



Identity Badge Guidelines

Section 30 of the Private Security Services Act 2004 provides that a licence holder must wear an identity badge while providing a security service.

From the 1st September 2009 all licensed Door Supervisors and Security Guards will be required to wear an identity badge when working. These guidelines which are aimed to assist licence holders and employers set out the Authority requirements for identity badges.

Licence holders can opt to wear the licence card issued by the Authority as their identity badge or opt for a badge provided by their employer. The badge is acceptable for the purpose of the NSAI standard IS:999.

1. Licence Card

The following guidelines must be followed where a licence holder opts to use the Authority's licence card:

- the front of the licence card showing the photograph and licence number must be displayed,
- the front of the licence card must be worn where it can be seen at all times,
- the card may be displayed in a card holder provided the view of the card is unobstructed,
- the name of the employer may be displayed on the card holder provided this does not obstruct the view of the card.



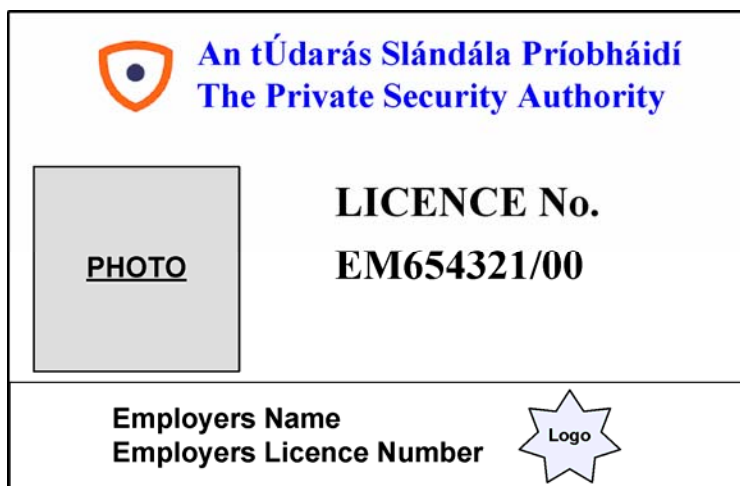
Sample of PSA Licence Card which may be used as an identity badge



2. Identity Badge Provided by Employer

The following guidelines must be followed where an employer provides an identity badge for a licence holder who is an employee.

- the minimum size of the badge is 85mm in width and 55 mm in height,
- the badge shall be printed in black ink on white paper, cardboard or plastic,
- the front of the badge must contain-
 - the PSA Logo as shown in the sample badge below,
 - the licence holders licence number,
 - the name of the employer, the employers PSA licence number (if applicable) and employers logo (optional) as shown in the sample badge below.
 - a colour photograph of the licensee of a least 30mm in height and 25mm in width,
 - photograph should be a full front view of the licensee's head, should be sharp and clear and taken against a white or light grey background,
 - sunglasses, tinted glasses or any other eyewear which obscure a person's eyes are not acceptable,
 - only head coverings worn for religious reasons are permitted,
- the minimum height of all characters in the text "LICENCE No." and the licence number must be 5mm,
- the minimum height of all characters in the employer's name and licence number must be 3mm,
- the PSA logo must be displayed across the full width of the top of the badge and must occupy at least 30% of the height of the badge,
- the area reserved for the employers details may be displayed across the full width of the bottom of the badge and must not occupy more than 25% of the height of the badge,
- the front of the badge must be worn where it can be seen at all times,
- the badge may be displayed in a card holder provided the view of the badge is unobstructed.



Sample of an identity badge which may be provided by an employer



3. Wearing the Identity Badge

The following guidelines relating to the use of identity badges must be followed at all times. They apply to both the wearing of the PSA licence card and an identity badge provided by an employer.

