

Request a Temporary Certificate of Approval

PRIVATE SECURITY PERSONNEL LICENSING AUTHORITY



When to use this form

Use this form to request a temporary certificate of approval, if you have an existing individual licence, or certificate of approval application, and you did not request a temporary certificate of approval in that application.

What you need with your application

To complete your application, you need to send:

- A fully completed form
- A cheque for \$20 or a completed credit/debit card form

Completing this form

- Print clearly in CAPITALS
- Use a black pen or blue pen to complete this form
- Answer every question on the form unless the instructions tell you otherwise

Payment information

The fee for requesting a temporary certificate of approval is \$20

You can pay using the **credit/debit card form** or by **cheque** in NZ dollars, payable to: Private Security Personnel Licensing Authority.

Application fees are non-refundable.

Important information

To apply for a temporary certificate of approval you must have already made an application to the Private Security Personnel Licensing Authority for a certificate of approval, or an individual licence.

You will not be issued a temporary certificate of approval if you are disqualified under sections 62 (a) to 62(h) of the Private Security Personnel and Private Investigators Act 2010.

Step 5. Certification

I certify that the above particulars are true and correct.

Name

Signature

Date

Step 6. Do a quick check

- You have answered every applicable question
- You have signed and dated this form, and
- You have included a cheque for the required fee or completed the credit/debit card form

Step 7. Send in this form

You can fill in this form and post it to:

Private Security Personnel Licensing Authority
SX 10042
Wellington
New Zealand

Or if you are using the credit/debit card form, then email it with your application to PSPLA@Justice.govt.nz

Address: Level 1, 86 Customhouse Quay, Wellington 6011
Phone: 04 477 752