Withdraw Application

PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY

When to use this form

Use this form to withdraw an application made to the Licensing Authority.

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

There is no fee for withdrawing an application.

Withdrawing your application will not result in a refund of your application fee. If you resubmit your application at a later date you will need to pay a new fee.

Confirmation of withdrawal

We may contact to you confirm the withdrawal of your application.

Application process

In normal circumstances it will take 3 working days to process your withdrawal.

Important information

You may not withdraw an application on behalf of someone else (eg: an employee cannot withdraw an application on behalf of a company, and a company officer cannot withdraw an application on behalf of an employee).

In the case of a company licencee, only a company officer may withdraw an application.

Step 1. Details of the application you want to withdraw

What is the	e number of the app	lication you want to withdraw?	
Application	number		
What was t	he application for?	(ie: new licence, certificate of ap	proval, change of address, complaint)
Type of app	lication		
Are you wa	anting to withdraw a	n application made by an individ	lual or a company? (Please tick to confirm)
Compa	any – complete Step	1A 🔲 Individual – complete Ste	p 1B
Fill in 1A if y	our an application m	ade by an individual, or fill in 1B if y	you're a company license holder
Step 1A			
What is the	e company name?		
Company n	ame		
What is you	ur name? (this mus	t be filled out by a company offic	er)
Full name	First	Middle	Surname
Step 1B			
What is you	ur name?		
Full name	First	Middle	Surname
•			
Step 2	2. Security	questions	
To confirm	your identity, we nee	d the following information	

Date of Bir	rth	/	_ /	(day/month/year)	
What is yo	our resident	ial address?			
Address	No.	Street		Suburb	
	City			State (if outside NZ)	
	Country			Post code	

What was the photo identification and number you provided on your application?

Step 3. Reason for withdrawing your application

Why are you withdrawing your application

Step 4. Declaration

I declare that to the best of my knowledge that the information supplied in this form is true and correct.

Name

Signature

Date

Step 5. Do a quick check

You have answered every relevant question in this form truthfully and correctly

Step 6. Send in this form

You can fill in this form and email it to PSPLA@Justice.govt.nz

Or you can fill in this form and post it to: Private Security Personnel Licensing Authority SX 10042 Wellington New Zealand

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