

Application for SO/PI Licence

- 1) Proceed to www.police.gov.sg/e-services
- 2) Scroll down, under Apply and click on 'Licences and Permits'

Criminal Records for Criminal Case Disclosure Conference (CDCC)	This e-service allows individuals and law firms to make an online application for criminal records used for Criminal Case Disclosure Conference.
Licences and Permits	Information and application guidelines for Police permits and business licences such as Liquor Licence, Massage Establishments etc.
Mediation Referral	Information on how to make a submission to the Police for mediation referral to the Community Mediation Centre (CMC).

- 3) Click on 'Private Security Industry'



- 4) Click on 'Security Officer' and then 'Application Matters'.

Security Officer	Private Investigator
Security Officer	Private Investigation Agencies
Application Matters	User Guides for E-Transaction via SSG
License Information	In-House Employers
Conditions	Fees and Charges
FAQS	Security Workforce Skill Qualification
Steps for submitting "Certificate of Service"(COS) by ex-uniformed service personnel seeking training exemption	Useful Forms, Publications and Presentation Slides
Training Requirements & Exemption Criteria for Security Officers (new - with effect from 1 September 2016)	List of Approved Agencies with Grading Results (For Security Agencies)
Screening of Security Officer PWM Grade	
Grading Exercise Notification Letter for Security Agencies	

5) Click on 'Application for Security Officer Licence (SSG)'



6) Press on 'Click here to proceed'

7) Login using SingPass

8) Click on the Licence which you are applying for and press 'Next'

A screenshot of the 'Application For Individual Licence' form. The title bar is dark blue with 'Application For Individual Licence' and a 'LOGOUT' button. The main content area is titled 'Step 1: Fill in Application'. Under 'STAFF POST', there is a 'Categories *' section with three radio buttons: 'Security Officer', 'Private Investigator', and 'Restricted Security Officer (*Only if directed by Police Licensing Staff to apply)'. Red arrows point to each radio button. Below this is the 'PARTICULARS OF APPLICANT' section with an 'NRIC/ FIN¹ No. *' field containing 'SxxxxxxA'. A 'Note:' section at the bottom states: '* Mandatory field', '¹ Applicable to foreigner only', 'Please include a valid email address at MyInfo to facilitate licence assessment.', and 'If there is any error with your particulars, click on MY PROFILE to update. Do not proceed with submitting this application.'

9) Make sure all your details are correct. Press 'Next'

*if there is missing or wrong details, click on 'My Profile' to add/amend the information. Save to continue

10) On the following page,

-Under **FOR RESTRICTED SECURITY OFFICER / SECURITY OFFICER LICENCE APPLICATION** or **FOR PRIVATE INVESTIGATOR LICENCE APPLICATION**

Tick on the applicable modules which you have attended. If not, click on 'None of the above'

Application For Individual Licence LOGOUT

Step 1: Fill in Application

FOR RESTRICTED SECURITY OFFICER / SECURITY OFFICER LICENCE APPLICATION

Training Type For Security Officer *

Tick on any applicable modules

- Advance Security Course conducted by APRO Asian Protection Pte Ltd (before 1 Jan 96)
- Basic Auxiliary Police Officer Course conducted by CISCO or AETOS APF Training School
- Basic Protection Officer Course conducted by APRO Asian Protection Pte Ltd (before 1 Nov 02)
- Basic Security Course (before 1 Nov 02)
- Basic Security Training conducted by APRO Asian Protection Pte Ltd (before 1 Nov 02)
- Essential Security Guarding Course conducted by Group 4 CISCO Training (before 1 Jan 96)
- Specialised Guarding Skill conducted by Group 4 CISCO Training (before 1 Jan 96)
- Supervising Security Activities conducted by Group 4 CISCO Training (before 1 Aug 04)
- The Security Managers and Chief Security Officers Course conducted by APRO Asian Protection Pte Ltd (before 1 Aug 04)
- Security Supervisors Course Examination certified by SHRI or RELC (before 1 Aug 04)
- Diploma in Police Studies and Security Management offered by Temasek Polytechnic

-Under **EXPERIENCE**- Click 'Create' and choose the experience and fill up the year of service that you have. If not, click on none of the above.

-For **RANK**, Select on applicable rank. If not, click on none of the above.

Once done click 'Next'

11) **Next page**, Fill up the 5 declaration questions accordingly and proceed on with the application.

12) **On the following page**, upload any support files such as Certificate of Service, Course Certificates or any documents which you have declared for past experiences.

13) **Once the application is made**, an Acknowledgment number will be reflected. (e.g PS/2017XXXX/XXXX/X) Make the payment at any AXS machine after 24hr from making the application.

14) Officer will process and mail the outcome of your application which takes **at least** 5 working days

15) You may view on your application status at, www.police.gov.sg > E Services > Licences & Permit > Private Security Industry > Security Officer > Application Matters > Enquiry on Application Status

PAYMENT PROCEDURES for SO/PI APPLICATIONS

- 1) Proceed to any AXS machine a day after submitting the online application (successfully).
- 2) Click on “Government”, then “Singapore Police Force”
- 3) Click on “Licence/Permit Fees”, then “Security Related Licences”.
- 4) Key in Acknowledgement Number (E.g: PS/2017XXXX/XXXX/G)

The screenshot shows the AXS Station interface for the Singapore Police Force. The main content area is titled "Singapore Police Force" and displays a form for selecting a payment method. The form has five rows, each with a checkbox and a text input field. The first row is selected, and the "Acknowledge No." field is circled in red. The form includes a "Cancel" button and a "Continue" button. The right sidebar contains various service icons and a "Favorites" section. The bottom status bar shows "Marine Parade Town" and the date "16 Mar 2009 12:00 PM".

- 5) Make a payment of \$16 using NETS

After making the payment, you may view on your application status at,

www.police.gov.sg > E Services > Licences & Permit > Private Security Industry > Security Officer > Application Matters > Enquiry on Application Status