

Application for an Individual Licence or Certificate of Approval



PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY

Trans-Tasman Mutual Recognition Act 1997

When to use this form

- Use this form to apply for an individual licence or certificate of approval if you are already registered for the equivalent occupation in an Australian jurisdiction.
- Please visit <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/> or contact the PSPLA if you are unsure whether you need a licence or certificate of approval.

What you need with your application

To complete your application, you need to send:

- A fully completed form
- A Valid photo ID (**Passport, driver licence, Kiwi Access card or New Zealand firearms licence**)
- A passport style photo (**Selfies will NOT be accepted**)
- A coloured copy of your current Australian registration documents (copies of your identification badge (front and back))
- If applicable, specify any conditions imposed on your Australian registration.
- The fee for filing this application (see below)

Completing this form

- You can fill in this form electronically. If you do, you must print, sign, and submit it to the Authority.
- You can also print and fill in this form by hand. Use a black pen or blue pen, and print clearly IN CAPITALS.
- Answer every question on the form unless the instructions tell you otherwise.

Payment information

The fee for filing an application for a

- Individual licence is \$600 NZD
- Certificate of approval is \$200 NZD
- Temporary certificate of approval is an additional \$20 NZD

To confirm how you pay the application fee, visit our website:

<https://www.justice.govt.nz/tribunals/licences-certificates/pspla/forms-and-fees/>

If you need further assistance, then please contact the Authority on:

Ph: 0800 477 752

Email: pspla@justice.govt.nz

Application fees are non-refundable.

Application process

In normal circumstances, it will take a month to hear the outcome of your application.

If you have a criminal conviction your application may take longer to process.

Important information

If you:

- Provide false or misleading information to the Licensing Authority, you may be liable for a fine of up to \$20,000.
- Work for a licensee or as a Crowd Controller or Repossession Agent without holding a Certificate of Approval you could be fined up to \$20,000.

Step 1. Photograph requirements

Any photograph of an individual submitted to the Licensing Authority in non-electronic form for the purpose of sections 24, 46, or 111 must:

- (a) be of good quality; and
- (b) have been taken not more than 6 months before the date on which it is supplied; and
- (c) be a full front view of the face, head and shoulders of the person, with the head filling most of the photograph; and
- (d) have a plain, light coloured background (not white or dark) with no background shadow; and
- (e) show the individual without a head covering, hat, head band, bandanna or scarf except for religious or medical reasons. In all cases, facial features from the bottom of the chin to the top of the forehead and both edges of the face must be clearly shown; and
- (f) be a colour photograph; and
- (g) be a good likeness of the person wide; and
- (i) be on good quality paper.

Attach photo
here
35x45mm

Step 2. Give us your details

Full name First Surname/Family name

Do you trade under another name (trading name)? (Please tick to confirm)

Skip this question if you are a certificate of approval holder

Yes No

If yes, please provide the trading name (cannot be a company). If no, leave this blank and move on to the next question

Trading Name

Date of Birth / / (day/month/year)

What is your gender? (Please tick to confirm)

Male Female

What is your occupation?

Occupation

What is your residential address?

Address No. Street Suburb
 City State (if outside NZ)
 Country Post code

Do you have a different postal address? (Please tick to confirm)

Yes No

If yes, please provide us your postal address

Address No. Street Suburb

City State (if outside NZ)

Country Post code

Phone Day _____ Mobile _____

Email

I consent to being contacted regarding my application at this email address Yes No

Step 3. Application details

I am applying for a (Please tick to confirm)

Individual Licence Certificate of Approval

See PSPLA website pspla.govt.nz for description of Individual Licence and Certificate of Approval.

