

# How to fill in your SIA licence application form



December 2011

## **YOU MUST** READ THESE GUIDANCE NOTES BEFORE YOU FILL IN YOUR APPLICATION FORM

These guidance notes provide information on how to fill in your SIA licence application form. The detailed criteria that the SIA must use when considering licence applications can be found in the *Get Licensed* booklet, which is available from:

Website: [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk)

Phone: 0844 892 1025

Email: [info@sia.homeoffice.gov.uk](mailto:info@sia.homeoffice.gov.uk)

Post: PO Box 1293  
Liverpool  
L69 1AX

Before you complete your application form, **you must** also read *Get Licensed*, which explains who needs a licence, the different licences available, qualifications required, and the identity and criminal record checks we do. You must confirm on the application form that you have read and understood *Get Licensed*, as the application fee is non-refundable and it is your responsibility to ensure that you meet the licensing criteria before applying for a licence. These notes will help you fill in your application form fully and accurately, reducing the likelihood of your application being rejected as incomplete. A sample completed application form is available on our website together with a list of the most common application form errors at [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk).

## Filling in the form

These guidance notes tell you which questions you must complete on the application form. Failure to follow these instructions may result in your application being rejected as incomplete, whether this is a first, renewal or additional licence application. Use black or blue 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, we will reject the application as incomplete. If you make a mistake do not overwrite it or use correction fluid – simply cross through the error with a single line and correct as necessary.

Your application form and documents will be returned to you after they have been checked and scanned. **Do not submit** documents that you will need in the immediate future, for example your passport, if you are due to go abroad in the next four weeks.








Remember, it is your responsibility to ensure that your application form is complete, accurate and that you have submitted the necessary documents – if you need further help call our Contact Centre on 0844 892 1025.

## Do's and Don'ts

### Do's

-  **Do** submit at least one document with your current address
-  **Do** submit at least one document with your date of birth
-  **Do** enter your UK digital passport number (if you have one) in section D4 as that counts as a group A document
-  **Do** submit more than one bank/credit card statement if they are issued by different issuers
-  **Do** submit original documents with an official translation if they are not in English
-  **Do** write your full name in the order shown on the form (family name, forename, middle name(s))
-  **Do** submit a photo signed and dated by your counter-signatory
-  **Do** provide a full five year address history
-  **Do** call our Contact Centre if you have any questions on 0844 892 1025.
-  **Do** provide a certified Overseas Criminology Certificate should you have spent six continuous months abroad within the last five years.

## Don'ts

-  **Don't** submit documents that are not listed
-  **Don't** submit photocopies
-  **Don't** submit two or more utility bills
-  **Don't** submit documents that are out of date (according to our document rules)
-  **Don't** submit an unsuitable photograph
-  **Don't** miss out any question highlighted in red (amber, where relevant)
-  **Don't** forget to submit a form of payment if you are an individual applicant

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# SECTION A (A1 – A11)

## Applicant details

This section provides us with your basic identity information and right to work status.

If the application form you have is blank, please enter your details and follow the guidance in this booklet.

If you have completed your application online please ensure that you are happy with your draft application form before submitting, as no amendments can be made to the form once it has been submitted.

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

If your title is Mrs, but your married name is the same as your maiden name, **you must** answer 'Yes' to question D9. Then enter your surname/family name at birth (the same name you entered in A2) in D10, and the current year in D12. This will allow us to progress your criminality check.

**A1**

**You must** enter 'X' in the box alongside your title or, if you have a title not shown (for example Doctor, Sir, etc) enter in the box marked 'Other'.

**A2**

**You must** enter your current surname/family name as written on your birth certificate, adoption certificate, marriage certificate or deed poll notice.

**A3**

**You must** enter your forename (first name) as written on your birth certificate, adoption certificate, marriage certificate or deed poll notice.

**A4**

If you have any middle names and do not provide them, we will reject your licence application as incomplete.

**A5**

**You must** enter 'X' in the box alongside your gender.

**A6**

**You must** enter your date of birth in the correct format, for example 17 December 1981 would be 17 12 1981.

**A7**

**You must** enter your country of birth, for example UK, France, South Africa, Poland etc.

**A8**

**You must** enter your nationality, for example British, French, South African, Polish etc.

**A9**

If you hold dual nationality, enter the name of the country you hold citizenship for which you have not referred to in question A8.

**A10**

**You must** enter 'X' against 'Yes' or 'No' to show whether you have the right to work in the UK. You do not need to answer this question if you are British or a national of a European Economic Area country (including Switzerland).

