Operations Department

Requirements for Registration/Licensing of Security Personnel

1. Private Security Regulation Authority (PSRA) Form 2 completed and signed by each applicant.

2. Birth Certificate (Certified Copy).

3. Tax Payer Registration Number (TRN)

4. National Insurance Scheme (NIS) Registration Card

5. Driver's Licence or National Identification Card or Valid Passport.

6. Finger-print Report from the Criminal Records Office

7. Marriage Certificate (Certified Copy) where the applicant is a married woman and is using her married name.

8. Two (2) Certified Passport size photographs of the applicant in civilian clothes (as stated on Form 2) certified by the referees who give the references. References should be no more than six (6) months old

9. Two (2) References (as stated on PSRA Form 2)

10. Interview by Private Security Regulation Authority Officer. Applicants should sign Application Form (Form 2) in the presence of the PSRA Officer who is conducting the interview.

11. Proof of training as a security guard (Training Certificate) is required to be submitted at the time of interview.

12. Payment of Prescribed Fee.

Please note the following:

a. All Security Personnel and Directors of a company should be finger-printed.

Finger-print receipts may be purchased at any Inland Revenue Department location

Finger prints can be done at the Criminal Records Office, C.I.B. Headquarters, 34 Duke Street Summit Police Station in St. James; May Pen Police Station in Clarendon and Pompano Bay Police Station in St. Mary.

b. All individuals must be interviewed by the Private Security Regulation Authority staff, prior to the registration of company directors and private security personnel

c. Where a Police Officer is used as a referee, the Police Officer must be a Gazetted Officer of or above the rank of Deputy Superintendent of Police.

*Please note that the Registration Card provided by the Authority must be signed by the security guards and kept on his or her person at all times while he or she is on duty.