



BUREAU OF SECURITY AND INVESTIGATIVE SERVICES
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APPLICATION FOR REPLACEMENT OF PRIVATE PATROL OPERATOR COMPANY LICENSE
Application Fee \$25

Read all instructions for completing this application on reverse side. An incomplete or incorrectly completed application will delay processing.

COMPLETE ELECTRONICALLY ON COMPUTER OR PRINT CLEARLY IF HANDWRITTEN

Form with fields for Requestor (Last Name, First Name, Middle Name), Company Name, License Number, License Expiration Date, Company FEIN/SSN, Address of Record, Residence Address, Telephone, Email Address, and a section for EXPLANATION OF WHY REPLACEMENT IS NEEDED. Includes a MANDATORY DISCLOSURE LANGUAGE section at the bottom.

CERTIFICATION

I CERTIFY UNDER PENALTY OF PERJURY, UNDER THE LAWS OF THE STATE OF CALIFORNIA, that:

- I personally completed this application;
- To the best of my knowledge all statements on this application are true and accurate; and
- With full knowledge that all statements herein are subject to investigation and that any false, dishonest, or incomplete answer to any question on this application may be grounds for disciplinary action on any Bureau license, registration, permit, certificate or permit I hold, or may subject me to civil sanction or criminal prosecution.

Requestor Signature (No Electronic Signature/Only Handwritten Signature Accepted)

Date

INSTRUCTIONS FOR COMPLETING APPLICATION

1. **Fee Payment:** An application received without full payment of the \$25.00 fee will not be processed and returned to the requestor. Make your check payable to Bureau of Security and Investigative Services or BSIS. Do not submit cash by mail. Application fees are non-refundable.
2. **Requestor:** Only a principal reflected in the Bureau's records as associated with the Private Patrol Operator (PPO) license is authorized to request a replacement PPO license. (Below are potential principals based on business type)
 - a. **Sole Ownership:** Only the owner associated with the license
 - b. **Partnership:** Only a partner associated with the license
 - c. **Corporation:** Only an officer associated with the license
3. **Company FEIN/SSN:** This information assists in identifying applicant in the Bureau's database.
4. **Email Address and Phone Number:** While optional, providing an email address and phone number may expedite the Bureau's communication with you if additional information is required to process this application.
5. **Address Information:** The address of your principal place of business must be on file with the Bureau. Generally, this is reflected as your company's address of record (AOR) in the Bureau's files. If principal place of business is a personal residence, the AOR may be a P.O. box or mailbox service.

Address of Record (AOR): This is the address that will appear on your license and where the Bureau will mail your replacement license and any future correspondence relating to your private patrol operator company license. 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 mailbox service as your AOR, you must provide your residence address.

Residence Address: If AOR is P.O. box or mailbox service, your residence address is required.

NOTE: Changing your address(es) via this application, only changes the address for this license. You must file a Change of Address Form to change the address on other licenses you may hold.

IMPORTANT INFORMATION

Reporting Requirement for Lost/Destroyed/Stolen License: You must apply to the Bureau for a replacement within 72 hours of the license being lost, destroyed or stolen.

Conducting Business While Waiting for Receipt of Your Replacement License: If your private patrol operator company license is in current and clear status, after submitting an Application for Replacement of a Private Patrol Operator Company License, you may conduct the business of a Bureau-licensed private patrol operator while waiting to receive your replacement. Pending receipt of your replacement, you may use a hardcopy printout of your private patrol operator company license from the Department of Consumer Affairs License Search website at <http://search.dca.ca.gov>.