



An tÚdarás Slándála Príobháidí
The Private Security Authority

Guidelines For Employee Licence Applications

IMPORTANT

PLEASE READ THESE GUIDELINES

**FAILURE TO FOLLOW THE GUIDELINES WILL RESULT IN YOUR
APPLICATION BEING REJECTED AND RETURNED TO YOU**



Guidelines For Employee Licence Applications

(Please read before completing the Application Form)

General

- APPLICATION FORMS ARE SCANNED BY THE AUTHORITY AND THE FOLLOWING GUIDELINES MUST BE ADHERED TO. ANY ERRORS WILL RESULT IN YOUR APPLICATION BEING RETURNED TO YOU AND A SUBSEQUENT DELAY IN THE PROCESSING OF YOUR LICENCE
- Application Forms **must:**
 - be filled out using **BLACK INK**,
 - be in **BLOCK CAPTIALS** (except for signatures),
 - be **LEGIBLE**.
- You **must:** **USE THE OFFICIAL FORM ONLY OR A DOWNLOADED VERSION FROM OUR WEBSITE (Photocopies are not accepted).**
- You **must:** **WRITE CLEARLY, STAY WITHIN THE TEXT BOXES, NOT USE ANY COMMAS OR FULL STOPS.**
- You **must submit** your application form in an **A4 envelope**. (Do not fold the application form)

Photographs

- The photograph submitted with you application **must comply** with the following:
 - be not more than 6 months old,
 - be in colour
 - be at least 35mm in height and 45mm in width,
 - should be a full front view of the licensee's head,
 - the picture 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, no hair bands or other adornments.

Applications with photographs which do not meet the above requirements will be rejected and returned to the applicant.



Licence Application Form

- This form can be used to apply for a new licence or to renew an existing licence. However, if you are renewing your licence we recommend that you refer to the guidelines in the Licence Renewal Pack on our website.
You should tick the appropriate box at the top of the form to indicate which type of licence you require. If you are renewing your licence you should include your licence number in the space provided.
- Questions **1 to 9** and the **declaration** on page 3 must be fully completed. **Incomplete forms will be rejected and returned to you.**
- The **Enclosure Checklist** on page 4 of the application form should be checked and ticked before posting an application to the Private Security Authority.
- The **Prescribed Licence Fee** must accompany the application (See Question 8 on form for correct fee).
- You must submit a copy of your **Birth Certificate** or a **colour photocopy of your current passport or your current driving licence.**
- Non European Economic Area (EEA) nationals **must submit** a copy of their Garda National Immigration Bureau (GNIB) card.
- **An Original Passport Size Photographs (Colour)** is required. Scanned or photo copies are not acceptable. *Photos should not be left loose in envelopes as they may become lost.* (See also requirements on Photographs on Page 2)
- **Evidence of Attainment of Accredited Training** - Licences will only be issued on production of evidence that you have attained a relevant training qualification (at least FETAC Level 4 Minor Module or equivalent) for the security service(s) applied for.

The Authority will accept the following as evidence of having attained the relevant training qualification;

- A copy of your FETAC certificate or equivalent qualification
- A Notification of Completion of FETAC Award form (Form TRF) from a FETAC accredited training provider. (A list of accredited providers is available @ psa.gov.ie.) (Form TRF is enclosed in your Application Pack)



Garda Vetting Form

The requirements below are set by the Garda Vetting Unit and the Authority cannot accept a form that does not comply to these requirements. An incomplete vetting form will result in your application being rejected. You should ensure that you are using the correct vetting form. Applicants for a first licence should use FORM GVA.

The form must be completed in BLOCK CAPITALS (except for signature).

- **All** addresses from **date of birth to current address** must be listed on the Garda Vetting Form even if applicant was born outside Ireland.
- The **Year from** and the **Year to** sections on the Garda Vetting Form must be **fully** completed for each address regardless of the number of previous addresses.
- **Eg:** For a person born outside Ireland, the Garda Vetting Form must state all addresses from date of birth to the time the person came to Ireland followed by all addresses from the time the person came to Ireland to the present date.
- When correctly completed the Garda Vetting Form **should not** contain any gaps in a persons address history from date of birth to the present date.
- The **Question** “*Have you ever being convicted of an offence in the Republic of Ireland or elsewhere?*” **must** be answered. All convictions including driving offences and offence committed while a juvenile must be disclosed. **FAILURE TO DISCLOSE A CONVICTION MAY RESULT IN YOUR APPLICATION BEING REFUSED.**

Should the answer be “*Yes*” then details of the offence must be inserted in the space provided in the Garda Vetting Form.

