



# Application for an Individual Licence

## PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY

Private Security Personnel and Private Investigators Act 2010

### When to use this form

Use this form to apply for a certificate of approval to enable you to work for a licence holder in the private security industry. You can apply for a certificate in one of nine categories. These categories are listed in Step 3.

### What you need with your application

To complete your application, you need to send:

- A fully completed form
- A passport style photo (**Selfies will NOT be accepted**)
- The fee for filing this application (\$600 or \$620 if you are also applying for a temporary certificate)

### 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 certificate of approval is \$600
- Temporary certificate of approval is an additional \$20

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](mailto: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.
- If you work without a licence you could be fined up to \$40,000.

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## 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

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## Step 2. Type of application

Are you applying for a renewal? (Please tick to confirm)

- Yes       No

If you have previously held a licence or a certificate of approval under the Private Investigators and Security Guards Act 1974 or the Private Security Personnel and Private Investigators Act 2010, provide your licence number or certificate number

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## Step 3. Application details

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       |                                                                  |

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. You cannot apply for a temporary certificate if you are applying for renewal. Your certificate will remain active while your application is being processed. Please note a temporary certificate of approval is an additional \$20.00 (in addition to your application fee).

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

- Yes       No

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## Step 4. Give us your details

**Full name**  First  Surname/Family name

**Are you known by, or have you ever been known by another name? (Please tick to confirm)**

Yes  No

*If yes, please supply the additional names. If no, leave this blank and move on to the next question*

**Other names**  First  Middle  Surname  
 First  Middle  Surname

**Other names**  First  Surname/Family name  
 First  Surname/Family name

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

**What is your gender? (Please tick to confirm)**

Male  Female

**Are you currently employed? (Please tick to confirm)**

Yes  No

*If yes, please supply further details below. If no, please move to the residential address question*

**What is your occupation?**

Occupation

**What is your residential address? (must be the applicants current 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

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## Step 5. Place of business details

What is your principal place of business?

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

Do you have any additional place of business? (Please tick to confirm)

Yes     No

If yes, provide your additional place of business addresses below. If no, move on to Step 6.

Additional place of business 1

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

If you need extra space, please attach a separate sheet to this application

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## Step 6. 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 \_\_\_\_\_

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## Step 7. Disqualification criteria

You may not be eligible to hold a certificate of approval if disqualification criteria apply to you.

Section 62 of the Private Security Personnel and Private Investigators Act 2010 lists certain grounds that may disqualify you from being granted a certificate of approval. If you meet any of the grounds of disqualification listed below, you will be able to make a statement about your character, circumstances or background.

The Licensing Authority may still grant your application, but only if the Authority is satisfied that you are suitable to work in the class or classes of work to which the application relates. Please note that no refund is payable if your application is unsuccessful.

You can find more information at <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>

**Please answer each individual question below. (Please tick to confirm)**

Have you ever been convicted of a 'specified offence' as defined in section 4 of the Criminal Records (Clean Slate) Act 2004?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you been convicted by a New Zealand court of an offence under the Arms Act 1983?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you been convicted by a New Zealand court of an offence under sections 216H to 216J of the Crimes Act 1961?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under sections 10, 11, 13, 16, 19, 21, 24, 47F, or 47J of the Fair Trading Act 1986?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under section 103(1) of the Credit Contracts and Consumer Finance Act 2003 that involves a breach of any provision of Part 3A of that Act?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under section 8 or 25 of the Harassment Act 1997?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under section 6 of the Misuse of Drugs Act 1975 in relation to quantities deemed for supply of a Class A, B or C controlled drug or drugs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence of dishonesty, as defined in section 4 of the Private Security Personnel and Private Investigators Act 2010 ("offence of dishonesty")?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence of violence, as defined in section 4 of the Private Security Personnel and Private Investigators Act 2010 ("offence of violence")?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under sections 16, 34 or 52 of the Private Investigators and Security Guards Act 1974?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been disqualified from driving for an indefinite period and ordered to attend an assessment centre under section 65 of the Land Transport Act 1998, or an earlier equivalent provision?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been ordered by a New Zealand court to be imprisoned following conviction for an offence and that conviction or order has not been quashed on appeal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you ever been convicted by a New Zealand court of an offence under the Private Security Personnel and Private Investigators Act 2010 or Private Investigators and Security Guards Act 1974 for working without a licence or certificate or approval or employing or engaging a person without a certificate of approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In the last 7 years, have you had a licence or certificate of approval cancelled under the Private Security Personnel and Private Investigators Act 2010 or the Private Investigators and Security Guards Act 1974?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you hold a licence or certificate of approval that has been suspended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever had an order made in relation to you under section 34(1)(b) of the Criminal Procedure (Mentally Impaired Persons) Act 2003, section 118 of the Criminal Justice Act 1985, or section 39J of the Criminal Justice Act 1954 (being an order imposed, instead of passing sentence, that you be treated or cared for in a manner that your mental	<input type="checkbox"/> Yes	<input type="checkbox"/> No

impairment requires, either in your own interest, or the safety of the public, or for the safety of the public, or for the safety of a person or class of person)?		
Are you currently subject to a court order that requires you to be detained in a hospital because of a mental condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**If you have answered yes to a ground for disqualification you can provide further information to support your application (for example, evidence of your character, circumstances, or background).**

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If you need extra space, please attach a separate sheet to this application

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## Step 8. Training disqualification criteria

Have you met any requirements prescribed in regulations made under section 114 (1)(h)(i) of the Private Security Personnel and Private Investigators Act 2010, (which relate to the mandatory training required for licences and certificates of approval)? <i>[If you have answered Yes, please attach a copy of your NZQA record of achievement to this application]</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you met any requirements prescribed by the Licensing Authority to meet the requirements of ss 26 or 47 of the Private Security Personnel and Private Investigators Act 2010 (which relate to competency, knowledge and skills required for licences and certificates)? <i>[If you have answered Yes, please supply competency evidence to support your application]</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you within the past 5 years, had 12 months' relevant experience as a licensee or responsible employee in the class or classes of private security business to which the application relates? <i>[You must provide proof of meeting those requirements with this application]</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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If you have completed any of the requirements set out in section 114 (1)(h)(i) of the Private Security Personnel and Private Investigators Act 2010 or have completed 12 months of relevant experience as a licensee or responsible employee in the last 5 years, please provide details below:

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If you need extra space, please attach a separate sheet to this application

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## **Step 9. Overseas mental health orders and convictions**

Section 46 of the Private Security Personnel and Private Investigators Act 2010 also requires that you specify if you have had an overseas mental health order or conviction. You may provide further information to support your application (for example, information about your character, circumstances, or background) if you have specified a conviction or order as follows: You can find more information at: <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>

**Please answer each individual question below. (Please tick to confirm)**

Have you ever had an order imposed in relation to you by any court or tribunal outside of New Zealand, instead of passing sentence, that you be treated or cared for in relation to your mental impairment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of an offence outside of New Zealand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Please provide further information below:**

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If you need extra space, please attach a separate sheet to this application

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## Step 10. 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 \_\_\_\_\_

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## Step 11. Consent and certification

I consent to the Ministry of Justice undertaking a criminal history check using the information contained in my application. I certify that the above particulars are true and correct.


\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## Step 12. Do a quick check

- You have answered every question
-  You have attached your photograph
- You have signed and dated this form; and
- You have paid the fee

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## Step 13. Send in this form

You can fill in this form and post it to:

Private Security Personnel Licensing Authority  
SX10042  
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](mailto:pspla@justice.govt.nz)  
Website: <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>