



Security Industry Authority

SIA Licence Application Form Guidance Notes August 2008



Please read this before you fill in your application form

These guidance notes provide information only on how to fill in your SIA licence application form. They do **not** seek to set out the details of the criteria that the SIA must adhere to when considering licence applications. These criteria are in the 'Get Licensed' booklet which can be downloaded from our website www.the-sia.org.uk. You can also request a copy of the 'Get Licensed' booklet by contacting us on 0844 892 1025 or info@the-sia.org.uk or by post to SIA, PO Box 1293, Liverpool L69 1AX.

Before you complete your application form, read the booklet 'Get Licensed'. It explains who needs a licence, the different types of licence you might need, the qualifications you need in order to apply and gives information about the checks we make as part of your application.

Please note that it is the responsibility of the applicant to ensure that s/he meets the licensing criteria before applying for a licence. If you do not do so, you risk losing any application fee submitted with the application. You must read the licensing criteria before you complete your application. You will note that the application form requires you to confirm that you have read and understood the licensing criteria.

We have designed the licence application form to be as straightforward as possible, however, you need to answer questions and provide specific information so that we can make an accurate decision on whether you can hold an SIA licence. These notes will help you to fill in your application form fully and accurately, reducing the likelihood of us needing to return the form to you. A sample completed application form is available on our website together with a list of the most common application form errors. Please fill in your application form carefully and use the checklist at the back of this booklet to make sure your application is correct.

You must answer all of the questions on the form.

Answer 'Yes/No' questions by entering an 'X' in the relevant box.

You must use blue or black ink throughout the form and on the back of your photograph.

Do not deface the form in any way and write clearly in BLOCK CAPITALS. If we cannot read any part of your application form we will need to return it to you. If you make a mistake do not overwrite the mistake or use correction fluid. Cross through the mistake with a single line, and write the correct information above the mistake.

It is your responsibility to ensure that your application form is complete and accurate.

If you need further assistance please call our contact centre on 0844 892 1025.

Documents will be returned to you after they have been checked and scanned. Do NOT send documents that you will need in the immediate future e.g. your passport if you are due to go abroad in the next four weeks.

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If you do not hold a valid UK digital passport* you **must** include with your application form, original documents (not photocopies) of either:

- **Two identity documents from the group A list.** At least one document must show your current address and at least one document must show your date of birth.

or

- **One identity document from the group A list and two documents from the group B list.** At least one document must show your current address and at least one document must show your date of birth.

If you are a holder of a valid UK digital passport* you must fill in your passport number at question D4 of the application form and enclose with your application form, original documents (not photocopies) of either:

- **One identity document from the group A list** showing your current address.

or

- **Two documents from the group B list.** At least one document must show your current address.

***How to check if you have a UK digital passport.** All UK passports issued since 2002 are digital and some digital passports were issued before then. If your photograph and personal details are on the inside of the back cover it **is not** a digital passport. If your photograph and personal details are on page 31 (or page 47 in jumbo passports) **it is** a digital passport and you do not need to send in the passport.

All documents **must** be in your current name (unless accompanied by a deed poll document, valid adoption certificate, or marriage certificate that confirms a change of name).

Please call our contact centre on 0844 892 1025 if you have any questions about the identity requirements. Please remove all documents from holders, wallets, etc before sending them to us.

Items from group A are as follows:

- Signed valid passport of any nationality*. **This is the preferred option as it will help us speed up the processing of your application.**
- Signed UK photo driving licence (both parts of the full or provisional licence are required)*
- Valid UK firearms licence with photo*
- HM Forces ID card (UK)*
- UK birth certificate or certified copy issued within 12 months of birth, but not a photocopy
- UK adoption certificate

***ID documents for renewal applications**

If you have previously sent this photographic group A document to us for a licence application that was successful, you do not need to re-send any documents unless your name or address have changed. If your name has changed since the last time you applied, you will need to submit a complete new set of identity documents. If your address has changed, you will need to send one group B document showing your new address. *Please note we may alter this requirement if it is necessary to do so in order to maintain the integrity of our identification checks.*

