

BSIS Badge and Patch Approval Request Letter

Instructions: Replace all text in [brackets] with your actual company information. Remove these instructions before printing.

[Your Company Letterhead - Include company name, address, phone, and email]

[Current Date]

Bureau of Security and Investigative Services
Attention: Badge and Patch Review
PO Box 989002
West Sacramento, CA 95798-9002

Dear BSIS Badge and Patch Review Team:

I am writing to formally request Bureau review and approval of [badge/patch/cap insignia design(s)] for [Company Name], License Number [PPO License #].

Enclosed/Attached please find:

- Full-size, full-color sample of our proposed badge design
- Full-size, full-color sample of our proposed shoulder patch design
- Full-size, full-color sample of our proposed cap insignia design

[Company Name] is licensed as a [sole ownership/partnership/corporation]. All designs comply with Business and Professions Code Sections 7582.26, 7582.27, and 7582.28 to the best of our knowledge.

The badge design includes our company name and sequential employee identification numbers. The patch design includes our full company name as printed on our license and the words "Private Security." The cap insignia includes our company name and employee identification number provisions.

We have ensured that no seals, emblems, or configurations resembling federal, state, or local governmental agencies appear in any design. No design includes the Great Seal of the State of California, and any U.S. flag imagery contains no superimposed elements.

Please review these submissions and provide written approval or guidance for any necessary revisions. We will not order or distribute any badges, patches, or insignia until receiving Bureau approval.

Thank you for your attention to this matter.

Sincerely,

[Printed Name]

[Title: Owner/Partner/Officer]

[Company Name]

[License Number: PPO-XXXXX]

[Contact Phone]

[Email Address]