

A BUSINESS USING LICENCE PAY ONLY WISHES TO PAY MY APPLICATION FEE, HOW DO I GET A LICENCE?



Security Industry Authority

1 Register

Register for a personal online account

1. Enter personal details and email address
2. Choose username and password
3. You will receive an activation email. Click the link in the email to activate your account



If you do not receive the activation email please check your trash folders

2 Log In

In our self service website

1. Enter username and password
2. Enter requested information on the 'match your details' page
3. If you held a licence in the past this will match your new account with existing licence information we hold

Log in to Your Account

Username * [Remind me](#)

Password * [Reset](#)

Log in

Your login credentials from our old site will not work

3 Link

You must link with the business to allow them to pay the licence application fee

You need to link to the business

1. You will receive an email and message explaining that a company is asking to link with you
2. Click the link in the message to a consent page, this explains what you're giving the business permission to do on your behalf
3. Decide whether to accept or decline the linking request

You can only be linked to one business at any given time

If you decline the business will not be able to pay for your application

4 Apply

When logged into your online account

1. Click 'Start a New Application' or Click the 'Licences' tab and 'Actions', 'Renew'
2. Complete sections 1-9
3. Review and submit your application



A record of your qualifications should be present, if not contact your training provider

The business will pay for your application

5 Next steps

You will receive a notification in your online account and an email to explain your next steps

1. If you are applying for a licence for the first time, **when instructed** visit a post office to have your ID documents checked and photo taken
2. If you are renewing your licence and your photo has expired (lasts 5 years 8 months) you will be instructed to visit a post office to have your photo taken
3. You may receive an email asking you to send additional documents to us (overseas criminality record or passport)

We need to complete and approve all ID checks and have received payment for your licence before you move out of Next Steps

6 Checks in progress

We check your criminal record, right to work and photographs

We may email you asking you to send additional documents related to these checks



Responding promptly to requests for further information will help speed up the processing of your application

Check the status of your licence application at any time in your online account

7 Decision

You will receive a decision notification in your online account and via email

- Decision to grant: you will receive a granted letter and your licence card will follow within 14 days

- If we propose to refuse your licence application we will write to you to explain why; you will have 21 days from the date on our decision letter to provide a response

As soon as you receive confirmation that your licence has been granted, you can lawfully work. Please print your licence number as it appears on the Register of Licence Holders and carry this with photo ID

The link will expire automatically when a final decision has been made