



Request a Temporary 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
- Attached proof of payment for \$20

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 temporary certificate of approval is \$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

Application fees are non-refundable.

Application process

To apply for a temporary certificate of approval you must have already made an application to the Private Security Personnel Licensing Authority for a certificate of approval, or an individual licence.

You will not be issued a temporary certificate of approval if you are disqualified under sections 62 (a) to 62(h) of the Private Security Personnel and Private Investigators Act 2010.

Step 1. Application details

What is your application number?

Application number _____

If you do not know your application number, you can find it at <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>

Step 2. Security questions details

What is your name?

Full name _____

Step 3. Temporary certificate and badge collection

Which branch of NZ Post would you prefer to pick up your licence/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 4. Certification

Please provide your current details below

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 5. 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

Step 6. Do a quick check

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

Step 7. 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
Website: <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>