**A11**

If you have answered 'Yes' to A10, you should provide any Home Office/Immigration reference/visa number you have been given. This will help us confirm your right to work status with the UK Border Agency.

## Example Section A

This is an **example** of how to fill in Section A.

Section A - Applicant details												
A1.	Title	Mr	<input checked="" type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	<input type="text"/>	
A2.	Surname / Family name	SMITH										
A3.	Forename	JOSEPH										
A4.	Middle name(s)	STEVEN PHILIP										
A5.	Gender	Male	<input checked="" type="checkbox"/>	Female	<input type="checkbox"/>							
A6.	Date of birth	D	0	7	M	0	8	Y	1	9	8	0
A7.	Country of birth	AUSTRALIA										
A8.	Nationality	AUSTRALIAN										
A9.	Any other country where you hold citizenship											
British and EEA nationals go to B1.												
A10.	Do you have the right to work in the UK?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	A11.	If yes provide a Home Office/Immigration reference number if known.	A7654321				<input type="text"/>

# SECTION B (B1 – B3)

## Application type

This section provides us with details of the type of licence you are applying for. You can apply for up to three different licence sectors on the same application form. Please be aware that if you apply for a further licence below you will have to pay an additional application fee.

### **B1**

**You must** enter the sector code of the type of licence you are applying for:

The sector codes are:

Cash & Valuables in Transit	CVIT
Close Protection	CP
Door Supervision	DS
Key Holding	KH
Public Space Surveillance (CCTV)	CCTV
Security Guarding	SG
Vehicle Immobilisation	VI

**You must** enter 'X' in one of the boxes (front line or non-front line) to show the role you wish to be licensed for:

A front line licence is required for those whose job involves carrying out the actual activity. A non-front line licence is required for those who manage, supervise (and for in-house activities, employ) individuals who need a front line licence.

A non-front line licence is also required for directors or partners of a company or firm supplying licensable individuals under contract.

With a front line licence, you will receive a licence card; with a non-front line licence, you will receive a letter. Qualifications are needed for a front line licence. Please read the *Get Licensed* booklet or visit our website for further information at [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk).

Additionally, if you are renewing a previous licence, enter an 'X' in the 'Renewal' box and the number of the licence you want 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 – as written on the qualification certificate (for example, Edexcel).

**B2**

If you have previously been issued with an SIA application or licence number that you have not listed in **B1** then **you must** enter 'X' against 'Yes', otherwise enter 'X' against 'No'.

**B3**

If you have answered 'Yes' to B2 please provide any one of your previous application or licence numbers.

## Example Section B

This is an *example* of how to fill in Section B.

**Section B - Application type** (You may apply for more than one sector. You can use the same form for a mixture of new and renewal applications.)

**B1. What type of licence are you applying for?** (Select licence sector code from those listed in the form completion Guidance Notes)

Sector code  Front line (card)  Non Front line (letter)  Renewal  Licence to Renew

For frontline role give course date (if known)    Awarding body (that issued your certificate)

If you apply for a further licence below please note you will have to pay an additional application fee.

Sector code  Front line (card)  Non Front line (letter)  Renewal  Licence to Renew

For frontline role give course date (if known)       Awarding body (that issued your certificate)

Sector code  Front line (card)  Non Front line (letter)  Renewal  Licence to Renew

For frontline role give course date (if known)       Awarding body (that issued your certificate)

**B2.** Have you ever been issued with an application or licence number not listed above? Yes  No

**B3.** If yes provide any ONE of your previous application or licence numbers (if available).

## SECTION C (C1 – C10)

### Counter-signatory identity and declaration

In this section, your counter-signatory confirms your identity and that your photograph is a true likeness of you, by signing and dating the back of your photograph in blue or black ink. **Your counter-signatory must be a UK passport holder, over 18 and not related to you.**

If you cannot obtain a counter-signature from a UK passport holder – for instance you are applying from overseas – then call our Contact Centre on 0844 892 1025 for advice.

**C1**

**You must** enter the counter-signatory's surname/family name.

**C2**

**You must** enter the counter-signatory's forename(s).

**C3**

**You must** enter the counter-signatory's address.

**C4**

**You must** enter the counter-signatory's town or city.

**C5**

**You must** enter the counter-signatory's postcode.

**C6**

**You must** enter the counter-signatory's country of residence.

**C7**

**You must** enter the counter-signatory's current, valid UK Passport number.

**C8**

**You must** enter your counter-signatory's daytime contact telephone number. We may use this telephone number to contact them if necessary.

**C9**

The counter-signatory **must** sign your application form and keep their signature **within the signature box**.