Items from group B are as follows:

- Valid EU photo ID card
- Signed UK paper driving licence

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- Marriage certificate (with translation if not in English) or civil partnership certificate
 - Certified copy of a UK birth certificate issued more than 12 months after date of birth, but not a photocopy
 - Non-UK birth certificate, with translation if not in English
 - P45 statement of income for tax purposes on leaving a job issued in the last 12 months
 - P60 annual statement of income for tax purposes issued in the last 12 months
 - Bank or building society statement issued to your current address, less than three months old (You can use more than one statement as long as each is issued by different bank)
 - Mortgage statement issued in the last 12 months
 - Gas, electric, telephone, water, satellite, cable, mobile phone contract or utility bill issued to your current address within the last three months. (You may use a maximum of one utility bill)
 - TV licence in your name and current address issued in last 12 months
 - Pension, endowment or ISA statement issued in last 12 months
 - Certificate of British nationality
 - British work permit or visa issued in last 12 months
 - Letter from HM Revenue and Customs, Department of Work and Pensions, Employment Service, or a local authority. (You can use more than one letter as long as each is issued by a different Government department or different local authorities). A local authority is someone you pay council tax to

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- A credit card statement sent to your current address within the last three months. (You can use more than one statement as long as each is issued by different service provider)
 - Court summons issued in last 12 months
 - Child benefit book issued in last 12 months
 - A payslip, with your address, and the employers name or logo that is less than three months old.

If you send documents that are not on the lists of acceptable documents above, we will need to return your application form.

YOUR PHOTOGRAPH

Your photograph **must:**

- Be colour passport style and size (45 millimetres x 35 millimetres)
- Be in sharp focus and clear
- Be a true likeness of you
- Be signed and dated on the back by your counter-signatory in blue or black ink (this confirms that it is a true and recent likeness)
- Show your application unique reference number; or if you do not have one, then your name and date of birth, on the back.

Please make sure that you send a good quality colour photograph. If your application is successful we will copy it onto your SIA licence.

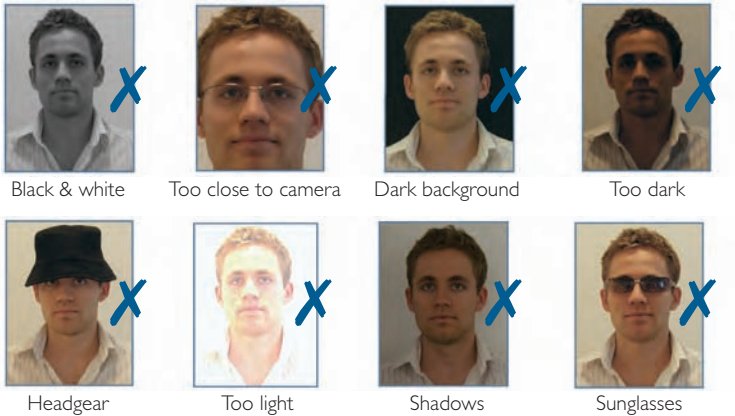
Attach your photograph in the space provided by following the instructions on the form.

We cannot accept the following photographs:

- Black and white photographs
- Too close to the camera
- Too far away – e.g. waist up
- Headgear, unless you wear a head covering due to your religious beliefs (or your ethnic background)
- Head equipment – e.g. mobile phone 'hands free' or radio earphones
- Sunglasses or darkened lenses, although you can wear clear everyday glasses
- Full face is too light (over-exposed)
- Full face is too dark (under-exposed) or facial features are unclear
- Dark or coloured background

- Shadows cover part of the full face
- Curtained background
- Countersignature details are missing.

Several examples of photographs that we cannot accept are shown below:



Check your photograph. If it is one that we cannot accept you will need to get a new one. If you are not sure whether your photo will be accepted, it's best to get another one.

Examples of photographs that we can accept are:



Applicant details

Section A provides us with your basic identity information.

