

# Request a Substitute Licence or Certificate of Approval



## PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY

Private Security Personnel and Private Investigators Act 2010

### When to use this form

Use this form to request a substitute licence, licence and ID badge, certificate of approval or certificate of approval and ID badge if you have lost or damaged the original(s) or if the information on your card requires changing.

### What you need with your application

To complete your application, you need to send:

- A fully completed form
- The fee for this application (\$45)

### 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 requesting a substitute licence, licence and ID badge, certificate of approval or certificate of approval and ID badge is \$45.

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 you will be sent a letter within two weeks advising that you can collect your substitute licence, certificate of approval and/or ID badge from your nominated Post Shop.

When you collect your item(s) you must present your letter and an acceptable form of ID (passport, NZ driver's licence, HANZ 18+ card, firearms licence).

If you are requesting a substitute company licence, this will be posted to you.

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## Step 1. Application details

**What is your licence or certificate of approval number?**

Licence or certificate of approval number: \_\_\_\_\_

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## Step 2. Security questions details

*\* If you are requesting a substitute company licence, a company officer must complete this section of the form.*

**What is your name?**

Full name \_\_\_\_\_

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

**What is your residential address?**

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

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## Step 3. Licence/Certificate and badge collection

\*If you are requesting a replacement company licence please skip this section and move on to Step 4.

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

Location \_\_\_\_\_

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## Step 4. 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 5. Do a quick check

- You have answered every applicable question
- You have signed and dated this form; and
- You have paid the fee

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## Step 6. 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/>