

If you require additional assistance and application forms, contact Security Programs at 1-877-462-0791, visit the website at [www.securityprograms.alberta.ca](http://www.securityprograms.alberta.ca) or send an email to [ssia.registrar@gov.ab.ca](mailto:ssia.registrar@gov.ab.ca). You will receive a response within 1 business day.

**IMPORTANT NOTE:**

1. Individuals are responsible for applying for and maintaining their own licences.
2. Incomplete and illegible applications will be returned, resulting in a delay in issuing a Licence.
3. **YOU CANNOT START WORK UNTIL YOU HAVE RECEIVED YOUR LICENCE.**
4. Start early - it can take up to 2 months to complete this process.

**INSTRUCTIONS AND CHECKLIST**

**STEP 1 - Criminal Record Check**

Attend the Police Service closest to where you reside for a Criminal Record Check. Contact the police service of jurisdiction for location, fees, hours of operation and requirements.

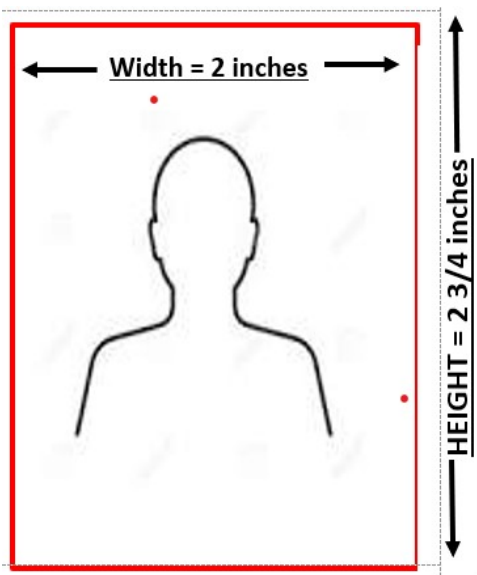
Request an Employment Police Information Check with the following 3 searches (per Ministerial Regulation Section 5)

- CPIC
- Vulnerable Sector
- Local Database

- You may be required to provide fingerprints if the police request them for clarification or to request additional information regarding your record (*additional fees may apply*).
- The police service will provide documentation with all 3 searches. It must include details if "Possible Match" or "Adverse Information" is indicated.
- **Criminal Record Checks expire after 90 days from the date of issue. Originals must be submitted with the application. Ensure the FULL PAGE of criminal record check is provided.**

**STEP 2 - Photo**

Attach 1 passport-size colour photo. **Photo must be stamped on back with date taken.**



**DO NOT GLUE PHOTO TO APPLICATION**

- Photo must be colour, passport-size (**2 3/4" high x 2" wide**) with a clear image, taken in the last 3 months; no hats, sunglasses or other items that obscure your true image.

### STEP 3 - Complete Application Form

- Complete ALL sections using a computer or print using CAPITALS only. Must be neat and legible.
- Sign Part 4 both places (2 signatures required). **Applicants applying under the Labour Mobility Act (using current out of province licence) must also sign Part 4A in addition to Part 4B. Must be legally dated with current date.**

Attach the following documents:

- Passport Photo (colour) & stamped with date taken on back**
- Criminal Record Check **FULL PAGE** (original)
- Proof of eligibility to work in Canada and over the age of 18 (provide one of the following):
- Canadian Birth Certificate
  - Valid Canadian Passport
  - Native Status Card
  - Canadian Citizenship Document
  - Permanent Resident Card
  - Valid Work or Study Permit
- Proof of Training (see section 9 of Policy Manual)
- Alberta Basic Security Training (ABST) or Alberta Investigator Training (AIT) - Exam completion certificate
  - Registrar-Approved Training Equivalent
  - Out-of-Province Training
  - Copy of Valid Canadian Security, Investigator, Locksmith Licence
  - Post Secondary Degree / Diploma in Law Enforcement or Policing
  - Peace Officer Induction Training
  - Retired Police/RCMP Officer (HR record or Retirement certificate)
  - Locksmith Journeyman Certificate
  - For Locksmith Apprentice:
    - Sponsorship letter from employer; AND
    - Proof of enrollment in Alberta's Apprenticeship Program
- Proof of Baton Training (**if required**) – certificate must be less than 3 years old
- Payment – see Part 5 of the form

### STEP 4 - Submit the Application Package

1. ***Double check your application package!* Incomplete or illegible packages will be returned without processing and may result in a delay in receiving your licence.**
2. Two ways to submit your application package:  
Mail to:  
Security Programs  
Alberta Public Safety and Emergency Services  
PO Box 1023 Station Main  
Edmonton, AB T5J 2M1  
  
OR  
Visit a participating registry office.  
Visit the program [website](#) for the criteria.  
Online payment is NOT accepted at the registry.  
Additional fees apply.

