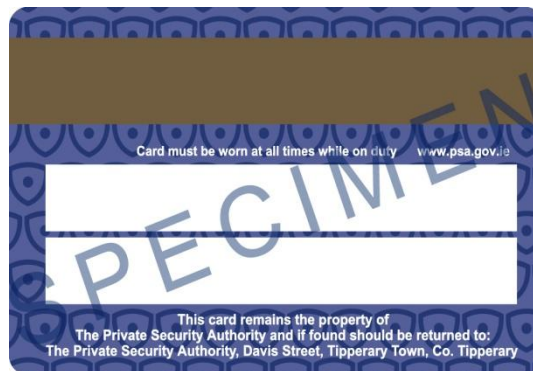
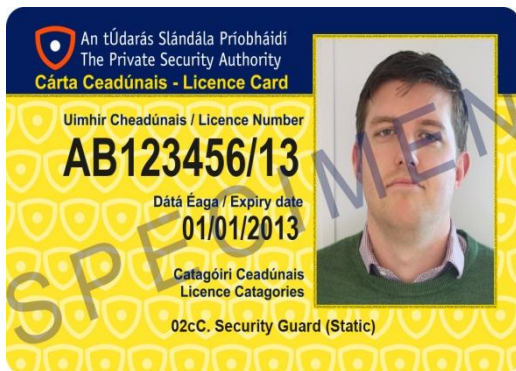


Welcome to the first employee edition of PSA Watch in 2015, the ezine of the Private Security Authority which contains information aimed at individual licence holders. We hope you find this ezine useful and if you have a suggestion for inclusion in future issues please let us know.

• New Look Individual Licence/ID Card

A new look PSA licence card is being introduced over the coming weeks. As you can see from the graphic below the orange background on the face of the current card is being replaced by a yellow background. In addition the size of the licence number and expiry date is being increased. There is one change to the back of the card with the addition of a line advising licence holders that the card must be worn at all times while on duty.



The old cards will be replaced over the next two years with licence holders receiving the new card as they renew their licence.

• First Time Applicants – Change of Policy for Method of Application

From Monday 30th March 2015, first time applications for a licence will only be accepted through our on-line application system

When using this facility, applicants will input their details on-line, pay on-line and a pre-populated application form will issue to the applicant within 3 to 5 working days. The applicant then signs the form front and back, inserts a passport sized photo in the see-through plastic pouch on the front page and sends it in with all the required supporting documentation to the PSA.

Blank application forms provided by the PSA will no longer be available from the 30th March.

**Issue EE1-15
February 2015**

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- **FIRST TIME APPLICANTS AND CHANGE IN HOW TO APPLY**
- **UPCOMING RENEWAL DATES**
- **REJECTED APPLICATIONS AND INDIVIDUALS**

An tÚdarás Slándála Príobháidí
The Private Security Authority
Davis Street, Tipperary, Co.
Tipperary

Contact Details

Individual Division
Individual Licensing
(First Names Beginning with A-J)
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
E: licensing@psa.gov.ie

- Upcoming Renewal Dates**

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

12th March 2015 and 13th April 2015

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

You can renew online at www.psaonlineapplication.com

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.

- Individual Licensing – Rejected Applications**

All applications made to the PSA for licences are required to contain certain information and be accompanied by the required supporting documentation. It is advisable to check our website to make sure you have all the details and documentation necessary before you send in your application form. If you don't then the PSA will reject your application as incomplete and all the items sent in by you will be returned.

One of the advantages of using our on-line facility is that the information requirement will be complete. It is then your responsibility to sign (front and back) the application form, insert the passport photo and to make sure that all the required supporting documentation is sent in with the application form you have pre-populated on-line.

In 2014 and the three years beforehand the numbers of applications rejected were:

| Year | Number of Applications Rejected |
|------|---------------------------------|
| 2014 | 2,438 |
| 2013 | 2,088 |
| 2012 | 2,354 |
| 2011 | 2,700 |

The PSA is working to reduce those numbers and asks that all applicants make sure you have all information and documents included in your application.

An tÚdarás Slándála Príobháidí
The Private Security Authority
Davis Street, Tipperary, Co.
Tipperary

T: 062-31588
F: 062-31591
E: info@psa.gov.ie

Contractor Division
Contractor Licensing
T: 062-32612
062-32614
062-32624
062-32606
F: 062-31731
E: licensing@psa.gov.ie

Enforcement Division
T: 062-32609
06232629
062-32658
F: 062-31731
E: enforcement@psa.gov.ie

Corporate Affairs Division
T: 062-31516
062-32617
F: 062-31731
E: info@psa.gov.ie

Visit us on our website at
www.psa.gov.ie

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