



*Welcome to the employee edition of PSAWatch, the ezine of the Private Security Authority which contains information aimed specifically at individual licence holders. In this issue we cover using our upcoming on-line facility to request your application packs, our Christmas opening hours and upcoming licence renewal dates.*

*We hope you find this ezine useful and if you have a suggestion for inclusion in future issues please let us know.*

## On-line Facility for Individuals

December will see the introduction of the secure facility developed to enable our customers to fill in most of their application forms through the input of personal and other data on-line. It is planned to make this facility available in the early part of December and this will mean that those looking for an application form can go on-line rather than ring us up which means that you will have access 24 hours a day, seven days a week. With this online option you can also pay for your licence using your credit or debit card and so reduce the need to send in cheques or postal orders through the post. This broadens the range of facilities which the Authority offers to the public and will be only the first step in developing our online options for our customers. What this option means is that you can have your application packs issued with all the details (except for your signature and photo) already filled in. All you will have to do is sign the form on the front and back and attach your photo to it. Applicants will still have to fill in their Garda Vetting form in handwriting. Please keep an eye on our website for further details.

## Renew Your Licence On Time

All those whose licences expire on 26<sup>th</sup> November 2013 are asked to lodge their renewal applications as soon as possible. The next renewal dates after November 2013 are:

UPCOMING LICENCE RENEWAL DATES
9 <sup>th</sup> January 2014
14 <sup>th</sup> February 2014

The PSA would ask those whose licences expire on the January date above to get their renewal applications in to us by 10<sup>th</sup> December to be sure that their licences will issue before the 9<sup>th</sup> January next. The holiday season means that any renewal applications received after the 10<sup>th</sup> December might not result in a licence issuing before the expiry date. However if your licence falls to be renewed on any date and your renewal application is sent to the PSA before that date you will be legally entitled to carry on working while the PSA processes your application.

It is the responsibility of each individual to make sure that their PSA licence is valid when they are providing a security service that is subject to PSA licensing. The licence expiry date is printed on the front of your licence card. Remember that you can now download our application pack from our website and from early December you can fill in your details on-line.

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## Employee Edition

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## Cash-in-Transit Employee Licensing

Licensing for Cash-in-Transit employees came into force from 1<sup>st</sup> May 2013. To date a large portion of those requiring licences have received them and we are continuing to process the remaining applications. Employees are reminded that licence cards, which also serve as ID badges, should be worn at all times while carrying out security duties.

## Refunds of Licence Fees

The PSA will issue a refund of the submitted licence fee only in the following circumstances:

1. Where the applicant withdraws his/her application before the licence has issued.
2. Where an incomplete application is submitted the whole application is returned to the applicant, including the licence fee.
3. Where the on-line payment facility is availed of and the application form and other documents are not submitted within the allotted time scale of 30 days.

It should be noted that no refund of the licence fee will be made where an application is refused under our Fit and Proper Assessment Guidelines, which can be found on our website.

## Christmas Opening Hours

The Office will be closed to the public on the 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup> December 2013 as well as Wednesday 1<sup>st</sup> January 2014. The office and phone lines will be open during business hours at all other dates over the holiday period.

The PSA would like to take this opportunity to wish you all a very happy Christmas and a peaceful New Year.

## Feedback

We welcome your feedback on our ezine and its contents. We also welcome any suggestions for future issues. You can contact us at [info@psa.gov.ie](mailto:info@psa.gov.ie).

If you wish to unsubscribe or a colleague wishes to have their name added to our distribution list please let us know at [info@psa.gov.ie](mailto:info@psa.gov.ie)

Thank You

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### Contractor Division

Contractor Licensing & Enforcement

T: 062-32612

062-32614

062-32624

062-32628

F: 062-31731

E: [licensing@psa.gov.ie](mailto:licensing@psa.gov.ie)  
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### Contractor Standards

T: 062-32629

062-32621

F: 062-31731

E: [psainfo@justice.ie](mailto:psainfo@justice.ie)

### Individual Division

Individual Licensing

(First Names Beginning with A-J)

T: 062 - 32625

062 - 32627

062 - 32631

062 - 32632

F: 062-31591

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### Individual Licensing

(First Names Beginning with K-Z)

T 062 - 32626

062 - 32630

062 - 32635

062 - 32636

062 - 32638

F: 062-31591

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### Individual Training

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### Corporate Affairs Division

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