The information provided on this form is collected under the *Security Services and Investigators Act* (Act) and Regulations by or for the Registrar and section 33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and will be used to determine eligibility for obtaining a licence, terms and conditions of the licence, compliance and any use prescribed by the Act and Regulations.

Personal information is protected under the *FOIP Act* and can only be used and disclosed in accordance with the *FOIP Act*. Direct any questions about collection of this information to: Security Programs, Public Security Division at 1-877-462-0791 or by email at [ssia.registrar@gov.ab.ca](mailto:ssia.registrar@gov.ab.ca). You will receive a response within 1 business day.

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## Part 1 - Licence Type

**Licence Class:**

- Investigator     Security Services     Training
- Locksmith     Locksmith Apprentice (see section 3.1.1(d) of the policy manual)     Locksmith Equipment Sales & Promotion
- Automotive Lock Bypass (Allows possession of tools utilized for the purpose of entry to a vehicle)

**WARNING:** Applicants applying for licence classes using locksmith tools may NOT apply for security licence classes and vice versa. See section 7 of the *Ministerial Regulation*.

Employers (if none, write "N/A"): \_\_\_\_\_

## Part 2 - Applicant Information (Complete using CAPITAL LETTERS) Name and Date of Birth MUST match Criminal Record Check

Last Name		Given Names (First, Middle)		
<input type="text"/>		<input type="text"/>		
Date of Birth yyyy-mmm-dd	Phone Number	Cell Number	Email Address	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Mailing Address (Apt./Unit #; Street Address)				
<input type="text"/>				
City	Province/Territory		Postal Code	
<input type="text"/>	<input type="text"/>		<input type="text"/>	

## Part 3 - Required Attachments

See Step 3 of the Instructions and Checklist for accepted options. Attach a copy of the following documents:

- |   |   |
|---|---|
| <input type="checkbox"/> Date -stamped passport photo (stamped on back with date taken) | <input type="checkbox"/> Proof of Training  |
| <input type="checkbox"/> Criminal Record Check <b>FULL PAGE</b> (original)              | <input type="checkbox"/> Copy of Valid Canadian Licence (Security, Investigator, Locksmith) |
| <input type="checkbox"/> Proof of Eligibility to Work In Canada                         | For Locksmith Apprentice:   |
| <input type="checkbox"/> Proof of Baton Training (If required)                          | <input type="checkbox"/> Employer sponsorship letter  |
|   | <input type="checkbox"/> Proof of enrollment In Alberta's Apprenticeship Program            |

**Part 4A Declaration - Labour Mobility Act**

All applicants applying using a current valid licence from another Canadian Province/Territory as proof of training, must declare the following:

- 1. That I have good character determined by my current licensing body and that the attached licence remains valid as granted by my current licencing body (*government which provided your current licence*).
- 2. My current licencing body has imposed no restrictions, limitations, or conditions on my current active licence OR  
My current licensing body has imposed the following restrictions, limitations, or conditions on my current active licence

Date yyyy-mmm-dd \_\_\_\_\_ Applicant's Signature \_\_\_\_\_  
 (Current Date)

**Part 4B Declarations - MUST Complete Both Signatures**

- 1. I declare that the above statements are true and I understand that providing false or misleading information to the Registrar is an offence.
- 2. I declare that my English language fluency is at level five, based on the Canadian Language Benchmark as established by Citizenship and Immigration Canada (see section 3.6.4 of the policy manual).

Date yyyy-mmm-dd \_\_\_\_\_ Applicant's Signature \_\_\_\_\_  
 (Current Date)

- 3. I hereby acknowledge that the attached findings of the Police Information and Criminal Record Check performed by a police service or the RCMP are true and complete (attach document).

Date yyyy-mmm-dd \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

**Part 5 - Payment Options**

**OPTION #1: Pay by Credit Card/Debit Card (Online Payment)**

**Do not use the online payment method if submitting your application to the registry. Pay the licensing fee at the registry agent.**

Click on this link: <https://eservices.alberta.ca/security-investigator-locksmith-licence.html> to access the Security Programs web payment page.

**Print and attach receipt as proof of payment.**

Receipt Attached

**OPTION #2: Payment Method Attached**

If payment method is attached using one of the following methods in Option #2, payment must be made out to the **GOVERNMENT OF ALBERTA.**

- Money Order
- Bank Draft
- Certified Business Cheque Stamped "CERTIFIED" by the bank
- Certified Personal Cheque Stamped "CERTIFIED" by the bank