If the application form you have is blank, please enter your details in the white boxes on the form, as below. If the application form has your details already printed on it, (e.g. because you completed the form online), you only need to show any corrections to the entries in the boxes.

A1 – Enter 'X' in the box alongside your title or, if you have a title not shown (for example Doctor, Sir, etc), enter it in the box marked 'Other'.

Your application form and supporting documents must all show the same forename, middle names and surnames. If you have a hyphenated surname (eg Brooke-Taylor) enter this in full. If you possess any middle names and do not provide them, we will need to return your application form.

A2 – Enter your current surname/family name as written on your birth certificate, adoption certificate, marriage certificate or deed poll notice.

A3 – Enter your forename (first name) as written on your birth certificate, adoption certificate, marriage certificate or deed poll notice.

A4 – Enter your middle name(s) as written on your birth certificate, adoption certificate, marriage certificate or deed poll notice.

A5 – Enter 'X' in the box alongside your gender.

A6 – Enter your date of birth in the correct format, for example 17th December 1981 would be '17 12 1981'

A7 – Enter 'X' to indicate if you were born in the UK. If you answer No then you must enter your country of birth at **A8**.

A8 – If you were born outside the UK, enter your country of birth.

A9 – Enter your nationality, for example, British, French, South African, Polish etc.

Application type

Section B tells us which type of licence you are applying for:

BI – Enter details for the type of licence you are applying for:

Sector code – Enter the relevant sector code listed below to show which licence you are applying for:

For example if you are applying for a Door Supervisor licence then write the sector code DS, for a Cash and Valuables in Transit licence write the code CVIT.

- Cash & valuables in transit CVIT
- Close protection CP
- Door supervision DS
- Public space surveillance CCTV CCTV
- Security guarding SG
- Key holding KH
- Vehicle immobilisation VI

Enter 'X' in one of the boxes (Front line or Non-front line) to show the role you wish to be licensed for:

Enter 'X' in the box next to 'Renewal' if you are renewing a previous licence and enter the number of the licence you wish to renew.

If you are applying for a front line licence enter the date that you took your licence linked qualification and the name of the awarding body responsible for issuing your qualification certificate (e.g. NOCN, Edexcel) written on the certificate.

B2 – If you have ever been issued with an SIA licence number that you have not listed in **B1** then enter 'X' against 'Yes' and enter any ONE of your previous application or licence numbers in B3. Otherwise enter 'X' against 'No'.

B3 – Providing any ONE of your previous application or licence numbers will help us process your application more efficiently.

Counter-signatory identity

Section C gives us information about the person who is confirming your identity and that your photograph is a true likeness of you.

The person named in section C, your counter-signatory, should be a UK passport holder. They must not be related to you.

In exceptional cases we understand that you might be unable to obtain a counter-signature from a UK passport holder. For example, you may be applying from overseas and may not know any UK passport holders. If you are unable to obtain a counter-signature from a UK passport holder you should call our contact centre on 0844 892 1025 for advice.

Your photograph also needs to be counter-signed and dated on the back in blue or black ink by a suitable person.

C1 – Enter the counter-signatory's surname/family name.

C2 – Enter the counter-signatory's forename(s).

C3 – Enter the counter-signatory's full address.

C4 – Enter the counter-signatory's address post town.

C5 – Enter the counter-signatory's address postcode.

C6 – Enter the counter-signatory's address country.

C7 – Enter the counter-signatory's UK passport number.

C8 – Enter the counter-signatory's daytime contact phone number that we may use to contact them, should we need to.

C9 – The counter-signatory must sign your application form and keep their signature **within the signature box**. By signing and dating the photograph the counter-signatory is agreeing that the photograph is of you.

If the photograph is not signed and dated by the counter-signatory, or their full name and address, UK passport number and telephone number is not given, we will need to return your application form.

Applicant verification and contact information

Section D is used to verify your identity.

D1 – Enter 'X' against 'Yes' or 'No' to show whether or not you have a UK national insurance number.

