



OHIO DEPARTMENT OF PUBLIC SAFETY
OHIO HOMELAND SECURITY – PI/SG

1970 West Broad Street
P.O. Box 182001
Columbus, OH 43218-2001
PHONE (614) 466-4130 FAX (614) 466-0342
http://www.homelandsecurity.ohio.gov/ohs_pisg.stm

PI/SG

EMPLOYEE REGISTRATION RENEWAL

- Only (1) individual per application
- Print or Type the form
- Enter Licensee information
- Enter employee information
- Incomplete applications and applications that are filled out improperly will NOT be returned for correction
- Mail the application to the address listed above

OHIO ADMINISTRATIVE CODE (O.A.C.) 4501:5-1-19 Notice of Renewals.

(A) The private investigator security guard section of the department of public safety shall provide notice to each individual or company holding a license issued pursuant to Chapter 4749 of the Revised Code of the expiration of the registrations of its employees. The notices shall be in writing and shall be provided at a minimum of sixty days prior to the expiration of the registrations.

(B) On or before the last day of each month, the private investigator security guard section of the department of public safety shall provide notice, in writing, to each individual or company holding a license issued pursuant to Chapter 4749 of the Revised Code of those employees who have not renewed their registration identification card as provided in rule 4501:5-1-20 of the Administrative Code. This notice may be combined with the notice required by paragraph (A) of this rule.

(C) It is the responsibility of each licensee and individual holding a registration identification card to renew licenses or registrations in accordance with Chapter 4749. of the Revised Code and Chapter 4501:5-1 of the Administrative Code even if the licensee or individual holding a registration identification card fails to receive a renewal notice from the private investigator security guard section due to a change of address, incorrect address, loss of mail by the United States postal service, or any other reason. Failure to receive or obtain a license renewal application shall not relieve the licensee or individual holding a registration identification card from compliance with the requirements of Chapter 4749. of the Revised Code and Chapter 4501:5-1 of the Administrative Code.

O.A.C. 4501:5-1-20 Renewal of Registrations.

(A) Each registration identification card issued to a private investigator or security guard employee pursuant to section 4749.06 of the Revised Code and rule 4501:5-1-10 of the Administrative Code shall include the date of issuance. Registrations expire annually on the anniversary date of initial issuance.

(B) The private investigator/security guard section of the department of public safety shall renew a registration issued pursuant to section 4749.06 of the Revised Code if the person holding a valid identification card renews such registration in accordance with this rule and on the form prescribed by the director, demonstrating that the registrant continues to meet the qualifications set forth in section 4749.06 of the Revised Code and if the registrant meets the following renewal requirements:

- (1) Certifies that he/she has not been convicted of a felony during the previous registration year;
- (2) Pays the annual renewal fee as set forth in rule 4501:5-1-21 of the Administrative Code. If an individual fails to meet the renewal requirements, the registration is expired without the taking of any action by the department. Registrants desiring to register again will be required to make new application to the department in accordance with section 4749.06 of the Revised Code.

(C) If the department denies the renewal request of a registrant under Chapter 4749. of the Revised Code, the department shall notify the person in writing and such notification shall state that the person may request an adjudication hearing pursuant to section 119.07 of the Revised Code.

Fingerprint Requirements: No additional background checks are required, by ORC, for renewal.

Notice: Evidence that payment has been refused by the drawer's bank upon a check drawn to the order of the **Ohio Treasurer Kevin L. Boyce**, shall constitute prima facie evidence of misconduct and shall constitute a violation of R.C. 4749.13.

Additional information, the rules and additional forms can be found at http://www.homelandsecurity.ohio.gov/ohs_pisg.stm Questions can be directed to the Ohio Homeland Security, **Private Investigator/Security Guard Licensing and Registration (PI/SG) Unit** (614) 466-4130.

**MAKE CHECK OR MONEY ORDER PAYABLE TO
OHIO TREASURER KEVIN L. BOYCE.**



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EMPLOYEE REGISTRATION RENEWAL

- This form is interactive. You may, before printing, type your responses directly onto the form. Otherwise, this form must be typewritten or printed in legible black ink.
- Fill out all applicable sections of this application. Incomplete applications and applications that are filled out improperly will NOT be returned for correction.
- A check or money order for fees, made payable to Ohio Treasurer Kevin L. Boyce, MUST be remitted with this application. **Cash is not accepted.**
- **Renewal Fee is \$20.00.**

LICENSEE INFORMATION

COMPANY NAME		LICENSEE FILE #	
DOING BUSINESS AS (DBA) NAME		FED TAX ID #	
ADDRESS (PHYSICAL ADDRESS)			
CITY		STATE	ZIP CODE
DAYTIME PHONE #	FAX #	E-MAIL ADDRESS	

EMPLOYEE RENEWAL INFORMATION

EMPLOYEE REGISTRATION CARD #				
FIRST NAME	MI	LAST NAME	SUFFIX	SSN
HOME ADDRESS (NO P.O. BOXES)		DAYTIME PHONE #	DATE OF BIRTH	
CITY	STATE	ZIP CODE	COUNTY	
HEIGHT	WEIGHT LBS.	HAIR COLOR	EYE COLOR	
SCARS AND MARKS				

CERTIFICATION

I have not been convicted of a felony within the last year.
 I hereby certify that I continue to meet the qualifications of (R.C.) 4749.06.

I affirm that the information provided within and attached to this application is complete and accurate.

PRINT EMPLOYEE NAME	EMPLOYEE SIGNATURE X	DATE
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I have read the information provided by the applicant and have no reason to believe that it is false or misleading.

PRINT QUALIFYING AGENT NAME	QUALIFYING AGENT SIGNATURE X	DATE
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