaires.shawbiz.ca for our records.

The on-line application option allows the Licensing Agents to begin processing the applications quickly, and once the matching signed documents arrive, the licence will be issued.



Whichever method you choose to renew your licence it is essential that Security Programs has your current mailing address so that you receive the renewal notice in plenty of time to complete the process.

If you have any questions, please contact me directly at (250)727-7755 local 123 or hra@thecommissionaires.shawbiz.ca.

Gina Duncan
Human Resources Advisor