

# Private Investigator Security Guard Services License Renewal Checklist

---

## ALL COMPANIES ARE REQUIRED TO SUBMIT THE FOLLOWING:

- 2" x 2" head shot photo of the qualifying agent taken within the past year. The following link will take you to a document with tips on taking photos: [http://www.pisgs.ohio.gov/pisgs-New\\_cards\\_being\\_issued.pdf](http://www.pisgs.ohio.gov/pisgs-New_cards_being_issued.pdf).
- Complete the online Provider License Renewal form, check each qualifying agent and branch license you want renewed. If you do not check these, they will not be renewed. The cost of the license renewal is \$275 and \$5 for each QA. There is no fee for branch renewals. REMEMBER: when paying online, keep your browser window open until the transaction is complete. Closing your Internet browser too early will stop the payment. The license is not considered in renewing status until it is paid for.
- Current Insurance Acord (insurance expiration must be dated after 4/1/16) with certificate holder listed as: Ohio Department of Public Safety, PISGS, PO Box 182001, Columbus OH 43218. The insured must be a physical address; post office boxes are not acceptable. Insurance type of general liability is required.
- Current Certificate of Good Standing from the Ohio Secretary of State is required for corporations and sole proprietors whose business is structured as a corporation (otherwise sole proprietors do not submit one). Businesses structured as LLC, LP and LLP will submit a Full Force and Effect Certificate instead of the good standing certificate. Certificates must be current (dated later than December 1, 2015). To request a certificate, call (614) 466-3910 or request one online at: [https://bspportal.sos.state.oh.us/\(S\(zfsapanqg4w0eklpuyocx2zc\)\)/OBCFiling/OrderCertificates.aspx](https://bspportal.sos.state.oh.us/(S(zfsapanqg4w0eklpuyocx2zc))/OBCFiling/OrderCertificates.aspx)
- Proof of unemployment insurance coverage letter from Ohio Department of Job and Family Services (ODJFS); contact number (614) 466-2319, extension 22487 or 22115. If you believe you are not required to obtain this coverage, you must obtain a current letter for a non-liable account. (ODJFS refers to this letter as the "homeland security letter".) Ohio Employer's Contribution Report is not acceptable per ODJFS.
- Copy of Ohio Bureau of Workers' Compensation (BWC) Certificate of Premium Payment showing coverage for 2015. If you had no employees during 2015 and were not required to obtain worker compensation coverage for the previous license year, you must provide a letter, signed and dated, on your company letterhead stating no employees were employed from March 1 of the past year through March 1 of the current year. You can call (800) 644-6292 or visit their website for more information at: [www.bwc.ohio.gov/employer/default.asp](http://www.bwc.ohio.gov/employer/default.asp) or request a reprint at [www.bwc.ohio.gov/formslogin.aspx?ReturnURL=%2Femployer%2Fservices%2FCertCovReprints%2Fsecure%2FCertCovReprints0%2Easp](http://www.bwc.ohio.gov/formslogin.aspx?ReturnURL=%2Femployer%2Fservices%2FCertCovReprints%2Fsecure%2FCertCovReprints0%2Easp).

## IF YOU HAVE A TRADE NAME:

- Businesses using a trade name need to provide a Full Force and Effect Certificate from the Ohio Secretary of State dated December 1, 2015, or later. To request a certificate call (614) 466-3910 or go to [https://bspportal.sos.state.oh.us/\(S\(zfsapanqg4w0eklpuyocx2zc\)\)/OBCFiling/OrderCertificates.aspx](https://bspportal.sos.state.oh.us/(S(zfsapanqg4w0eklpuyocx2zc))/OBCFiling/OrderCertificates.aspx)

**THESE ITEMS MUST BE RECEIVED AND PAID FOR BY MARCH 1, 2016  
OR YOUR LICENSE WILL EXPIRE.**

If your license expires, you can't provide services, advertise, or solicit business; and all registered employees are terminated. The wall license, qualifying agent identification card, and all employee registration cards must be returned to PISGS. In order to provide investigative or security services, a new provider application, qualifying agent application, criminal records check, required documents and fees will need to be submitted to PISGS for a new license.

For those who wish to submit their renewal by mail, please send an email to [pisglr@dps.state.oh.us](mailto:pisglr@dps.state.oh.us) and the forms will be emailed to you. If you renew using paper, the qualifying agents will receive the paper card, not the laminated plastic card. Online renewals will be processed ahead of paper applications.

If you have any questions regarding the renewal process, please contact the Licensing and Registration Unit.

Licensing and Registration Unit  
Private Investigator Security Guard Services  
Phone: (614) 466-4130  
Fax: (614) 466-0342  
E-mail: [PISGLR@dps.ohio.gov](mailto:PISGLR@dps.ohio.gov)  
Website: <http://pisgs.ohio.gov>