- the identity badge must be clearly visible at all times and displayed on the upper torso (above the stomach and below the neck),
- the identity badge may be displayed in a card holder or a plastic pocket provided the view of the badge is unobstructed,
- Door Supervisors may wear their identity badge in a protective armband provided the view of the badge is unobstructed,
- where licence holders use an identity badge issued by an employer the licence holders are required to carry their PSA licence card on them at all times while on duty.
- the identity badge must refer to the person wearing it. It is an offence to wear a badge belonging to another person.
- Store detectives, whose duties requires them not to be immediately identifiable to the public, are exempt from wearing the badge. However, they are required to carry their PSA licence card with them at all times while on duty.

4. New Entrants to the Security Industry

Since the 1st April 2007 it has been an offence for an individual to provide a security service without a licence. The introduction of the identity badge will identify those operating without a licence. To facilitate recruitment in to the industry, the Authority will exempt new entrants from holding a licence provided they meet certain conditions.

From the 1st September 2009, new entrants to the Door Supervisor and Security Guard sectors must have lodged a completed application for a licence and received an acknowledgement of their application before commencing employment.

The Authority will not accept incomplete applications after this date. This includes applications from persons who are awaiting criminal record certificates from foreign jurisdictions. Applications from persons who provide evidence that they have applied for training will continue to be accepted.

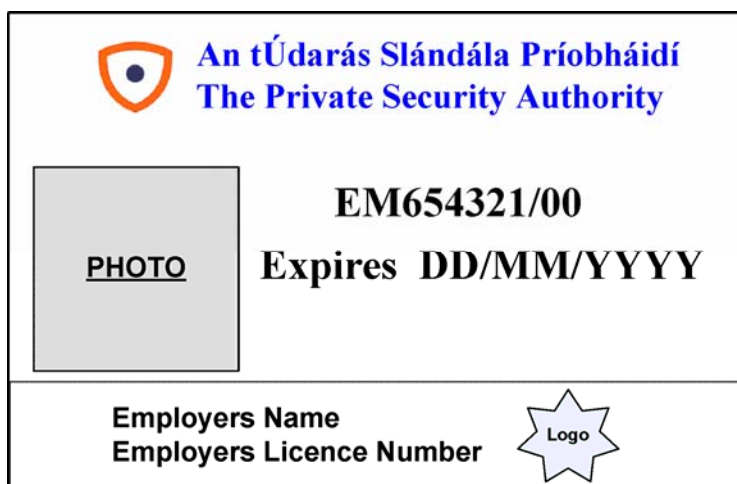
On receipt of an acknowledgement letter and application number from the Authority a new entrant may commence employment provided they wear an identity badge, provided by their employer, which complies with the following guidelines:

- The individual must wear an identity badge, similar to the sample badge shown on the next page,



- the identity badge must meet the following requirements;
 - the minimum size of the badge is 85mm in width and 55 mm in height,
 - the badge shall be printed in black ink on white paper, cardboard or plastic,
 - the front of the badge must contain-
 - the PSA Logo as shown in the sample badge,
 - the individuals application number,
 - an expiry date being not more than 60 days from the date of the Authority’s acknowledgement letter,
 - the name of the employer, the employers PSA licence number (if applicable) and employers logo (optional) as shown in the sample badge below.
 - a colour photograph of the applicant of a least 30mm in height and 25mm in width and meeting the requirements set out in paragraph 2, “Identity Badge provided by Employer”.
 - the minimum height of all characters in the application number, the text “Expires” and the expiry date must be 5mm,
 - the expiry date must be in the format DD/MM/YYYY.
 - the minimum height of all characters in the employer’s name and licence number must be 3mm,
 - the PSA logo must be displayed across the full width of the top of the badge and must occupy at least 30% of the height of the badge,
 - the area reserved for the employers details may be displayed across the full width of the bottom of the badge and must not occupy more than 25% of the height of the badge,
 - the front of the badge must be worn where it can be seen at all times,
 - the badge may be displayed in a card holder provided the view of the badge is unobstructed.

Individuals who have previously had an application for a licence refused or had their licence revoked may not avail of the exemption for new entrants.



Sample of an identity badge which may be used by a new entrant.