

HOW TO GET A CALIFORNIA STATE GUARD CARD

The following are the 3 simple steps required to get a California State Guard Card. Make sure to read through all three steps before starting the first step:



[Step 1 - Take the CA state required 8-Hour Guard Card Course](#)



[Step 2 - Get Fingerprinted by Live Scan Using the State Fingerprint Form](#)



[Step 3 - Submit an Online Security Guard Application to the BSIS](#)

Follow the detailed instructions below to complete each of the three steps.



STEP 1 of 3: Take the CA state required 8-Hour Guard Card Course

Guard Card Course:

1. Click the [Part 1](#) link for the [8-Hour Guard Card Course](#) from the Practical Defense Systems website.
2. Follow the simple on screen instructions to create a training account on our website.
3. Continue to the Online Payments page and click Pay Now.
4. Pay the course fee on the PayPal site.
5. Complete the online course on our website.
6. Print your certificate when you complete the course.

NOTE: You can view or print the certificate for the course any time you log in after completing the course.



STEP 2 of 3: Get fingerprinted at an official Live Scan location:

Live Scan Fingerprints:

1. Find a Live Scan location in your area: CSA recommends the UPS Store on Constitution Blvd.
2. Obtain the Live Scan security guard forms from the BSIS: [Click Here to download the Live Scan security guard form.](#)

IMPORTANT: If the link to the forms do not work for you, you can get the Live Scan forms directly from the state website at:

http://www.bsis.ca.gov/forms_pubs/livescan/index.shtml.

3. Complete the forms. There are 3 copies of the exact same form, make sure to fill out all three copies. When the Live Scan is complete, they keep one copy and give you back the other two forms. They send the fingerprints into to the Sate of CA Department of Justice (DOJ), and to the FBI.

NOTE: There are a lot of fields in the Live Scan form you don't need to fill out. Fill out only the information you know about yourself. Unless your employer has pre-paid for your Live Scan, leave the Employer fields empty. Also the SOC field is for your Social Security Number. Leave all other fields blank.



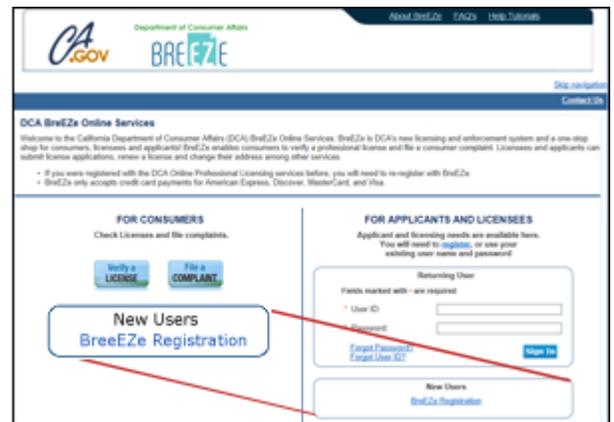
4. Go to the Live Scan location with your Live Scan security guard forms (3 copies of the same page) and get fingerprinted. They will give you back two copies of the form. Once the Live Scan process is complete, you don't need to do anything else with the fingerprint forms. The state BSIS no longer asks for the ATI number on either the online or mail in security guard application. They find your fingerprints automatically by your social security number. Make sure to have the Live Scan completed before submitting the state application in step 3.

IMPORTANT: Some Live Scan operators may tell you that you are finished at this point because they are sending the fingerprints into the CA State Department of Justice (DOJ). However, all they do is put the fingerprints into the state database and nobody looks at them until step 3 of this process, the CA State Security Guard Application is submitted online.



STEP 3 of 3: Submit the Online Security Guard Application to the CA State BSIS:

1. Go to the CA State Department of Consumer Affairs website at: [CA State Breeze Online License Application System](#) to submit the online CA State Security Guard Application. On that page, you need to click the link that says **New Users - Breeze Registration** on the lower right side of the page.
2. Make sure to use the info listed on your training certificate this includes instructor's name, the training license number, facility address, and phone number, all of which is listed on your training certificate.
3. After waiting at least 5 business days, you can check the status of your application online on the BSIS Website. Go to the [Breeze System Home Page](#) and click the button that says "Verify a License" to check if your application has been approved by the BSIS.



While they are processing your application, it will say "No records returned." Once you are approved, it will come up with your name, and say "Cleared" and have your name and your name will be linked. You can click on the link and it will take you to your active profile and show your guard card number. Once you are cleared, it takes the state 5 to 10 business days on average to send you the card in the mail.

NOTE: Once your application is submitted to the BSIS online, it takes them an average of 7 to 15 business days (2 to 3 weeks) to process your application if you have a 'clean' criminal record. That is a state 'estimated time', in some cases people get their guard card in as little as 5 days, but in other cases it takes more than 5 weeks. If you have even a small insignificant item on your adult record, it can take the BSIS 4 to 8 weeks to process your application.