

Request a Substitute Licence or Certificate of Approval

PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY



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
- A cheque for \$45 or a completed credit/debit card form

Completing this form

- Print clearly in CAPITALS
- Use a black pen or blue pen to complete this form
- 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.

You can pay using the **credit/debit card form** or by **cheque** in NZ dollars, payable to: Private Security Personnel Licensing Authority.

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.

Step 5. Do a quick check

- You have answered every applicable question
- You have signed and dated this form, and
- You have included a cheque for the required fee or completed the credit/debit card form

Step 6. Send in this form

You can fill in this form and post it to:

Private Security Personnel Licensing Authority
SX 10042
Wellington
New Zealand

Or if you are using the credit/debit card form, then email it with your application to PSPLA@Justice.govt.nz

Address: Level 1, 86 Customhouse Quay, Wellington 6011
Phone: 04 477 752