



Application for an Individual Licence

Under the Private Security Personnel and Private Investigators Act 2010

1 What is this form used for?

Use this form to apply for an individual licence to work and employ or engage certificate of approval holders in the private security industry. You can apply for a licence in one of eight categories. These categories are listed in Section 1.

2 What do you need to complete your application?

To complete your application you need to send:

- A fully completed form
- A passport style photo (for more information see overleaf)
- A cheque for \$600 (or \$620 if you are also applying for a temporary certificate)

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 application for:

- An individual licence is \$600
- A temporary certificate of approval is an additional \$20

You can only pay by cheque. Make your cheque payable to: The Private Security Personnel Licensing Authority.

For a quicker, easier, cheaper way of applying – see www.pspla.govt.nz.

Application fees are non refundable.

5 How long will it take to hear the outcome of your application?

In normal circumstances it will take 2 months to hear the outcome of your application.

If you have a criminal conviction your application may take longer to process.

You can check the progress of your application on www.pspla.govt.nz

6 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.

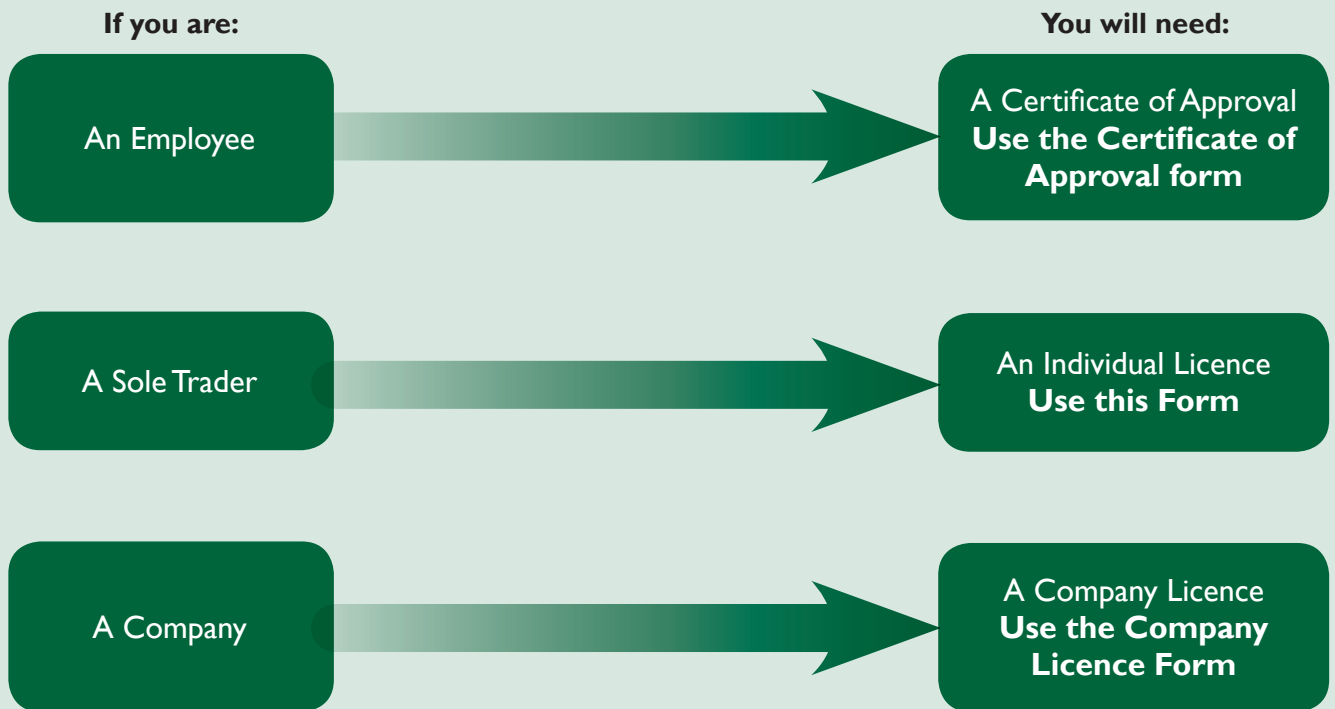
All personal information provided to the PSPLA will be managed in accordance with the Privacy Act 1993.

7

Am I using the correct form?

Use this flow chart to confirm that you are using the correct form for your situation.

PSPLA - Application Flow Chart

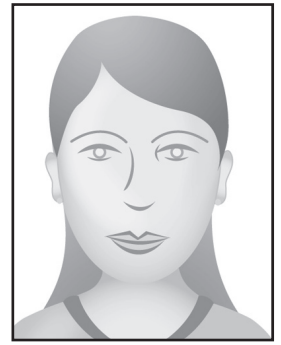


Please be aware: You cannot trade as an Incorporated Company holding an Individual Licence

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; and (h) be 45mm high x 35mm wide; and (i) be on good quality paper.



