



Withdraw an Application

Under the Private Security Personnel and Private Investigators Act 2010

- 1** **What is this form used for?**
Use this form to withdraw an application made to the Licensing Authority.

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

- 3** **Payment information**

There is no fee for withdrawing an application.

Withdrawing your application will not result in a refund of your application fee. If you resubmit your application at a later date you will need to pay a new fee.

For a quicker, easier, way of withdrawing your application – see www.pspla.govt.nz.

- 4** **Confirmation of withdrawal**

We may contact you to confirm the withdrawal of your application.

- 5** **Important information**

You may not withdraw an application on behalf of someone else (eg: an employee cannot withdraw an application on behalf of a company, and a company officer cannot withdraw an application on behalf of an employee). In the case of a company licensee, only a company officer may withdraw an application.

- 6** **How long will it take to process your withdrawal**

In normal circumstances it will take 3 working days to process your withdrawal.

You can check the progress of your application on www.pspla.govt.nz

Section 1 – Details of the Application you want to withdraw

What is the number of the application you want to withdraw?

What was the application for? (ie: new licence, certificate of approval, change of address, complaint)

Are you wanting to withdraw an application made by an individual or a company? (Please tick to confirm)

Company (Go to section 1a) Individual (Go to section 1b)

Fill in the company section 1a if your an application made by an individual, or fill in section 1b if you're a company license holder.

Section 1A

Company name

Your full name: (This must be filled out by a company officer)

First name(s)

Middle name(s)

Last name(s)

Section 1B

First name(s)

Middle name(s)

Last name(s)

Section 2 – Security questions

To confirm your identity we need the following information

What is your date of birth?

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

What was your residential address?

Street	
Suburb	City / town
Postcode	State (if outside of NZ)
Country	

What was the photo identification and number you provided on your licence or certificate of approval application?

Section 3 – Reasons for withdrawing your application

Why are you withdrawing your application

Section 4 – Declaration

I declare that to the best of my knowledge that the information supplied in this form is true and correct.


Name	Date	/	/	(day / month / year)
Signature				

Section 5 – Checklist

Before you submit this form please check that: (Please tick to confirm)

You have answered every relevant question in this form truthfully and correctly.

Please mail this completed form to:

 Private Security Personnel Licensing Authority
SX 10042
Wellington

