

Information on Applications under the *Private Investigators and Security Services Act*

G-100

The licence holder is responsible for assuring that all laws, regulations and policies made under the *Private Investigators and Security Services Act* is respected and obeyed. A copy of the Act and the Regulation may be obtained at <http://www.gnb.ca/0062/acts/acts-e.asp>.

Agency

A business who provides the services of a private investigator, a security guard, a burglar alarm and a security consultant must obtain an agency licence.

The following documentation must be received and approved by the Department of Justice and Public Safety, Licensing Services, prior to issuing a licence:

- Your business must be registered with Corporate Registry located at Service New Brunswick 432 Queen Street in Fredericton, NB E3B 1B6. Telephone number (506) 453-2703.
- Have an agency office in the Province approved by the Department.
- Submit a completed and signed application form.
- Manager of the agency must have a minimum of five years of experience, be a resident of New Brunswick and able to demonstrate a knowledge and understanding of the provincial *Private Investigators and Security Services Act* and Regulations.

Upon approval of the application, the applicant will be requested to submit the following:

- A licensing fee of \$800 made payable to the Minister of Finance.

- Obtain personal injury liability insurance in the amount of \$500,000 and remit a copy of the policy to the Department of Justice and Public Safety.
- Obtain a bond in the amount of \$5,000 in favor of Her Majesty and submit original to the Department.
- A site visit will be conducted by an inspector of the Department before the licence is approved.

Agent

A person who wishes to offer his services as a private investigator, security guard, burglar alarm agent, or security consultant and it includes the handler of a guard dog and a shoplifting prevention agent must submit the following:

- A completed and signed application form.
- Digital photograph of the applicant (2 cm x 2 cm) (no hats or sunglasses).
- A copy of one of the following:
 - driver's licence with photo, or
 - picture identification document.
- Person must be nineteen (19) years of age.
- Person must be employed by a business that holds an Agency Licence.

Upon approval of the application, the applicant will be requested to submit the licensing fee of \$100 made payable to the Minister of Finance.

Agent Equipment and Uniform

Following points must be adhered to:

- The uniform worn and equipment carried by a security guard must be approved by the Department before being used.

- Prior to incurring costs associated with the purchase of uniforms for security guards, it is suggested that the applicant or agency submit a diagram identifying the color, insignia and placement of all identifying markers.
- Crest and/or uniform shall not resemble the municipal police force where agency is located or the Royal Canadian Mounted Police (section 8(3) of Regulation 84-103).
- The words "Security Guard" must be affixed on the shoulder of the outermost garment being worn (section 8 of Regulation 84-103).

Note: The Department has ruled that a security guard will not carry handcuffs and/or batons while on duty.

Security Guard Vehicle

The vehicle markings shall not use any color, pattern or design similar to that used by the municipal police force located in the area in which the security guard is employed or used by the Royal Canadian Mounted Police.

Special Events (concerts, festivals)

All security personnel must be licensed as a security guard to offer their services at a special event. An application for a licence must be submitted 30 days before the special event commencement.

Guard Dog Services

Permit

A licensed agency must obtain a permit for each dog to be used in providing services with a guard dog.

The following documentation must be sent to the Department prior to issuing a permit:

- Completed application form.
- Canadian Kennel Club registration number, if the dog is registered.
- Municipal dog licence number.
- Age and date of birth of the dog.
- Any particular identifying markings.

- Two color photographs of the dog, one of the front left side and one of the front right side.
- Proof that the dog has been trained as a guard dog.

There is no fee to obtain the permit and is renewable the same date the Agency Licence is renewed.

Handler and Handling

- The guard dog handler must be licensed as an agent.
- The guard dog handler will keep the guard dog under his control at all times on a premises except:
 - when another handler has control of the dog, or
 - when the guard dog is secured so that it is not at liberty to roam on the premises, or
 - when the guard dog is at liberty to roam on the premises and reasonable precautions have been taken to prevent the escape of the guard dog.
- The guard dog handler must have been trained with the guard dog.
- The guard dog must be under the control of the handler at all times where the dog is being used or is not at liberty to be at large on the premises.
- The guard dog may not be at large on the premises where members of the public have access.

Training

Every guard dog shall be trained or have been trained by a person qualified in the training of guard dogs so that it can be kept under control at all times.

No guard dog shall be trained or have been trained to kill or seriously injure persons or animals.

Care

Every guard dog shall:

- be properly kenneled, fed, watered and cared for;
- every twelve months, examined by a duly qualified veterinarian, be inoculated for rabies and distemper; and
- shall be transported only in vehicles that provide reasonable protection against escape and cannot be opened from the outside except by authorized persons.
- no dog shall be used as a guard dog if it is suffering from any injury or illness.

Notice

A notice containing a warning that a guard dog is present on the premises shall be clearly displayed on the premises, whether or not the dog is to be secured.

For further information please contact:

Department of Justice and Public Safety
Safety Services Division
Licensing Services
364 Argyle Street
P.O. Box 6000
Fredericton, NB E3B 5H1

Telephone: (506) 453-7472
Fax: (506) 453-3044