**C10**

The counter-signatory **must** enter the date signed.

**PHOTO**

**Counter-signatory** – sign and date on the back in blue or black ink (this confirms that it is a true and recent likeness).

**Applicant** – Write your name and date of birth on the back.

Attach your photograph in the space provided.

We will reject the application as incomplete if the photograph is not signed and dated by the counter-signatory, or their full name, address, UK passport number and telephone number is not given. The signature and date on the back of the photograph must be visible in full.

**Your photo must be:**

- Colour passport style and size (45 millimetres x 35 millimetres)
- In sharp focus
- A true likeness of you.

Make sure you send a good quality colour photograph. If your application is successful, we will copy it onto your SIA licence card.

We cannot accept the following photographs:

- Black and white photographs
- Too close to the camera
- Too far away – for example, waist up
- Headgear, unless you wear a head covering due to your religious beliefs or your ethnic background
- Head equipment for example mobile phone 'hands free' or radio earphones

- Sunglasses or darkened lenses, although you can wear clear 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 and your personal details are missing.

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



Black & white



Too close to camera



Dark background



Shadows



Headgear



Too light



Too dark



Sunglasses

Examples of photographs that meet our requirements and are acceptable.



**Correct**



Please make sure your photograph meets the above criteria, or your licence application will be rejected as incomplete.

## Example Section C

This is an **example** of how to fill in Section C.

Section C - Counter-signatory identity and declaration (UK passport holders only)																	
By counter-signing and providing your details you are agreeing that the photograph is a true likeness of the applicant (whose signature appears in Section I).																	
C1. Surname / Family name	EDWARDS																
C2. Forename(s)	DAVID																
C3. Address	67 HIGH STREET																
C4. Town / City	NEWTOWN																
C5. Postcode	NT10 1AB																
C6. Country	ENGLAND																
C7. UK passport number	123456789																
Counter-signatories should provide their current, valid UK passport number (see Guidance Notes about counter-signatory identity).																	
C8. Telephone	01234 567890																
<p>The applicant's photograph <b>MUST</b> be signed and dated in blue or black ink by the counter-signatory.</p>																	
<p>I certify that the applicant (whose signature appears in Section I) is known to me and to the best of my knowledge and belief the details in section A are correct. I understand that it is a criminal offence to knowingly make a false statement to the SIA, and that the SIA may use the information provided by me in this section to confirm my details and identity, and those of the applicant. I understand that the SIA will collect, store and use the information I provide for SIA licensing purposes in accordance with the Data Protection Act 1998.</p>																	
C9. Counter-Signatory signature	<p>Keep your signature within the white box</p> <p>Keep your signature within the white box</p>																
C10. Date of signature	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td> </tr> <tr> <td>0</td><td>2</td><td>0</td><td>1</td><td>2</td><td>0</td><td>1</td><td>0</td> </tr> </table>	D	D	M	M	Y	Y	Y	Y	0	2	0	1	2	0	1	0
D	D	M	M	Y	Y	Y	Y										
0	2	0	1	2	0	1	0										

# SECTION D (Supporting documents and DI – D20)

## Applicant verification and contact information

This section is used for checking your identity. You will also need to send in certain documents to prove your identity.

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

Or

- **Two documents from the group B list.** At least one document must have 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 page 31 (or 47 in jumbo passports) then you have a digital passport and you do not need to send it in. But, if your photograph and personal details are on the inside of the back cover it is not a digital passport and you must include original identity documents with your application.

### **ID documents for renewals and additional licences**

If you have submitted one of the photographic group A documents below (i.e. not a birth certificate or adoption certificate) in support of 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, **or you did not previously submit a photographic group A document**, you will need to submit a complete new set of identity documents. If your address has changed since your last application, you will need to send one group B document showing your new address, even if you have already informed us of this change. In order to maintain the integrity of our identification checks document requirements will be subject to change in the future.

#### **Group A documents**

- Signed valid passport of any nationality, or UK digital passport number entered on the application form – this is the preferred option as it will help speed up the processing of your application
- Signed valid UK photo driving licence (both parts of the full or provisional licence are required)
- UK original birth certificate, issued within 12 months of birth
- UK adoption certificate.

