



## Licence card requirements

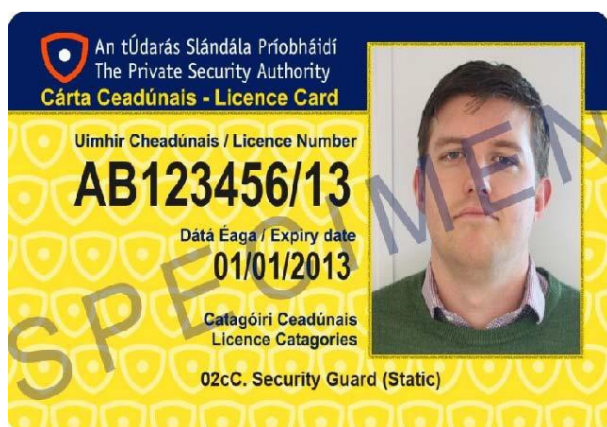
You **must** wear an identity badge while you provide a security service. This is the law. (Section 30 of the Private Security Services Act 2004 as amended.)

If you are a licensed **door supervisor**, **security guard** or **cash-in-transit** operative, the only identity badge that is acceptable is your PSA licence card.

In accordance with the act, individuals shall ensure their licence, *which, when worn, is clearly visible*.

### 1. PSA Issued Licence Card

- Individuals providing services as outlined above will be required to wear their PSA issued licence card at all times while on duty.
- The licence card must be worn with the front of the card showing. The photograph and licence number must be displayed at all times.
- The card may be displayed in a card holder or protective armband. The view of the card must not be obstructed.
- The name of the employer may be displayed on the card holder. This must not obstruct the view of the card.



Front of Licence Card (SAMPLE)



## 2. Wearing your PSA Licence Card

**These requirements for the use of PSA licence cards must be followed at all times while working.**

- The licence card must be clearly visible at all times.
- Covering or obstructing a licence card is an offence.
- The licence card must be displayed on the upper body (above the stomach and below the neck). You cannot wear your PSA licence card on your belt.
- The licence card may be displayed in a card holder or a plastic pocket.
- The licence card must refer to you. It is a criminal offence to wear a badge belonging to another person.
- You cannot wear photocopies of licence cards.
- If a member of the public wants to record your licence number, you must let them. Members of the public can make a written note of your number, however you should not hand over the licence card.
- Lost or stolen licence cards must be reported to the PSA. The PSA will advise you on what to do while waiting for a replacement.

## 3. Identity Badge Provided By Employer

- **With effect from 1<sup>st</sup> July 2019** Wearing an ID badge issued by your employer will no longer be accepted. Individual licence holders will be required to wear their PSA issued licence card at all times while on duty.
- **New employees** that have applied for a licence to the PSA may wear a badge issued by employers. Employees must have received an approval letter from the PSA.

**Note:** Store detectives are not required to display the identity badge where their duties require that their position is not identifiable to members of the public. However they are required to carry the PSA licence card on their person at all times while on duty.