



Individual Licence Annual Return

Under the Private Security Personnel and Private Investigators Act 2010

1 What is this form used for?

Use this form to Submit your Annual Return to the Licensing Authority if you hold a current individual licence.

2 What do you need to complete your Annual Return?

To complete your Annual Return you need to send:

- A fully completed form
- The Disqualification Criteria form, if required
- A fully completed Spreadsheet – Details of Certificate Holders, if required
- A cheque totalling the amount of the annual return, if a payment is required. Please see Note 4 for information on the cost of filing an annual return.

3 Completing this form

- Print clearly in CAPITALS.
- Use a black or blue pen to complete this form.
- Answer every question on the form unless the instructions tell you otherwise.

4 Payment Information

- The fee for filing an annual return is determined by the number of certificate of approval holders you employ, or currently contract. The fee is \$30.00 per employee (if any) up to a maximum fee of \$600.00.
- If you do not employ any certificate of approval holders, there is no fee for your annual return.
- You can pay by cheque. Make your cheque payable to: The Private Security Personnel Licensing Authority.

Section 1 – Personal and Licensee Details

What is your licence number?

Licence number

What is the name on your licence?

Name on licence

What is your trading name?

Trading name

Section 2 – Change of Your Details

If any details you supplied in your licence application, or details you provided when you last updated your details with the Licensing Authority have changed, please advise below

Do you intend to trade under another name (trading name)?

Yes

No

Trading name

My residential address has changed

Street	Suburb
City	Postcode
Daytime Phone	Mobile number
Email Address	

My postal address has changed?

Street/PO Box	Suburb
City	Postcode

My principle place of business address has changed?

Street	Suburb
City	Postcode

Do you have any additional places of business?

Yes

No

Additional place of business 1

Street	Suburb
City	Postcode

Section 2 – Change of Your Details (contd)

Additional place of business 2

Street	Suburb
City	Postcode

Section 3 – Disqualification Criteria

Do you now meet the grounds of disqualification set out in section 63 of the Private Security Personnel and Private Investigators Act 2010?

Yes

No

If yes, complete the Disqualification Criteria form

Section 4 – Certificate Holders

As a licensee I employ or engage certificate holder(s)

Yes

No

If yes,

Complete the certificate of approval holder spreadsheet for each person you employ or engage

Section 5 – Certification

I consent to the Ministry of Justice undertaking a criminal history check using the information contained in my application.

Yes

No

I certify that the above particulars are true and correct.

Yes

No

Section 5 – Checklist


Before you submit this form please check that: (Please tick to confirm)

You have answered every applicable question

You have completed and attached a form for each certificate holder you employ or engage

You have included the required fee

Please mail this completed form and cheque to:

 Private Security Personnel Licensing Authority
DX Box: SX 11159
Wellington

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

Email: pspla@justice.govt.nz