## Group B documents

- Valid EU photo ID card
- Valid UK firearms licence with photo
- Signed valid UK paper driving licence
- Marriage certificate (with translation if not in English) or civil partnership certificate
- UK birth certificate issued more than 12 months after the date of birth but not a photocopy
- Non-UK birth certificate, with translation if not in English
- P45 statement of income for tax purposes 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 a different bank or building society)
- Mortgage statement issued in the last 12 months
- Utility bill (gas, electric, telephone, water, satellite, cable, mobile phone contract) issued to your current address within the last three months. **You can only use a maximum of ONE utility bill**
- TV licence in your name and current address issued in the last 12 months
- Pension, endowment or ISA statement issued in the last 12 months

- Certificate of British nationality
- British work permit or visa issued in the last 12 months
- Letter from HM Revenue & Customs, Department of Work and Pensions, Employment Service, or a local authority issued within the last three months. (You can use more than one letter as long as each is issued by a different Government department or different local authorities)
- 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 a different issuer)
- Court summons issued in the last 12 months
- Council Tax Statement issued in the last 12 months
- Child benefit book issued in the last 12 months
- A payslip, with your address, and the employer's name or logo that is less than three months old.

**All documents must be original, not photocopies. All combinations must confirm your correct name, current home address and date of birth. If any of your documents are not in English you must provide us with both the original, and an English translation from an approved translator. Visit our website at [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk) or call our Contact Centre on 0844 892 1025 for further details.**

**Examples of suitable document combinations when first applying for a licence.**

**EITHER**

**Group A** – a signed valid passport of any nationality, or UK digital passport number entered on the application form **and**

**Group A** – a UK photo driving licence (both parts) showing your current address

**OR**

**Group A** – UK original birth certificate, issued within 12 months of birth **and**

**Group B** – a bank statement issued to your current address and less than three months old **and**

**Group B** – a utility bill issued to your current address and less than three months old

**D1-D20**

**D1**

**You must** enter 'X' against 'Yes' or 'No' to show whether or not you have a UK National Insurance number.

**D2**

If you have answered 'Yes' to D1 **you must** enter your UK National Insurance number.

If you are employed, your UK National Insurance number can be found on your payslip. It can also be found on documents, such as P45s and P60s, from the Department for Work and Pensions or HM Revenue and Customs.

**D3**

**You must** enter 'X' against 'Yes' or 'No' to show whether or not you have a current valid UK passport.

**D4**

If you have answered 'Yes' to D3 **you must** enter your UK passport number.

**D5**

**You must** enter 'X' against 'Yes' or 'No' to show whether or not you have a current valid UK driving licence.

**D6**

If you have answered 'Yes' to D5 **you must** enter your UK driving licence number.

**D7**

**You must** enter 'X' against 'Yes' or 'No' to show whether or not you have a current, valid overseas (non UK) passport.

**D8**

If you have answered 'Yes' to D7 **you must** enter your overseas (non UK) passport number.

**D9**

**You must** enter 'X' against 'Yes' or 'No' to indicate if you have had or currently use any other surname or forename (first name) apart from your current names shown in sections A1 - A4. **You must** include:

- Aliases
- Different spellings of your name
- Shortened versions of your name
- Your middle name if used as a forename (first name)
- A name you are also known by

If you have entered a name you currently use in section D, enter the current year as the date you used the name until.

If your title is Mrs, but your married name is the same as your maiden name, **you must** answer 'Yes' to question D9. Then enter your surname/family name at birth (the same name you entered in A2) in D10, and the current year in D12. This will allow us to progress your criminality check.

**D10**

If you answered 'Yes' to D9, **you must** enter your surname/family name that you were given at birth, if this is different to the surname/family name in A2.

**D11**

If you answered 'Yes' to D9, **you must** enter your forename(s) that you were given at birth if this is different to the forename(s) in A3.

**D12**

If you entered a name in D10 or D11, **you must** enter the year you stopped using it. Enter the current year if you have entered a name you currently use.

- D13** If you have had any other surname, apart from your current surname and your surname at birth – for example a surname after adoption – **you must** enter it in this box.
- D14** If you have had any other forename, apart from your current forename and your forename at birth, **you must** enter it in this box.
- D15** If you entered a name in D13 or D14, **you must** enter the year that you started to use it and the year you stopped using it. Enter the current year if you have entered a name you currently use.
- D16** Enter 'X' in the box, if you require more space for additional names and use the continuation sheet.
- D17** **You must** enter your town of birth. Do not add countries or districts or other information – just the town. If you were adopted, and do not know your town of birth, **you must** enter 'ADOPTED'.
- D18** If you have an email address, enter it here. We will use this to contact you regarding your application.
- D19** **You must** provide a telephone number should we need to contact you to clarify information provided on your application form and in certain cases to avoid the application being rejected as incomplete.
- D20** **You must** enter your mother's maiden name – this is the surname your mother had at birth. If you were adopted, and do not know your mother's maiden name, **you must** enter 'ADOPTED'.

