



## Clerk of the Board of Supervisors

# Information for Business License Applicants

## Private Patrol

### License Clarification

A [private patrol](#) business license issued by the San Bernardino County Clerk of the Board office **does not** allow the licensee to operate throughout the entire County. An approved business license issued by this office would only cover peddling/soliciting in **unincorporated** areas of the County.

### License Requirements

- Completed Application
- Copy of ID
- Articles of Incorporation (if applicable)
- State of California Private Patrol Operator's License
- Sheriff's Department Background Check

### Background/Fingerprints

Each applicant must be fingerprinted via Live Scan and have a background check completed through the San Bernardino County Sheriff's Department. Obtain a [Request for Live Scan Service](#) form and complete the applicant information section. Take the form to any authorized [Live Scan location](#). Or make an appointment with the San Bernardino County Sheriff at the address or phone number listed below.

Applicants will submit their completed application to the Sheriff's Department/Records Division and pay the applicable fees charged by the Sheriff. The [required fee](#) is listed in the county fee ordinance, section 16.0226(x) for background investigations. The Sheriff, upon approval, will indicate this on page 3 of the application.

**Approval from the Sheriff's Department is required prior to issuance of a business license/operator permit (new or renewal) by the Clerk of the Board.** Please contact the Sheriff's Department at the following location for additional information.

Sheriff's Department/Records Division  
655 East Third Street  
San Bernardino (909) 888-5916

## Application Submission

After approvals and verification of Live Scan have been obtained, submit the application, in person, to:

Clerk of the Board  
385 N. Arrowhead Avenue, 2<sup>nd</sup> Floor  
San Bernardino, CA 92415-0130  
Phone: (909) 387-3841

## Fees

The following fees are required when applying for a private patrol business license. Fees are nonrefundable and the Schedule of Fees can be found at the [Clerk of the Board of Supervisors website](#).

- Application fee, paid when submitting the application.
- Initial license fee, paid when the first license is issued.
- Renewal fee, paid each year when the license is renewed.

## Photo Identification

A current government issued photo identification, such as California Driver License or ID card, must be presented to establish identity and proof of age.

## Photos

The Clerk of the Board staff member will take the applicant's photo, which will be placed on the business license.

## Issuance and Duration of Business License

A valid Private Patrol business license will be issued after all applicable agencies have given approval and the applicant has paid all applicable fees. The license will be valid for a period of one year.