

# Application for a Certificate of Approval

## PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY



Private Security Personnel and Private Investigators Act 2010

### When to use this form

Use this form to apply for a certificate of approval to enable you to work for a licence holder in the private security industry. You can apply for a certificate in one of nine categories. These categories are listed in Step 3.

### What you need with your application

To complete your application, you need to send:

- A fully completed form
- A passport style photo (**Selfies will NOT be accepted**)
- The fee for filing this application (\$200 or \$220 if you are also applying for a temporary certificate)

### Completing this form

- You can fill in this form electronically. If you do, you must print, sign, and submit it to the Authority.
- You can also print and fill in this form by hand. Use a black pen or blue pen, and print clearly IN CAPITALS.
- Answer every question on the form unless the instructions tell you otherwise.

### Payment information

The fee for filing an application for:

- A certificate of approval is \$200
- Temporary certificate of approval is an additional \$20

To confirm how you pay the application fee, visit our website:

<https://www.justice.govt.nz/tribunals/licences-certificates/pspla/forms-and-fees/>

If you need further assistance, then please contact the Authority on:

Ph: 0800 477 752

Email: [pspla@justice.govt.nz](mailto:pspla@justice.govt.nz)

**Application fees are non-refundable.**

### 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.

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

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## Step 1. Photograph requirements

Any photograph of an individual 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; and
- (g) be a good likeness of the person wide; and
- (i) be on good quality paper.

Attach photo  
here  
35x45mm

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## Step 2. Type of application

Are you applying for a renewal? (Please tick to confirm)

- Yes       No

If you have previously held a licence or a certificate of approval under the Private Investigators and Security Guards Act 1974 or the Private Security Personnel and Private Investigators Act 2010, provide your licence number or certificate number

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## Step 3. Application details

What class or classes of work are you applying for? (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 need to work for a licence holder whilst your application is being processed, you may be eligible for a Temporary Certificate of approval.

Do you wish to apply for a temporary certificate of approval? (Please tick to confirm)

Yes     No

You cannot apply for a temporary certificate if you are applying for renewal. Your certificate will remain active while your application is being processed.

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## Step 4. Give us your details

Full name  First  Surname/Family name

Are you known by, or have you ever been known by another name? (Please tick to confirm)

Yes     No

If yes, please supply the additional names. If no, leave this blank and move on to the next question

Other names  First  Middle  Surname  
 First  Middle  Surname

Other names  First  Surname/Family name  
 First  Surname/Family name

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

What is your gender? (Please tick to confirm)

Male     Female

Are you currently employed? (Please tick to confirm)

Yes     No

If yes, please supply further details below. If no, please move to the residential address question

What is your occupation?

Occupation

What is your residential address? (must be the applicants current 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

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## 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

You may not be eligible to hold a certificate of approval if disqualification criteria apply to you.

Section 62 of the Private Security Personnel and Private Investigators Act 2010 lists certain grounds that may disqualify you from being granted a 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 work 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 <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>

**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 New Zealand 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



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## Step 8. 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: You can find more information at: <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>

**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

**Please provide further information below:**

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

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## Step 9. Certificate and badge collection

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 <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>

Location \_\_\_\_\_

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## Step 10. 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**

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## Step 11. Do a quick check

- You have answered every question
-  You have attached your photograph
- You have signed and dated this form; and
- You have paid the fee

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## Step 12. Send in this form

You can fill in this form and post it to:

Private Security Personnel Licensing Authority  
SX10042  
Wellington  
New Zealand

Address: Level 1, 86 Customhouse Quay, Wellington 6011  
Phone: 0800 477 752 between 9am and 5pm Monday to Friday (not Public Holidays)  
Email: [pspla@justice.govt.nz](mailto:pspla@justice.govt.nz)  
Website: <https://www.justice.govt.nz/tribunals/licences-certificates/pspla/>