D2 – If you have a UK national insurance number you must enter the number.

You can find your national insurance number on documents from the Department for Work and Pensions or HM Revenue and Customs. Examples include income statement forms, P45s and P60s. If you are employed, your national insurance number can be found on your payslip.

D3 – Enter 'X' against 'Yes' or 'No' to show whether or not you have a current, valid UK passport.

D4 – If you have any valid UK passport you **must** enter the number. If this number is for a digital passport then this may fulfil one of your group A document requirements. See page 5 for details.

D5 – Enter 'X' against 'Yes' or 'No' to show whether or not you have a current, valid UK driving licence.

D6 – If you have a valid UK driving licence you must enter the number.

D7 – Enter 'X' against 'Yes' or 'No' to indicate if you have had any other surname or forename apart from your current names shown in sections A1-A4.

D8 – If you answered 'Yes' to question D7, enter your surname/family name that you were given at birth if this is different to the surname/ family name in A2.

D9 – If you answered ‘Yes’ to question D7, enter your forename(s) that you were given at birth if this is different to the forename in A3.

D10 – If you entered a name in D8 or D9, you must enter the year you stopped using it.

D11 – If you have had any other surname apart from your current surname and your surname at birth, for example a surname after adoption, provide it in this box.

D12 – If you have had any other forename apart from your current forename and your forename at birth, please provide it in this box.

Note: If you spell your forename differently to how it appears on your identity documents please provide the alternative spelling here. Additionally, if you use your middle name as your forename please also provide it here.

D13 – If you entered a name in D11 or D12, you must enter the year that you started to use it and the year you stopped using it.

D14 – If you have used a continuation sheet for additional names you must enter ‘X’ in this box.

D15 – Enter your town of birth. Do not add counties or districts or other information, just the town.

D16 – If you have an email address you may provide it here if you wish. If entered we will use this to communicate with you, as well as by letter.

D17 – Please provide a telephone number we can use should we need to contact you to clarify information provided on your application form.

D18 – You must enter your mother’s maiden name here.

Address history (for the last five years)

Section E lists your address history and is used to check further your identity and your criminality record.

E1 – Enter your current address: this may be a flat number; building name, house name or house number and street.

E2 – Enter your current address post town.

E3 – Enter your current address postcode.

E4 – Enter your current address country. Please fill in with specific country, i.e. England, Wales, Scotland, NOT 'UK'. This is required for the purpose of obtaining your criminality disclosure.

E5 – You must enter the date that you moved into your current address

E6-E15 – You must provide details of your previous address history, enter your most **recent** previous address **first**, working back in time until you have covered five full years.

All addresses listed must be residential. We cannot accept PO Box number addresses. Dates should follow end-to-end, for example;

04 2006 to now



07 2004 to 04 2006



10 1999 to 07 2004

You must ensure there are no gaps and include overseas addresses (as appropriate) to cover your five year address history up to the date your application form is signed. If you leave gaps or do not provide a full five year address history we will need to return your application form.

Note: If you are unable to provide a fixed address for any period within the last five years (e.g. you were travelling or homeless) you must still complete an address entry with whatever details you can for that period (i.e. your circumstances, the date range and the country, area, town or city you were in).

E16 – Enter an 'X' in the box and use the continuation sheet if you need to and a blank sheet of paper until you have covered five full years.

Periods spent overseas

If you have spent six months or more overseas in the five years prior to your application, you must provide a criminality certificate from the country you were in (with an approved translation if the certificate is not in English). You must do this before your application form can be approved. If you do not provide it with your application form we will write to you requesting it is sent separately. Please note, your licence application cannot be processed until a criminality certificate is provided.

'Overseas' includes: Northern Ireland, Channel Islands, Isle of Man, and British territories/former colonies.

If it is not possible for you to obtain a criminality certificate for a particular country, please contact us for advice before submitting your application form.

If you were serving abroad with HM armed forces, you need to provide an extract from your service record. For further information, please see the 'Get Licensed' booklet or our website.