What class or classes of work are you applying for? (you may tick more than one)

- | | |
|---|--|
| <input type="checkbox"/> Private investigator | <input type="checkbox"/> Property guard |
| <input type="checkbox"/> Security technician | <input type="checkbox"/> Monitoring officer |
| <input type="checkbox"/> Security consultant | <input type="checkbox"/> Confidential document destruction agent |
| <input type="checkbox"/> Crowd controller | <input type="checkbox"/> Repossession agent |
| <input type="checkbox"/> Personal guard | |

Note: crowd controllers and private investigators have special responsibilities. For more information go to <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>

If you need to work for a licence holder whilst your application is being processed, you may be eligible for a Temporary Certificate of approval.

Do you wish to apply for a temporary certificate of approval? (Please tick to confirm)

Yes No

Please note a temporary certificate of approval is an additional \$20.00 (in addition to your application fee).

I currently hold a licence in the following territory: (Please tick to confirm)

Western Australia Northern Territory Queensland Victoria
 South Australia New South Wales Tasmania

Please attach a coloured photocopy of the front and back of your Australian identification badge.

What class or classes of work does your Australian licence cover (you may tick more than one)

Class 1

Unarmed Guard Monitoring Centre Operator
 Crowd Controller Guard Dog Handler
 Bodyguard Armed Guard (Unrestricted)
 Armed Guard (CIT) Armed Guard (Non CIT)

Conditions _____

Class 2

Security Consultant Security Equipment Specialist
 Security Seller Security Trainer

Conditions _____

I confirm that (Please tick to confirm)

I am not the subject of disciplinary proceedings in Australia (including preliminary investigations or actions that may lead to disciplinary proceedings) in relation to this occupation.
 My registration in Australia is not cancelled or currently suspended because of disciplinary action.
 I am not otherwise personally prohibited from carrying on this occupation in New Zealand and am not subject to any special conditions in carrying on such occupation because of criminal, disciplinary or civil proceedings in New Zealand.

Step 4. Photo identification details

Photo identification is required to verify your identity when you pick up your Certificate of Approval and ID badge. Please provide details of your Passport, New Zealand Driver's Licence, HANZ 18+ card or New Zealand Firearms Licence below:

Passport number _____
Nationality as shown on passport _____
Date issued _____ / _____ / _____ (day/month/year)
Passport expiry date _____ / _____ / _____ (day/month/year)
or
New Zealand Drivers Licence number _____
Drivers Licence expiry date _____ / _____ / _____ (day/month/year)
Drivers Licence version number _____
or
Other identification type HANZ 18+ NZ Firearms licence
Other identification number _____

Step 5. Certificate and badge collection

Which branch of NZ Post would you prefer to pick up your certificate of approval and ID badge from (should your application be successful?) – a list of branches can be found at <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>

Location _____

Step 6. Consent and certification

- I consent to the making of, and the exchange of information with the authorities in Australia and New Zealand regarding my activities in the relevant occupation and any other matters relevant to this notice.
- I declare that the statements, attachments and other information in this notice are complete and correct in every detail, to the best of my knowledge and belief. I make this solemn declaration conscientiously believing the same to be true by virtue of the Oaths and Declarations Act 1957.

Name

Signature

Date

Declared at




Date / / (day/month/year)

Before me

Name of witness

I am: * Justice of the Peace, Notary public, Commissioner of Oaths, or any other person authorised to take a statutory declaration

Step 7. Do a quick check

- You have answered every applicable question
-  You have attached your photograph
-  You have attached your valid photo ID – Driver's license or Passport
-  You have attached a colour photocopy of your Australian ID badge
- You have signed and dated this form; and
- You have paid the fee

Step 8. Send in this form

You can fill in this form and email it to: PSPLA@Justice.govt.nz

Or you can fill in this form and post it to:

Private Security Personnel Licensing Authority
SX 11159
Wellington
New Zealand

Address: Level 1, 86 Customhouse Quay, Wellington 6011

Phone: 0800 477 752 between 9am and 5pm Monday to Friday (not Public Holidays)

Email: PSPLA@justice.govt.nz

Website: <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>