## Example Section D

This is an **example** of how to fill in Section D.

Section D - Applicant verification and contact information	
D1.	Do you have a UK National Insurance number? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
D2.	UK National Insurance number <input type="text" value="AB123456A"/>
D3.	Do you have a current valid UK passport? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
D4.	UK passport number <input type="text" value="187564321"/>
D5.	Do you have a UK driving licence? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
D6.	UK driving licence number <input type="text"/>
D7.	Do you have a current valid Overseas passport? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
D8.	Overseas passport number <input type="text"/>
D9.	Have you ever been known by a different name? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <span style="color: red;">If "No" then go to D17.</span>
D10.	Previous surname / family name <input type="text"/>
D11.	Previous forename(s) <input type="text"/>
D12.	I was known by this name from my birth until <input type="text" value="Y Y Y Y"/>
D13.	Previous surname / family name <input type="text"/>
D14.	Previous forename(s) <input type="text"/>
D15.	From <input type="text" value="Y Y Y Y"/> until <input type="text" value="Y Y Y Y"/>
D16.	If you require more space for additional names please use the continuation sheet and cross this box. <input type="checkbox"/>
D17.	Town of birth <input type="text" value="NEWTOWN"/>
D18.	Email address (optional) <input type="text" value="JOE_SMITH@SOMEWHERE.CO.UK"/>
D19.	Telephone number <input type="text" value="01234 89762"/>
D20.	Mother's maiden name <input type="text" value="GREEN"/>

## SECTION E (E1 – E16)

### Address history for the last five years

This section lists your address history for the last five years, which is further used to check your identity and criminal record.

**E1**

**You must** enter your current address.

**E2**

**You must** enter your town or city.

**E3**

**You must** enter your postcode.

**E4**

**You must** enter your country. Please fill in with specific country, i.e. England, Wales, Scotland, Northern Ireland, **NOT** 'UK' or 'United Kingdom'. This is required for the purpose of obtaining your criminality disclosure.

**E5**

**You must** enter how long you have been at your current address. For instance, if you moved to your current address in May 2007, you would enter 05 2007.

**E6-E16**

**You must** provide details of your previous addresses. Enter details of your most recent previous address first, and work back in time until you have covered **five full years**.

All addresses listed must be residential. Do not use PO Box numbers as these will not be accepted. Dates should follow end-to-end, for example:

05/2008 to now

11/2006 to 05/2008

03/2003 to 11/2006

**You must ensure there are no gaps** and include any overseas addresses 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 your application will be rejected as incomplete.

If you are unable to provide a fixed address for any period please call our Contact Centre on 0844 892 1025.

**E6**

If you have lived less than five years at your current address, **you must** enter your previous address here.

**E7**

Enter your town or city.

**E8**

Enter your postcode.

**E9**

Enter your country. Please fill in with specific country, ie. England, Wales, Scotland, Northern Ireland, **NOT** 'UK' or 'United Kingdom'. This is required for the purpose of obtaining your criminality disclosure.

**E10**

Enter how long you have been at your previous address. For instance, if you moved to your current address in May 2007, you would enter 05 2007.

**E11**

If you have lived at your current and previous address less than five years in total, **you must** enter the next previous address here.

**E12**

Enter your town or city.

**E13**

Enter your postcode.

**E14**

Enter your country. Please fill in with specific country, ie. England, Wales, Scotland, Northern Ireland, **NOT** 'UK' or 'United Kingdom'. This is required for the purpose of obtaining your criminality disclosure.

**E15**

Enter how long you have been at your next previous address. For instance, if you moved to your current address in May 2007, you would enter 05 2007.

**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.

### **Time spent overseas**

If you have spent six continuous months or more overseas (overseas includes the Channel Islands, Isle of Man, and British territories/former colonies) 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 a decision can be made on your application form. Failure to do so will result in your application being withdrawn.

If it is not possible for you to obtain a criminality certificate for a particular country, please contact us for advice on 0844 892 1025 before submitting your application form.

If you are applying for an SIA licence and you have served overseas with HM Armed Forces in the last five years please see **Get Licensed**, visit our website [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk) or call our Contact Centre on 0844 892 1025 for further details of the documents you should provide.

