



## SECURITY GUARD REGISTRATION RENEWAL APPLICATION

**NOTE: Read Fee Amount Due under Instructions carefully to help ensure payment of correct fee amount. An application received without full payment will not be processed and will be returned to the applicant.**

### 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

**(COMPLETE ELECTRONICALLY ON COMPUTER OR PRINT CLEARLY IF HANDWRITTEN)**

Last Name	First Name	Middle Name	Fee Amount (SEE INSTRUCTIONS)
Guard Registration Number	Registration Expiration Date	Date of Birth (MM/DD/YYYY)	
Address of Record (Address, City, State & Zip Code) (SEE INSTRUCTIONS)			
Residence Address (Address, City, State & Zip Code) (SEE INSTRUCTIONS)			

☐ Check box if requesting to update your address(es) with the Bureau (SEE INSTRUCTIONS)

Telephone (Optional) (SEE INSTRUCTIONS)	Email Address (Optional) (SEE INSTRUCTIONS)
---	---

### Training Requirements

Pursuant to BPC section 7583.20, you **MUST HAVE COMPLETED**, and you must certify that you have completed, all training required by section 7583.6, subdivision (b) as set out below as a condition for renewal.

**Within 6 months of Initial Registration:** 32 hours of security guard skills training must have been completed within six months of registration as detailed below:

1. At least 16 hours within 30 days of registration
2. Additional 16 hours (for a total of 32 hours) within 6 months of registration

Pursuant to BPC Section 7583.6, subdivision (e), you must complete the following training.

**Annual Training:** 8 hours of security guard skills training must be completed annually.

### Mandatory Disclosure Language

Submission of the requested information is required unless otherwise noted as optional. The Bureau of Security and Investigative Services (BSIS) of the Department of Consumer Affairs (Department) cannot process your Security Guard Registration Renewal Application unless all requested information is provided.

Pursuant to the Information Practices Act, the BSIS is responsible for maintaining the information in this application. You have the right to review the records maintained on you by the BSIS 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 BSIS 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.

Pursuant to the California Public Records Act (Gov. Code § 7920.000 et seq.) and the Information Practices Act (Civ. Code § 1798.61), information about persons possessing a license, certificate, permit or registration may be disclosed by the BSIS unless otherwise specifically exempt from disclosure under the law. The Address of Record of each licensee is not exempt from disclosure and will be released upon request by a member of the public. The BSIS makes every effort to protect the exempt personal information you provide us. Exempt information provided by you, however, may be disclosed in response to a court or administrative order, a subpoena, or a search warrant.

For questions about this notice or access to your record, you may contact the BSIS by mail at Bureau of Security and Investigative Services, Attn: Custodian of Record, P.O. Box 980550, Sacramento, CA 95798-0550; by phone at (800) 952-5210; or by e-mail at [bsis.prerequisites@dca.ca.gov](mailto:bsis.prerequisites@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](mailto:dca@dca.ca.gov).

I CERTIFY UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, that all statements are true and correct, and I am in full compliance with Business and Professions Code Section 7583.6 training requirements.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR COMPLETING RENEWAL APPLICATION

1. All sections of the form should be completed.
2. **Renew timely** – By law, you must submit a Security Guard registration renewal application and renewal payment at least 60 days prior to expiration of your current registration. **NOTE:** Applications received more than 120 days before expiration will be returned.
3. **Fee Amount Due – READ CAREFULLY.** A Security Guard registration may be renewed up to 60 days after expiration with payment of a delinquency fee.
  - Before expiration: \$44.00
  - Up to 60 days after expiration: \$69.00 (\$44 renewal & \$25 delinquency)
  - More than 60 days after expiration: Cannot renew/new initial application required
4. **Fee Payment:** An application received without payment of the full fee amount owed (see Item 3) 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.**
5. **Date of Birth:** This personal identifier information assists in identifying applicant in Bureau's database.
6. **Address Information:** An applicant is required to provide their residence address. The residence address can be designated as the Address of Record or the Confidential Address.

**Address of Record (AOR):** This is the address that will appear on your registration and where the Bureau will mail your registration and any future correspondence relating to your Security Guard registration. The AOR is also the address that will be disclosed in response to public records requests and/or public sales requests. If providing a Post Office Box or an address other than your residence address as your AOR, you must provide your residence address.

**Residence Address:** If your AOR is not your residence address, you must provide your residence address. The residence address is confidential.

**NOTE:** Changing your address(es) via this application, only changes the address for this registration. You must file a Change of Address Form to change the address on other licenses you hold.
7. **Telephone and Email Address:** While optional, providing a phone number and an email address may expedite the Bureau's communication with you if additional information is required to process this application.
8. **Mail** your renewal application and check to: Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798-9002.

### **IMPORTANT INFORMATION**

1. **Address Change:** You must notify the Bureau of any change in your address within 30 days of the change.
2. **Proof of Registration Renewal:** Once the Bureau renews your registration, you may work with a printout of the approved registration from the Department of Consumer Affairs' License

Search website at <https://search.dca.ca.gov/> along with a valid picture ID while waiting to receive the hardcopy of the renewed registration in the mail.

3. **Expired Security Guard Registration:** Any person providing security guard services on an expired registration is conducting unlicensed activity, which can result in disciplinary action against the registration.