- The **Declaration** on page 2 **must** be completed by signing your signature in the required place.
- The Garda Vetting Form **must be returned to the Private Security Authority** with an applicants Licence Application **and not to** the Garda Central Vetting Unit or to any Garda Station

Foreign Criminal Record Certificates

- All persons who have spent **6 months** or more in another jurisdiction are required to provide an **original** criminal record certificate from that Jurisdiction. This criminal record certificate must be accompanied by an **English** translation and verified by the relevant Embassy.
- All persons from other EEA countries will be required to provide a criminal record certificate from the relevant authority in their country of origin.
- All persons from countries outside the EEA will be required to provide a criminal record certificate from the relevant authority in their country of origin stamped by the country’s Foreign Ministry or local embassy.
- Criminal Record Certificates **must** be lodged at the same time as you lodge your application. **The Authority will not accept applications which do not include a Criminal Record Certificate.**

Licence Application Form - Page 2

Section B Employment Details

7 If you are currently employed as a Door Supervisor or Security Guard or have been offered employment in either sector please complete the following details:

Employer's Name

Business Address

Employer's phone Number

Employer's PSA Licence Number (Please check with your employer)
(if applicable)*

* Licence number should be included if a licence is held by the employer, independent contractor, sole trader or partnership under the Private Security Services (Licensing and Standards) Regulations 2005 (S.I. No. 834 of 2005).

8 Licence(s) Required

Licence(s) Required (tick ✓ as appropriate)	Details of Qualifications	Fee
Door Supervisor (Only) <input type="checkbox"/> Door Supervisor (licensed premises) licence		Licence Fee €130
Security Guard (Only) <input type="checkbox"/> Security Guard (static) licence		Licence Fee €80
Both Door Supervisor AND Security Guard <input type="checkbox"/> (For renewal of licence both licences must expire on the same date to avail of discount)		Licence Fee €190

9 Method of Payment (tick ✓ as appropriate)

Cheque
 Postal Order
 Money Order
 Bank Draft
 Electronic Bank Transfer

Licence Application Form - Page 4

Please use the checklist below to confirm that all necessary documentation is included with your application, as its non-inclusion will result in your application being rejected.

Enclosure Checklist for First Licence

- Completed Application Form (To include passport sized photo in place provided).
- Prescribed Licence Fee
- Colour copy of Passport or copy of Birth Certificate or Driving Licence.
- Copy of Garda National Immigration Bureau (GNIB) card for all non European Economic Area (EEA) nationals.
- Completed Garda Vetting Form
- All applicants who have spent six months or more in another jurisdiction will be required to provide a criminal record certificate from that jurisdiction

Required training qualification

- A copy of your FETAC Certificate or equivalent qualification
or
- Completion of form TRF by a FETAC accredited training provider. An example of form TRF is enclosed in the application pack.

Enclosure Checklist for Renewal of Licence

- Completed Application Form
- Prescribed Licence Fee
- Completed Garda Vetting Form

For Official Use Only (Do Not Complete)

- | | | | |
|---------------------------------------|------------------------------|-------------------------------|---------------------------------------|
| <input type="checkbox"/> CAF | <input type="checkbox"/> Fee | <input type="checkbox"/> I.D. | <input type="checkbox"/> Training DSP |
| <input type="checkbox"/> Training SGS | <input type="checkbox"/> GV | <input type="checkbox"/> CRC | |

Initials _____

Guidelines for Completing Garda Vetting Form

Please Read Carefully before Completing Form

IMPORTANT

THIS VETTING FORM IS FOR THE PURPOSE OF APPLYING FOR A PRIVATE SECURITY SERVICES LICENCE ONLY. THE AUTHORITY DOES NOT VET PEOPLE FOR ANY OTHER PURPOSE.