## Example Section E

This is an **example** of how to fill in Section E

Section E - Address history (for the last 5 years)	
E1.	Current address 10 HIGH STREET
E2.	Town / City NEWCITY
E3.	Postcode NC17 1JF
E4.	Country ENGLAND
E5.	I have lived at my current address since: 09 2009 until now
E6.	Previous address 1 SAN MARINO APARTMENTS CILAS PALMAS
E7.	Town / City SAN JOSE
E8.	Postcode 0780 1
E9.	Country SPAIN
E10.	Resident from 02 2009 until 08 2009
E11.	Previous address 2 FLAT 11 NEWTOWN TOWERS 35 OLD STREET
E12.	Town / City NEWTOWN
E13.	Postcode NT8 1QP
E14.	Country ENGLAND
E15.	Resident from 12 1985 until 01 2009
E16.	If you have lived at any other address in the last 5 years then cross this box and use the address history continuation sheet. <input type="checkbox"/>

# SECTION F (FI)

## Mental health

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

**FI**

Enter 'X' against 'Yes' or 'No' to show whether or not you have been compulsorily detained under mental health legislation.

If you do not complete this section your application will be rejected as incomplete. If it is completed incorrectly, you may not receive a licence, or if you do receive a licence, it may be revoked.

If you answer 'Yes' to question FI then **you must** use the mental health disclosure section on the continuation sheet to provide the reasons for your compulsory detentions, or other compulsory measures under 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.

## Example Section F

This question must be answered on the application form.

Section F - Mental health	
If you answer "Yes" to F1 then complete the "Mental health disclosure" section on the continuation sheet.	
F1.	Have you been compulsorily detained, or the subject of any other compulsory measure under mental health legislation within the last 5 years? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

## SECTION G (G1 – G2)

### Criminal record information

This section tells us about any convictions, cautions or warnings that you have received during the last 12 months, and any charges that are awaiting trial.

**G1**

**You must** enter 'X' against 'Yes' or 'No' to show whether or not you have had a conviction, caution, or written warning in the last twelve months. If 'Yes', **you must** provide details.

**G2**

Enter 'X' against 'Yes' or 'No' to show whether or not you have been charged with an offence that is currently awaiting trial. If 'Yes', **you must** provide details.

If you do not complete this section your application will be rejected as incomplete. If it is completed incorrectly, you may not receive a licence, or if you do receive a licence, it may be revoked.

Please note, although we require you to inform us of any conviction, charges, cautions or warnings within the last 12 months, our final decision can take into account criminality older than this date. For further information please refer to the Criminal Record Checks section in the **Get Licensed** booklet or use the Criminal Record Indicator on our website which will give you an indication of whether you meet our criminality criteria [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk)

## Example Section G

This is an **example** of how to fill in Section G.

Section G - Criminal record information			
<b>G1.</b> Have you had a conviction, caution or written warning within the last 12 months? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If you answer "Yes" you MUST provide details of the conviction or disposal.		
	Details of offence e.g. Common Assault, Section 39 of the Criminal Justice Act 1988.	Sentence / Disposal e.g. Official police warning	Date: MM/YYYY
	DESTROYING OR DAMAGING PROPERTY, SECTION 1, CRIMINAL DAMAGE ACT 1971	CAUTION	06 2009
	[Empty field]	[Empty field]	[Empty field]
<b>G2.</b> Have you been charged with an offence that is currently awaiting trial? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If you answer "Yes" you MUST provide details of the offence including the Location and Date of when the charge was brought.		
	Details of offence e.g. Charged with Theft, section 1 of the Theft Act 1968 by Metropolitan Police	Date: MM/YYYY	
	[Empty field]	[Empty field]	[Empty field]
	[Empty field]	[Empty field]	[Empty field]

# SECTION H (H1 – H14)

## Payment details

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.

The best way to pay for your licence application is by debit or credit card, or if using our bulk application service, by direct debit, credit or debit card.

You can only send one payment per application form, unless the application is submitted and paid for through the bulk application process. You can find out about the bulk application process from our website [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk).

### H1

The cost of processing the licence application is **£220** for all applications including renewals. The fee is payable whether your licence is granted or refused and no part of the application fee is refundable.

If you pay your own application fee you may be able to claim tax relief against your taxable income.

If you need more than one licence, then the second licence is discounted by 50%. For example, if you are a security operative your Security Guarding licence will cost £220. If another licence is required, such as a Public Space Surveillance (CCTV) licence, the second licence will cost £110. You will not automatically receive a discount for a second licence if the first

licence application is still being processed, unless both licence applications are made on the same application form.

The exception to receiving a second licence discount is the Vehicle Immobilisation (VI) licence because, unlike other SIA licences, it is valid for one year not three. For example, if you are a security operative who then also undertakes vehicle immobilisation, then the VI licence will have to be paid in full. But if the VI licence is held first, then a discount can be requested on the Security Guarding licence. **In all cases the full price licence must have more than four months before its expiry date.**

**H2**

If you are paying by cheque tick the 'Yes' box and write your name and address on the back of the cheque. Cheques should be made payable to the 'Security Industry Authority'.

