



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 information that may be of interest around the topic of renewing your licence.

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

PSA Licence Renewals and Garda Vetting

All PSA licence holders are subject to garda vetting several times if they continuously hold a licence over a number of years. Best practice suggests that in order to keep records up-to-date and ensure that all those who hold a PSA licence are properly entitled to that licence, all licence holders should be re-vetted around once every five years.

As a matter of policy we pick, at random, a certain percentage of those who renew their licences and ask them to complete again the Garda vetting form. **This is not to be taken as an indication that the PSA has some “information” about the person regarding criminal convictions.** It just means that the person’s name has been chosen at random to undergo the vetting process again.

We would appreciate your continued cooperation with this vetting policy and continually ask you to complete the forms as quickly as possible and return them to the PSA without delay.

Renewing Your Licence On-Line

We are delighted that almost 1,000 applicants have availed of our on-line application pack request facility which is now running for about four months. This simple process is set out in the steps below:

Step 1

Fill in your application request details on the website

Step 2

An application pack will arrive in the post within a few working days

The application pack will contain

- An application form with the details you have entered during this request process
- A Garda Vetting form
- A document with detailed guidelines

Step 3

On Receipt of the application pack you will need to

- Sign and insert a passport style photo to the application form
- Complete the Garda vetting form and enclose
- Enclose all relevant documentation (explained in the application pack)
- Return the completed application form to the Private Security Authority

Step 4

Your application will then be processed by the Private Security Authority in the normal way.

Issue 37 • April 2014

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Remember that this process also gives you the opportunity to pay for your licence on-line as well so you don't need to worry about paper payment or charges for using cheques and postal orders.

If you have any queries on the on-line facility please give us a ring at any of the numbers provided under Individual Division on the right-hand side of the second page of this e-zine.

Upcoming Renewal Dates

The next two dates for renewal of individual licences are the:

6th July 2014 and 16th August 2014

If you have a licence that expires on either of the above dates we ask that you get your application forms for licence renewal filled up and submitted well in advance of the expiry date and send the application form and other documents into us before that date.

If you don't get your renewal application form in before the date your licence expires you are not legally entitled to work and you may be subject to penalties or sanctions if caught working illegally. Failure to renew your licence by the expiry date will mean that you will not be on our register of licence holders and could affect your employment prospects where a prospective employer will consult the register to see if your name is recorded as a licence holder.

Filling Out Your Renewal Forms

The forms and documents required for renewing your licence are:

- 1 Completed Application Form (either the form issued via on-line or sent to you by the PSA),
- 2 Completed Garda Vetting Form
- 3 Payment (where payment has not already been made on-line)

If your forms are not filled out fully, signed, dated and a passport sized photo included, all your forms will be returned to you and you will have to re-apply again.

If you are unsure about how to fill out any of these forms give Individual Licensing Division a ring at the numbers shown on this e-zine or drop us an email at the address shown on the right of this page under Individual Division and we'll be glad to help you complete your forms.

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.

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

Thank You

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062-32624
062-32628
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enforcement@psa.gov.ie

Contractor Standards

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062-32621
F: 062-31731
E: psainfo@justice.ie

Individual Division

Individual Licensing
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T: 062 - 32622
062 - 32625
062 - 32627
062 - 32631
062 - 32632
F: 062-31591
E: licensing@psa.gov.ie

Individual Licensing

(First Names Beginning with K-Z)
T: 062 - 32609
062 - 32626
062 - 32630
062 - 32635
062 - 32636
062 - 32638
F: 062-31591
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