Mental health

Section F of the form tells us if you have been compulsorily detained or the subject of any compulsory measure under mental health legislation within the last five years.

F1 – You must enter ‘X’ against ‘Yes’ or ‘No’ to show whether or not you have been compulsorily detained.

If you answer ‘Yes’ to question F1 then you must use the mental health disclosure section on the continuation sheet to provide the reasons for your compulsory detainment, or other compulsory measure under the mental health legislation. You must also provide the date and period that you were detained and the name and address of the hospital/doctor or other person supervising your detention.

If you cannot provide this, then give the name and address of your GP. In providing this information you are allowing us to request information about your detention in order to help us come to our decision about your suitability for a licence.

Criminal record information

Section G of the form informs us about any convictions, cautions or warnings that you have received during the last 12 months, and any charges that are awaiting trial.

G1 – Enter 'X' against 'Yes' or 'No' to show whether or not you have had a conviction, caution or written warning in the last 12 months.

If you answer 'Yes' to question G1 you must provide details about the convictions, cautions or written warnings, as shown in the example on the application form. If necessary use the continuation sheet.

G2 – Enter 'X' against 'Yes' or 'No' to show whether or not you have an offence that is currently awaiting trial.

If you answer 'Yes' to question G2 you must provide details about the charge(s) awaiting trial, as shown in the example on the application form. If necessary use the continuation sheet.

Before completing this section refer to the booklet 'Get Licensed', which provides further information. There is a facility called the criminal record indicator on our website; this will give you an indication of whether you meet our criminality criteria.

If you do not complete this section we will need to return your application form to you. If it is completed incorrectly you may not receive a licence, or if you do receive a licence, it may be revoked.

Payment details

Section H of the form tells us how you are paying for your licence application.

This section should only be filled out if the application form is being submitted as an individual application. It should be left blank if the application is being submitted and paid for through the bulk application process.

Note: Unless the application is submitted and paid for through the bulk application process, we can only accept one payment per application. You can find out about the bulk application process from our website.

Do NOT send cash. Only payments made in UK pounds sterling using the following payment methods are acceptable:

- Cheque.
- Valid UK debit or credit card.
- Banker's draft.
- Postal order.

You can only pay using one method of payment, for example part payment by multiple cheques and/or the remainder by postal order cannot be accepted.

H1 – When you have calculated your application fee, enter it here. The fee for processing your application is currently £245 for all applications including renewals. However, if you are applying for multiple licences you may be entitled to a discount. You can find out about discount fees for multiple licences from the booklet 'Get Licensed' or from our website.

H2 – Enter 'X' against 'Yes' or 'No' to show whether or not you are paying your application fee using a cheque.

Cheques should be made payable to “Security Industry Authority”.

Note: If you are paying by cheque you must write the application ID number (found on the letter that came with your application form) on the back of the cheque. If you did not receive a letter with your application form then you must put your name (the applicant’s name) and address on the back of the cheque.

H3 – Enter ‘X’ against the type of card or method of payment you are using.

If you are paying by Switch/Maestro, Delta, Solo, Visa or MasterCard complete the following sections in full.

H4 – Enter the card number. This is the long number across the centre of the card.

H5 – Only certain cards have an issue number e.g. Switch.

H6 – Enter the valid ‘from’ date if shown on the credit or debit card.

H7 – Enter the ‘expiry’ date written on the credit or debit card.

H8 – Enter the card holder’s name as it appears on the card. The name required is the name of the card holder as displayed on the card. It is not the name of the organisation (e.g. bank) that issued the card.

H9 – Enter the card holder’s billing address flat number, building name and/or house number and street. This is the address that bank statements/bills are sent to.

H10 – Enter the card holder’s billing address post town.

H11 – Enter the card holder’s billing address post code.

H12 – Enter the card holder’s billing address country.

H13 and **H14** – The card holder must sign and date the form to confirm your payment.