**H3**

We **CANNOT** accept post dated cheques.

If you are not paying by cheque then tick the method of payment that you are using. Do not send cash.

**H4**

If you are using a card, insert the card number here.

**H5**

Enter the issue number if there is one. Only certain cards have an issue number for example, Maestro.

**H6**

Enter the month and year the card is valid from.

**H7**

Enter the expiry date.

**H8**

Enter the card holder's name as it appears on the card, for example, A N Other.

**H9**

Enter the address the bills go to.

**H10**

Enter the town or city.

**H11**

Enter the postcode.

**H12**

Enter the country.

**H13**The card holder **must** sign within the box provided.**H14**The card holder **must** fill in the date they signed H13.

**Section H - Payment details**  
(To be completed by individual applicants only. Do not complete if application is being submitted and paid for through the bulk application process).

**DO NOT send cash. Only payments in UK pounds sterling can be accepted. Refer to your guidance notes to calculate your payment amount. If you do not write in the correct fee and you have provided payment card details then we will charge the correct fee for the service you have asked for. Payment will still be taken in the event that your application is processed but you are refused a licence at the end of the application process.**

H1. I have calculated my licence application fee as: £ **245**.

H2. Will you be paying for the application(s) made on this form using a cheque? Yes  No

If you answered 'Yes' to question H2, the APPLICANT'S name and address MUST be written on the back of the cheque. We CANNOT accept post dated cheques.

H3. Other payment methods: Maestro  Visa debit  Solo  Visa  MasterCard  Banker's draft  Postal order

H4. Card number: **12345678123456784321** H5. Issue number (if shown):

H6. Valid from date: **03 2008** H7. Expiry date: **03 2012**

H8. Card holder's name as it appears on the card: **MR JS SMITH**

H9. Card holder's billing address: **10 HIGH STREET**

H10. Town / City: **NEWCITY**

H11. Postcode: **NC17 1JF**

H12. Country: **ENGLAND**

H13. Card holder's signature: **js Smith**

H14. Date of signature: **06 01 2010**

# SECTION I (11 – 12)

## 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 Disclosure Scotland or AccessNI, any 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 that we may need to make about your identity.
- 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 (e.g. 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 information or documents you provide us, and to monitor the effectiveness of private security industry services. We will also check your right to live and work in the UK, where relevant, with the UK Border Agency and the Department for Work and Pensions.

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.

This is an example of how to fill in Section I.

**11**

You **must** sign within the box provided.

**12**

You **must** fill in the date you signed 11.

### Section I - Application declaration and consent

I confirm that I have read and understand the SIA licensing criteria (Get Licensed) and the guidance notes. I agree to be bound by the terms and conditions of holding an SIA licence as outlined in the criteria. I confirm that the information and documents I have provided in support of this application are, to the best of my knowledge, true and complete in every respect. I understand that it is a criminal offence under section 22 of the Private Security Industry Act 2001 to knowingly or recklessly make a false statement to the SIA, and doing so may lead to my application being refused, my licence being revoked or suspended, and/or prosecution. I understand that information about my licence will be placed on a public register.

I understand that the fee is for the application process and is non-refundable.

#### Data Protection Act and data sharing

I understand that the SIA will collect, store and use the information I provide for SIA licensing purposes. As a data controller under the Data Protection Act 1998, the SIA will process my information in accordance with the principles of that Act. I understand that in order to consider my application the SIA, including its managed service provider, will process sensitive personal information about me. The SIA will conduct a criminal record check through the Criminal Records Bureau (CRB), Disclosure Scotland or Access Northern Ireland (AccessNI) about me. These organisations or the SIA may ask third parties for information about me or my application, including verification of my documents and identity.

I understand that it is my responsibility to advise the SIA of any changes to my personal details so my information can be kept accurate and up-to-date.

**11.** We will not accept this application unless you sign below in black or blue ink and your signature is COMPLETELY within the white area

Keep your signature within the white box

*J Smith*

Keep your signature within the white box

**12.** Date of signature

D	D	M	M	Y	Y	Y	Y
0	6	0	1	2	0	1	0

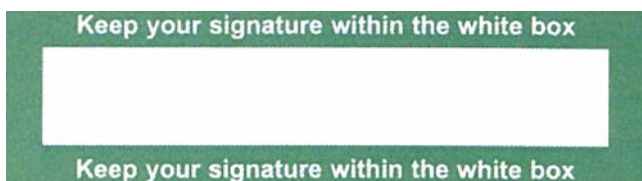
Example of a signature we can accept:



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.



