

Add or Remove a Class of Business to an Individual Licence or Certificate of Approval

PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY



When to use this form

Use this form to add or remove a class of business if you have a current individual licence or certificate of approval.

What you need with your application

To complete your application, you need to send:

- A fully completed form
- A cheque for \$75 or a completed credit/debit card form if you are adding a class of business

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

The fee for filing an application to add a class(es) of business is \$75

There is no fee for removing a class of business

You can pay using the **credit/debit card form** or by **cheque** in NZ dollars, payable to: Private Security Personnel Licensing Authority.

Application fees are non-refundable.

You may only add or remove a class of business to an individual licence or certificate of approval if you are the holder of that licence or certificate.

Application process

In normal circumstances, it will take a month 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.

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.
- Work for a licensee, as a Crowd Controller or Repossession Agent without holding a Certificate of Approval you could be fined up to \$20,000.

Step 1. Photograph requirements

Any photograph of an individual (**No Selfies**) 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;
- g) be a good likeness of the person; and
- h) be on good quality paper.

Attach photo
here
35x45mm

Step 2. Application details

What is your licence or certificate of approval number?

Licence or certificate of approval number: _____

Do you want to add or remove a class(es) of business?

Add Remove

Classes of business you wish to add/remove from your existing individual licence or certificate of approval (you may tick more than one)

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

* If you are removing a class(es) of business move on to Step 8. If you are adding a class of business, please continue with the application below.

Step 3. Give us your details

Full name First Middle Surname

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

Skip this question if you are a certificate of approval holder

Yes No

If yes, please provide the trading name (cannot be a company). If no, leave this blank and move on to putting in your date of birth

Trading name

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

What is your gender? (Please tick to confirm)

Male Female

What is your occupation?

Occupation

What is your residential address?

Address No. Street Suburb
 City State (if outside NZ)
 Country Post code

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

Yes No

If yes, please provide us your postal address

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 4. Place of business

Only complete this section if you have an individual licence. If you have a certificate of approval move on to Step 5.

Where is your principal place of business?

Address	No.	Street	Suburb
	City		State (if outside NZ)
	Country		Post code

Do you have any additional places of business? (Please tick to confirm)

Yes No

If yes, please provide your additional place of business below, if no move on to Step 5.

Additional place of business

Address	No.	Street	Suburb
	City		State (if outside NZ)
	Country		Post code

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

Step 5. Photo identification details

Photo identification is required to verify your identity when you pick up your Certificate of Approval and ID badge. Please provide details of your Passport, New Zealand Driver's Licence, HANZ 18+ card or New Zealand Firearms Licence below:

Passport number _____

Nationality as shown on passport _____

Date issued _____ / _____ / _____ (day/month/year)

Passport expiry date _____ / _____ / _____ (day/month/year)

or

New Zealand Drivers Licence number _____

Drivers Licence expiry date _____ / _____ / _____ (day/month/year)

Drivers licence version number _____

or

Other identification type HANZ 18+ NZ Firearms licence

Other identification number _____

Step 6. Disqualification criteria

Disqualification criteria may mean that you are not eligible to hold a licence or certificate of approval.

Section 62 of the Private Security Personnel and Private Investigators Act 2010 lists certain grounds that may disqualify you from being granted a licence or certificate of approval. 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 of 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
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 the safety of the public, or for the safety of the public, or for the safety of a person or class of person)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently subject to a court order that requires you to be detained in a hospital because of a mental condition?	<input type="checkbox"/> Yes <input type="checkbox"/> 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

Have you met any requirements prescribed in regulations made under section 114 (1)(h)(i) of the Private Security Personnel and Private Investigators Act 2010, (which relate to the mandatory training required for licences and certificates of approval)? <i>[If you have answered Yes, please attach a copy of your NZQA record of achievement to this application]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you met any requirements prescribed by the Licensing Authority to meet the requirements of ss 26 or 47 of the Private Security Personnel and Private Investigators Act 2010 (which relate to competency, knowledge and skills required for licences and certificates)? <i>[If you have answered Yes, please supply competency evidence to support your application]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

** If you hold a certificate of approval, please move on to Step 7. If you hold an individual licence, please answer the question below:*

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? <i>[If you have answered Yes, please provide proof of meeting those requirements with this application]</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If you have completed any of the requirements set out in sections 114(1)(h)(i) of the Private Security Personnel and Private Investigators Act 2010 and/or have completed 12 months of relevant experience as a licensee or responsible employee in the last 5 years, please provide details below:

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

Step 7. Overseas mental health orders and convictions

Section 46 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 answer each individual question below. (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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of an offence outside of New Zealand?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have answered yes, please provide further information below:

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

Step 8. Certificate and badge collection

Because you are adding or removing a class(es) of business you will need to be issued with a new licence/certificate and ID badge.

Which branch of NZ Post would you prefer to pick up your 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 _____

Step 9. 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

Signature

Date

** Please note a criminal history check will only be undertaken if you are applying to add a class(es) of business.*

Step 10. Do a quick check

You have answered every applicable question

 You have attached your photograph (**only required for adding a class**)

You have signed and dated this form, and

You have included a cheque for the required fee or completed the credit/debit card form

Step 11. Send in this form

You can fill in this form and post it to:

Private Security Personnel Licensing Authority
SX 10042
Wellington
New Zealand

Or if you are using the credit/debit card form, then email it with your application to PSPLA@Justice.govt.nz

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