Applicant declaration and consent

Section I of the form requires you to sign and date the form to confirm that you:

- Have read and understood the contents of the booklet 'Get Licensed', and these guidance notes.
- Give your consent for a criminality check through the Criminal Records Bureau or Disclosure Scotland, either of which may seek further information from appropriate authorities to prove your identity.
- Give your consent to any approaches that we may need to make, concerning information about your mental history, in the UK or overseas.
- Give your consent to any approaches that we may need to make about your professional qualifications, in the UK or overseas which are directly relevant to processing your application.
- Give your consent to any approaches we may need to make to any other government departments, local authorities, or law enforcement authorities, or their overseas equivalents, which are directly relevant to processing your application.
- Agree to notify us of any changes in your personal details.
- Have read and understood the data protection declaration on your application form.

You will need to advise us immediately of any changes to your personal details so we can keep your information accurate and up-to-date. This can be done by email, letter or by calling our contact centre. Certain changes must be confirmed in writing and with documentary evidence (eg name or address). Please call our contact centre for further details if needed.

The information you provide in connection with your licence application may be disclosed to other government departments and agencies to check the accuracy of the information, to verify documents you provide us, and to monitor the effectiveness of private security industry services. We may also check your right to live and work in the UK with the Department for Work and Pensions and the Border and Immigration Agency.

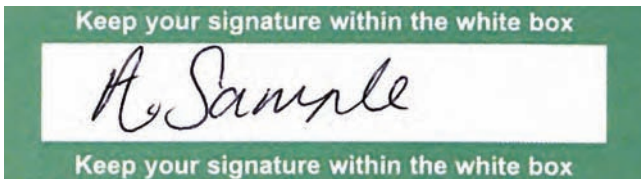
Your information may also be disclosed to other government departments and law enforcement agencies to prevent or detect crime, to protect public funds, or where we are legally required to do so. We are required by law to pass the licensing information contained on the register of licence holders (plus your home address) to HM Revenue and Customs for tax purposes. We may also pass information for matching against benefit records to the Audit Commission at their request.

YOUR SIGNATURE

It is very important that your entire signature is firmly written and kept completely within the white area of the box

Your signature will be captured electronically and copied onto your SIA licence if you are successful. If your signature goes into the green 'keep clear box' we will need to return your application form to you.

Example of a signature we can accept:



Example of a signature we cannot accept:



You may wish to practice writing your signature here, ensuring that it is kept within the white area, before signing your application form.



RETURNING YOUR APPLICATION

Use the enclosed envelope to return your application form, payment and supporting documentation to the following address.

SIA Document Handling Centre
PO Box 1290
Liverpool
L69 1AS

Please ensure that:

- You have the envelope and your application weighed to ensure the correct postage is paid. We cannot pay postal surcharges, so Royal Mail will return any underpaid envelope.
- You seal the envelope firmly, using adhesive tape if necessary.
- If you send your application by recorded or special delivery, you retain your receipt and counterfoil.

CONTACTING US

If you need any further help or have any other questions, please let us know.

E-mail: info@the-sia.org.uk

Telephone: 0844 892 1025 (8am to 8pm Monday to Friday)

Website: www.the-sia.org.uk

CHECKLIST

Use this list to check you've done everything you need to, before sending us your application.

Ink – Black or blue ink is used throughout your application form, including on the back of your photograph, continuation sheet and counter-signatory section

Questions – Every 'Yes'/'No' question is marked with an 'X'

Information – You have entered information against all questions where needed

Photograph – Your photograph is counter-signed on the back in black or blue ink, is dated and shows your name

Identity documents – The documents you are sending are listed in the supporting documents section of these notes

Signatures – Your form must be signed at C9, H13 (if paying by credit/debit card) and at I1

Cheque – If you are paying by cheque, your name is on the reverse

Overseas criminality – You have included an overseas criminality certificate if required

Overseas documents – Documents which are not in English have translations

Name changes – Proof of name change (e.g. deed poll) for any documents not in your current name

If your application form has an application ID number on it, make a note of it here. This will be useful should you need to contact us about your application.

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