

YOU'RE TRAINED – WHAT NOW?

Congratulations on completing your training. If you wish to work in the private security industry, you will now need to apply for a licence from the Security Industry Authority (SIA), the government body responsible for regulating the private security industry in the UK.

The licence you will need will depend on the type of job you want to do. The SIA issues licences for the following sectors:

- Cash and Valuables in Transit
- Close Protection
- Door Supervision
- Key Holding
- Public Space Surveillance (CCTV)
- Security Guard
- Vehicle Immobilisers (only in Northern Ireland).



If you don't know which sort of licence you need, we have a tool on our website that will help you work it out. Go to www.sia.homeoffice.gov.uk/which-licence

Please bear in mind that there is no guarantee that you will be granted a licence. We will determine whether you meet the standards required of a security operative and if you don't we will refuse your application.

We will check:

- your age (you must be 18 or older to hold an SIA licence)
- your identity
- your qualifications
- whether you have a criminal record and (if you do) what that is
- your mental health
- your right to work in the UK

We may also take into account other information we hold about you – for example, County Court Judgments and SIA warnings.



If you have a criminal record, you can use our criminal record indicator to find out whether this might prevent you from getting a licence. Go to www.sia.homeoffice.gov.uk/cri

You will need to pay us an application fee (£220 for one licence, £110 for any other licences after that). This fee is non-refundable and must be paid in full when you apply. Some employers may pay this fee for you, so it is worth asking your employer if they do this.

APPLYING FOR A LICENCE

We will ask you for personal information such as your National Insurance number, passport number, driving licence number and so on. It's a good idea to have these documents with you when you apply so that you have this information close to hand.

1

Create your SIA account

Licence applications are made online so you will need to create an account on our licensing site.

Go to
<https://services.sia.homeoffice.gov.uk/login>

The screenshot shows the SIA website interface. At the top right, it says 'SIA Website | Help and Guidance' and the SIA logo 'Security Industry Authority'. The main content area is divided into two sections: 'Log in to your Account' and 'Register for an Account'. The 'Log in' section has fields for 'Username' (with a 'Remember me' checkbox) and 'Password' (with a 'Reset' link), and a 'Log In' button. The 'Register for an Account' section has a heading 'Register for an Account' and a 'Register for a Personal Account' button. Below that, there is a section for 'For Businesses' with a 'Register for a Business Account' button. A note states: 'For licence applicants and licence holders: All applications for SIA licences and renewals should be completed through your personal online account.'

Click the button that says 'Register for a Personal Account'.

Fill in the form and click 'Register'.

You will be sent an email containing a link to click on. This is so that we can confirm the email address is valid and is one you can access. Your account won't be activated until you click on the link.



The name you use when you create your account must match the name on your identity documents and should include any middle names that appear on those documents.



If you don't receive the account activation email in your inbox, you should check the SPAM and JUNK folders of your email account as it may have gone in there.

2

Match your records

The first time you login to your account you will be asked if you have previously held or applied for a licence. If you have, you will be asked for information such as your passport number or your driving licence number. We will use your answers to match up your new user account with your existing records.

3

Fill in the application form

Click 'Start a New Application' and fill in the application form. You don't have to do this all in one go: the form will automatically save the information you enter and if you need to you can log out and then log back in again later to continue with your application.



You should answer all questions truthfully. It is a criminal offence to knowingly or recklessly make a false statement to the SIA.

4 Submit the application

When you submit your licence application you will be given instructions on what to do next. **You should read these instructions carefully.** If you don't do everything that is asked of you, your application will be delayed and may even be cancelled. Your application fee will not be refunded.

The instructions given will vary from person to person, so don't worry if we ask you to do something and you know other people who were asked to do something else.



Our decision timescale indicator will give you a rough idea of how long we will take to make a decision on your application. Go to www.sia.homeoffice.gov.uk/dti

5 Keep an eye on your account

You can track the progress of your application in your online account.

We may contact you at any time to ask for further documents or information, so make sure you regularly check the 'My Messages' page of your account.

IF YOU NEED HELP

Our website features help pages, video tutorials and FAQs that will help to answer any questions you may have. These are listed below.

- www.sia.homeoffice.gov.uk/video-help
- www.sia.homeoffice.gov.uk/help
- www.sia.homeoffice.gov.uk/faq

It may also be worth asking your employer for help. They will already know a lot about SIA licensing and they should be able to answer many of the more common questions people have.