Attach photo here
45mm high x 35mm wide

Section 1 – Type of Application

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

- Yes No

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

Section 2 – Application Details

What class or classes of business are you applying for: (you may tick more than one)

- | | |
|--|--|
| <input type="checkbox"/> Private investigator | <input type="checkbox"/> Security consultant |
| <input type="checkbox"/> Confidential document destruction agent | <input type="checkbox"/> Property guard |
| <input type="checkbox"/> Security technician | <input type="checkbox"/> Crowd controller |
| <input type="checkbox"/> Personal guard | <input type="checkbox"/> Repossession agent |

If you need to work as an employee whilst your application is being processed, you may be eligible for a temporary certificate of approval.

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

- Yes No

You cannot apply for a temporary certificate if you are applying for a renewal. Your licence will remain active while your application is being processed.

A temporary certificate of approval is an additional \$20.00 (in addition to your application fee).

Section 3 – Personal Details

What is your name?

First name(s)

Middle name(s)

Last name(s)

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

Yes No

If yes please supply details, if no leave this box blank and move on to the next question.

Trading name

Please refer to Note 7 on page 2 of this form to make sure you are using the correct form.

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

Yes No

If yes please supply details, if no leave this box blank and move on to the next question.

Other name 1

First name(s)

Middle name(s)

Last name(s)

Other name 2

First name(s)

Middle name(s)

Last name(s)

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

What is your gender? (Please tick to)

Male Female

What is your occupation?

Occupation

What is your residential address?

Street

Suburb

City / town

Postcode

State (if outside of NZ)

Country

Section 3 – Personal Details (contd)

Do you have a different postal address? (Please tick to confirm)

Yes No

If yes what is your postal address:

Street / PO Box	
Suburb	City / town
Postcode	State (if outside of NZ)
Country	

How can we contact you?

Daytime contact number ()	Other contact number ()
Mobile number	Fax number ()
Email address	

Section 4 – Place of Business Details

What is your principal place of business address?

Street	
Suburb	City / town
Postcode	State (if outside of NZ)
Country	

Do you have any additional places of business?

Yes No

If yes provide your additional place of business addresses below, if no move on to section 4.

Additional place of business 1

Street	
Suburb	City / town
Postcode	State (if outside of NZ)
Country	

Section 4 – Place of Business Details (contd)

Additional place of business 2

Street	
Suburb	City / town
Postcode	State (if outside of NZ)
Country	

If you need to add any further additional places of business please attach a separate sheet to this application.

Section 5 – Photo Identification Details

Photo identification is required to verify your identity when you pick up your licence and ID badge.

Please provide details of your Passport, New Zealand Driver's Licence, HANZ 18+ card or New Zealand Firearms Licence.

Passport number	
Nationality as shown on passport	
Passport expiry date / / (day / month / year)	Date issued / / (day / month / year)

or

New Zealand Driver's Licence number	
Driver's Licence expiry date / / (day / month / year)	
Driver's Licence version number	

or

Other identification type HANZ 18+ NZ Firearms licence

Other identification number

Section 6 – Disqualification Criteria

Disqualification criteria may mean that you are not eligible to hold a licence.

Section 62 of the Private Security Personnel and Private Investigators Act 2010 lists certain grounds that may disqualify you from being granted a licence. 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 operate as a licensee 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 www.PSPLA.govt.nz

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 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

Section 6 – Disqualification Criteria (contd)

(Please tick to confirm)

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 impairment requires, either in your own interest, or for the safety of the public or for the safety of a person or class of person)?

Yes No

Are you currently subject to a court order that requires you to be detained in a hospital because of a mental condition?

Yes 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).

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

Section 7 – Disqualification Criteria (Training and Experience)

(Please tick to confirm)

Have you met any requirements prescribed in regulations made under section 114(h)(i) of the Private Security Personnel and Private Investigators Act 2010 (which relate to the competency, knowledge, and skills required for licences and certificates of approval)?

Yes No

[If you have answered Yes, please attach a copy of your NZQA record of achievement to this application]

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?

Yes No

[You must provide proof of meeting those requirements with this application.]

If you have completed any of the training requirements set out in section 114(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:

Section 8 – Overseas Mental Health Orders and Convictions

Section 26 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:

(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?

Yes No

Have you ever been convicted of an offence outside of New Zealand?

Yes No

Please provide further information below:

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

Section 9 – Licence and Badge Collection

Which branch of NZ Post would you prefer to pick up your licence and ID badge from, should your application be successful? – a list of branches can be found at www.pspla.govt.nz

Location

Section 10 – 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

Date / / (day / month / year)

Signature

Section 11 – Checklist

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

- You have answered every applicable question;
- You have attached your photograph;
- You have signed and dated this form; and
- You have included a cheque totalling the amount of the application.

Please mail this completed form with photograph and cheque to:



Private Security Personnel Licensing Authority
DX Box: SX 10042
Wellington