



Request a Substitute Licence, and/or Certificate of Approval

Under the Private Security Personnel and Private Investigators Act 2010

1 What is this form used for?

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 the original(s).

2 What do you need to complete your application?

To complete your application you need to send:

- A fully completed form.
- A cheque made out for \$45.

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 requesting a substitute licence, licence and ID badge, certificate of approval or certificate of approval and ID badge is \$45.
- 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 apply online – see www.pspla.govt.nz.

Application fees are non-refundable.

5 How long will it take?

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 I8+ card, firearms licence). If you are requesting a substitute company licence, this will be posted to you.

Section 1 - Application Details

What is your licence or certificate of approval number?

Licence or certificate of approval number

Section 2 – Security Questions

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

What is your full name?

First name(s)

Middle name(s)

Last name(s)

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

What is your residential address?

Street

Suburb

City / town

Postcode

State (if outside of NZ)

Country

Section 3 – Licence/Certificate and Badge Collection

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

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 www.pspla.govt.nz

Location

Section 4 – Certification

I certify that the above particulars are true and correct.

Name

Date

/

/

(day / month / year)

Signature

Please mail this completed form and cheque to:



Private Security Personnel Licensing Authority

DX Box: SX 11159

Wellington