

**BUREAU OF SECURITY AND INVESTIGATIVE SERVICES**

Post Office Box 989002  
 West Sacramento, CA 95798-9002  
 Phone (916) 322-4000 (800) 952-5210  
 Fax (916) 575-7290 www.bsis.ca.gov

**SECURITY GUARD REGISTRATION RENEWAL APPLICATION**

Have you served or are currently serving in the United States military?  Yes\*  No

\*In order to assist veterans in their transition from military service to civilian employment, BSIS has implemented the Veterans Come First Program which offers priority services to veteran applicants. Disclosure of military service is voluntary and participation in the program is optional. If you choose to use the Veteran's Come First Program, check the military status box and submit proof of military service (e.g. DD-214, DD-256, V-MET record, military orders, military I.D., etc.) along with your application.

(\*Please type or print legibly)

**NOTICE: If your security guard registration is expired for more than 60 days you may not use this form to renew your registration. Submit a new application for registration.**

Renewal Fee (before expiration date) is \$35

Fee Amount Enclosed \_\_\_\_\_

Renewal Fee (after expiration date) is \$60

Registration # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Firearm Permit # (if applicable) \_\_\_\_\_

Expiration Date \_\_\_\_\_

**NOTE:** Contact the Bureau if your current guard registration and firearm permit expiration dates are not currently synchronized. See item 4 below for detailed information.

**ALL SECTIONS OF THE APPLICATION MUST BE COMPLETE AND THE APPROPRIATE FEES****INCLUDED OR THE APPLICATION MAY BE RETURNED**

|  |            |             |               |
|--|------------|-------------|---------------|
| Last Name  | First Name | Middle Name | Date of Birth |
|  |            |             | / /           |
| Address Number and Street  | City       | State       | Zip Code      |
|  |            |             | Phone Number  |
| <input type="checkbox"/> Check here if this is a new address not already reported to the Bureau. |            |             |               |

**Training Requirements**

A security guard registrant **MUST COMPLETE NOT LESS THAN 32 HOURS OF SECURITY GUARD SKILLS TRAINING** within six months from the date of his or her initial registration with the Bureau [Business and Professions Code Section (BPC) 7583.6].

A security guard registrant must certify that he or she has completed the 32 hours of training, as specified in the BPC Section 7583.6, as a condition for renewing his or her registration [BPC Section 7583.20].

I CERTIFY, UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA, THAT ALL STATEMENTS ARE TRUE AND ACCURATE AND I AM IN FULL COMPLIANCE WITH BPC SECTION 7583.6 TRAINING REQUIREMENTS.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS FOR COMPLETING RENEWAL APPLICATION**

1. **Submit your renewal at least 60 days prior to the expiration of your registration to provide sufficient time for processing.**
2. Input enclosed fee amount.
3. If your address is new and has not yet been reported to the Bureau, check the box in the Address Section.
4. If you possess a current, valid BSIS firearms permit, input the permit number (including two-letter prefix) and expiration date. Please note, the expiration date for registrations associated with a Bureau firearm permit must be synchronized with the expiration date of the firearm permit. The synchronization may result in the registration expiration date reflecting more or less than the two-year period. In this event, the renewal fee will be prorated.

Mail application and fee to: Bureau of Security and Investigative Services, P.O. Box 989002, West Sacramento, CA 95798.

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 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@dca.ca.gov](mailto:bsis@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).