THIS FORM SHOULD NOT BE USED FOR ANY OTHER PURPOSE

When completing the Garda Vetting Form it is important that you follow these guidelines:

- You should ensure that you use the correct vetting form. **Form GVA** is required for applications for a first licence.
- The form must be completed in full using **BLOCK CAPITALS** and be clear and legible
- Your **Place/City of Origin** must be completed.
- You must include **all** your addresses on the form from your **date of birth** to your present address.
- **All addresses** must be completed in full including postcodes. No abbreviations.
- You must show **all** foreign addresses. This includes Irish Nationals who have resided abroad for over 6 months. **Foreign Nationals** must state all addresses from date of birth to the time they came to Ireland followed by all addresses from the time the person came to Ireland to the present date.
- The **year from** and **year to** sections must be **fully** completed for each address regardless of the number of previous addresses.
- When correctly completed the Vetting Form **should not** contain any gaps in your address history from date of birth to the present date.
- The **Question** “Have you ever being convicted of an offence in the Republic of Ireland or elsewhere?” **must** be answered.

All offences must be disclosed including Road Traffic Offences, Juvenile offences, suspended sentences and fines. FAILURE TO DISCLOSE AN OFFENCE ON THE VETTING FORM MAY RESULT IN THE REFUSAL OF YOUR APPLICATION.

- The **Declaration** on page 2 **must** be completed by signing your signature in the required place.

The Completed Form should be returned to the Private Security Authority with your application. The form should not be sent to the Garda Vetting Unit or to any Garda Station.

APPLICATIONS WHICH DO NOT INCLUDE A GARDA VETTING FORM WILL BE REJECTED.

The Licensing Division of the Authority can be contacted at licensing@psa.gov.ie

FORM GVA

Have you ever been convicted of an offence in the Republic of Ireland or elsewhere?

No Yes Please provide details

DATE	COURT	OFFENCE	COURT OUTCOME

DECLARATION OF APPLICANT

I, the undersigned who have applied **for a Private Security Services Licence** hereby authorise An Garda Síochána to furnish to **the Private Security Authority** a statement that there are no convictions recorded against me in the Republic of Ireland or elsewhere, or a statement of all convictions and / or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be.

Signature of Applicant: _____ Date: _____
()

FOR OFFICIAL (PSA) USE:

Authorised Signatory: _____
PLEASE PRINT ALSO ()

Registration Number: _____

To be completed by The Garda Central Vetting Unit

According to Garda records there are no previous convictions recorded against the above named applicant:

OR the attached convictions appear on Garda Records:

OR the attached prosecutions are pending:

NOTE: Checks were carried out by this office based on the information supplied.
The convictions supplied may apply to the subject of your enquiry.
Please verify information disclosed with the applicant.

Signed: _____ Member I/C

C.V.U.

Notification of Completion of FETAC Award

To be completed by Training Provider – See Guidelines for completion below

Please print this form on your FETAC Accredited Training Provider headed paper OR your company stationery

FETAC Registered Provider Name & Address	
FETAC Registered Provider Registration Number	
Training Instructor Name	
Learner/Candidate Name	
Learner/Candidate PPSN	
FETAC Accredited Course Title	
FETAC Accredited Course Code	
Level of Award (Major/Minor)	
Level on the National Framework of Qualifications	
Date Course Delivered	
Date of Notification of Assessment	
Assessment Result	

To: The Private Security Authority, Licensing Division

I hereby certify that the above learner has completed the award setout above and that the assessment result was / will be forwarded to _____ on ___ / ___ / ___ for external evaluation.

Training Instructor Signature: _____

FORM TRF

**Guidelines on the completion of Notification of a FETAC
Award Form**

This form should be printed on one of the following:

FETAC Accredited Training Provider Headed Paper

OR

Your Company Stationery

All Fields to be completed in Block Capitals

FETAC Accredited Provide Name, Address & Registration Number

Please provide the required details of the FETAC Accredited Security Training Provider who completes the external evaluation process for your learners assessments.

Please enter the Training Instructor Name

Learner /Candidate Name & PPSN: *Please enter your learner details*

Training Course Details: *Please provide the following information:*

FETAC Accredited Course Title e.g. Guarding Skills

FETAC Accredited Course Title e.g. C10266

Level of Award e.g. Major or Minor Award

Level on National Framework of Qualifications e.g. Level 4, 5 etc

Date Course was Delivered

Date Trainer carried out Assessment

Result of Trainer Assessment

Declaration: *Please complete the declaration section*

Please enter the name of your FETAC Accredited Training Provider who carries out the External Evaluation process.

Please enter the date the assessment was forwarded to your FETAC Accredited Training Provider for External Evaluation.

Training Instructor Signature