



Guidelines For Employee Licence Renewals

(Please read before completing the Application Form)

Licence Application Form

- You should tick the box at the top of the form to indicate that you are applying to renew your licence. Your licence number should be input in the boxes provided.
- **An Original Passport Size Photograph (Colour)** is required. Scanned or photo copies are not acceptable. The photo should be attached to the Application Form in the space provided on page 1. *Photos should not be left loose in envelopes as they may become lost.*
- 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 for Renewal of Licence** 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 provide a completed **Garda Vetting Form** which must include all your addresses from the **1st January 2007**. Please read the guidelines for completing the Garda Vetting Form which are included with this pack.
- If you have spent 6 months or more outside of Ireland since the 1st January 2007 and you have not previously provided us with a **Criminal Record Certificate** for this period, you must do so now.
- The only documents you require to renew your licence are:
 - ◆ **Completed Application Form**
 - ◆ **Prescribed Licence Fee**
 - ◆ **Completed Garda Vetting Form (Form GVR)**and if you have resided outside of the country since the 1st January 2007 and have not provided us with a Criminal Record Certificate for this period,
 - ◆ **Criminal Record Certificate**
- If you wish to **add a sector** to your licence you must include evidence (in the required format) of having completed your training with the application. The fee for two sectors is €190.
- You should **submit** your application to the Authority **at least 6 weeks prior to your licence expiry date** to ensure that your new licence reaches you on time.



Guidelines for Completing Garda Vetting Form

Please Read Carefully before Completing Form

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

- You should ensure you are using the correct vetting form. Applicants for Renewal of Licence should use form GVR.
- 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 the 1st January 2007 to your present address.
- All addresses must be completed in full including postcodes. No abbreviations.
- If you have lived abroad for 6 months or more since the 1st January 2007 you must show **all** foreign addresses during this period. This includes Irish Nationals who have resided abroad for over 6 months. 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 1st January 2007 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 those prior to 2007 and which have previously been disclosed to the Authority must be listed.

All offences must be disclosed including Road Traffic Offences, Juvenile offences, suspended sentences and fines. Failure to disclose an offence may result in your renewal being refused.

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

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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

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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 provided. 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 _____



An Garda Síochána

GARDA VETTING APPLICATION FORM

NOTE TO APPLICANT

- *The Form is for the renewal of Private Security Licences only.*
- *The Enquiry Form must be completed in full using **BLOCK CAPITALS** (Please state N/A if details are not applicable)*
- *Writing must be clear and legible*
- *Return the completed form to The Private Security Authority, Davis Street, Tipperary, Co. Tipperary.*
- *Do not send this form to The Garda Central Vetting Unit or to any Garda Station*

To be completed by The Applicant

SURNAME:	PREVIOUS NAME (if any):		
FORENAME:	ALIAS:	PSA Application No.(if Known)	
DATE OF BIRTH:(dd/mm/yy)	PLACE/CITY OF ORIGIN:		
HAVE YOU EVER CHANGED YOUR NAME? Yes <input type="checkbox"/> No <input type="checkbox"/>			
IF YES PLEASE STATE FORMER NAME:			

Please state all addresses from 1st January 2007 to present date. I understand that An Garda Síochána may conduct checks on addresses provided by me on previous Garda Vetting application forms submitted to the Private Security Authority.

House No.	Street	Town	County	Post Code	Country	Year From	Year To

FORM GVR

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.

I understand that An Garda Síochána may conduct checks on addresses provided by me in previous Garda Vetting application forms submitted to the Private Security Authority and I hereby authorise such checks to be conducted.

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.