**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 reject your application as incomplete.

## 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.

## Contact details

Website: [www.sia.homeoffice.gov.uk](http://www.sia.homeoffice.gov.uk)

Phone: 0844 892 1025

Email: [info@sia.homeoffice.gov.uk](mailto:info@sia.homeoffice.gov.uk)

Post: PO Box 1293

Liverpool

L69 1AX



SI AUk



Security Industry Authority

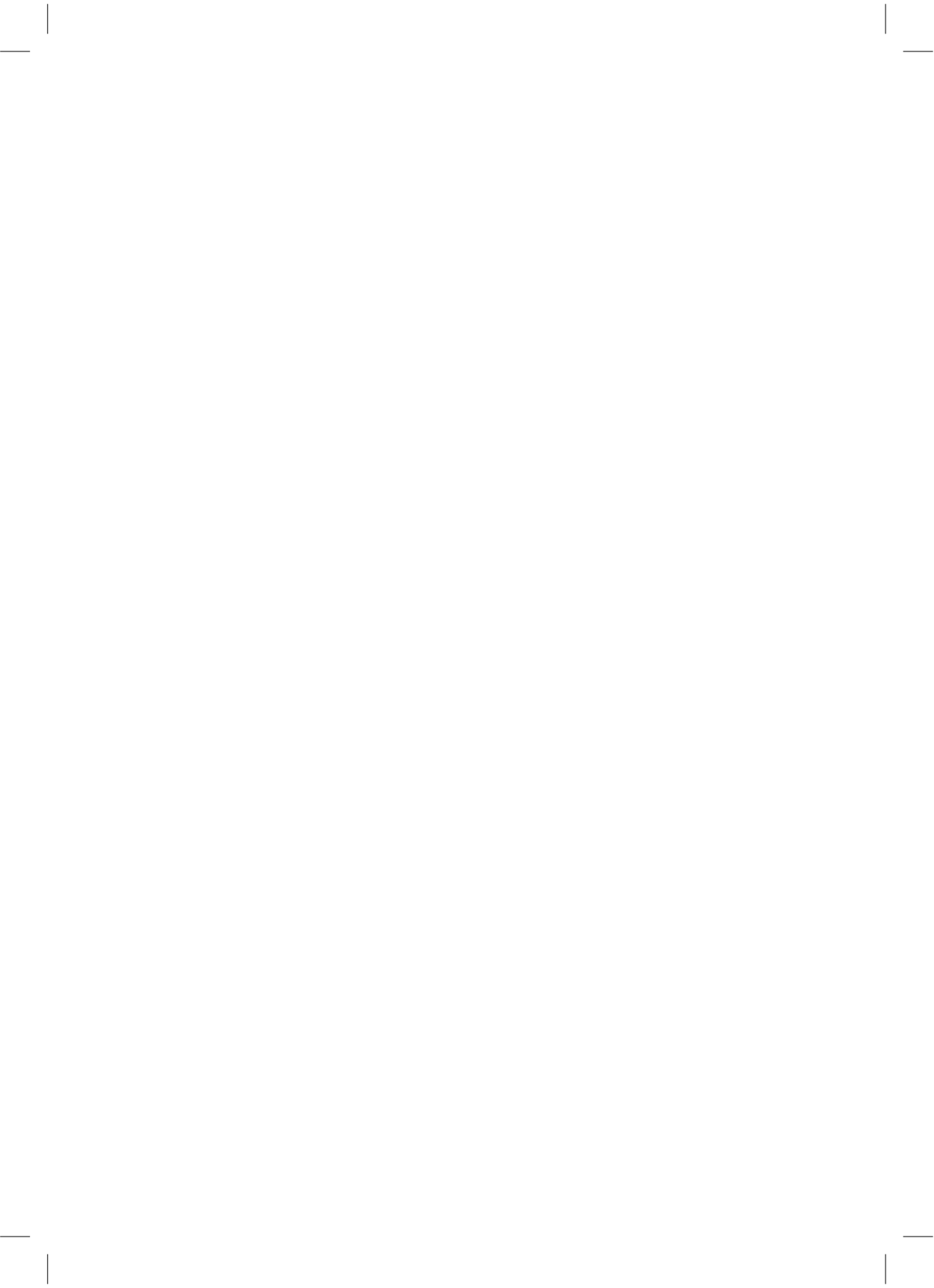


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