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Since 1985

Step-by-step guide to Apply New SO License

Guide to Apply New SO License

- **Step 1:** Login GoBusiness via your SingPass Credential using your Singpass mobile app.
- Link: <https://dashboard.gobusiness.gov.sg/login>

Welcome to GoBusiness



Log in to GoBusiness Dashboard
Apply for or manage your licences & accreditations.

Users with no registered Unique Entity Number (UEN)
Log In for Individual Users
[Register for a foreign user account](#)

Users with a registered UEN
Log In for Business Users
For foreign entities: [Register for a Foreign Corppass account](#)

Need Help? [Read on](#)

Step 1

GRANTS

GEBIZ ALERTS

LICENCES

Business Grants Portal

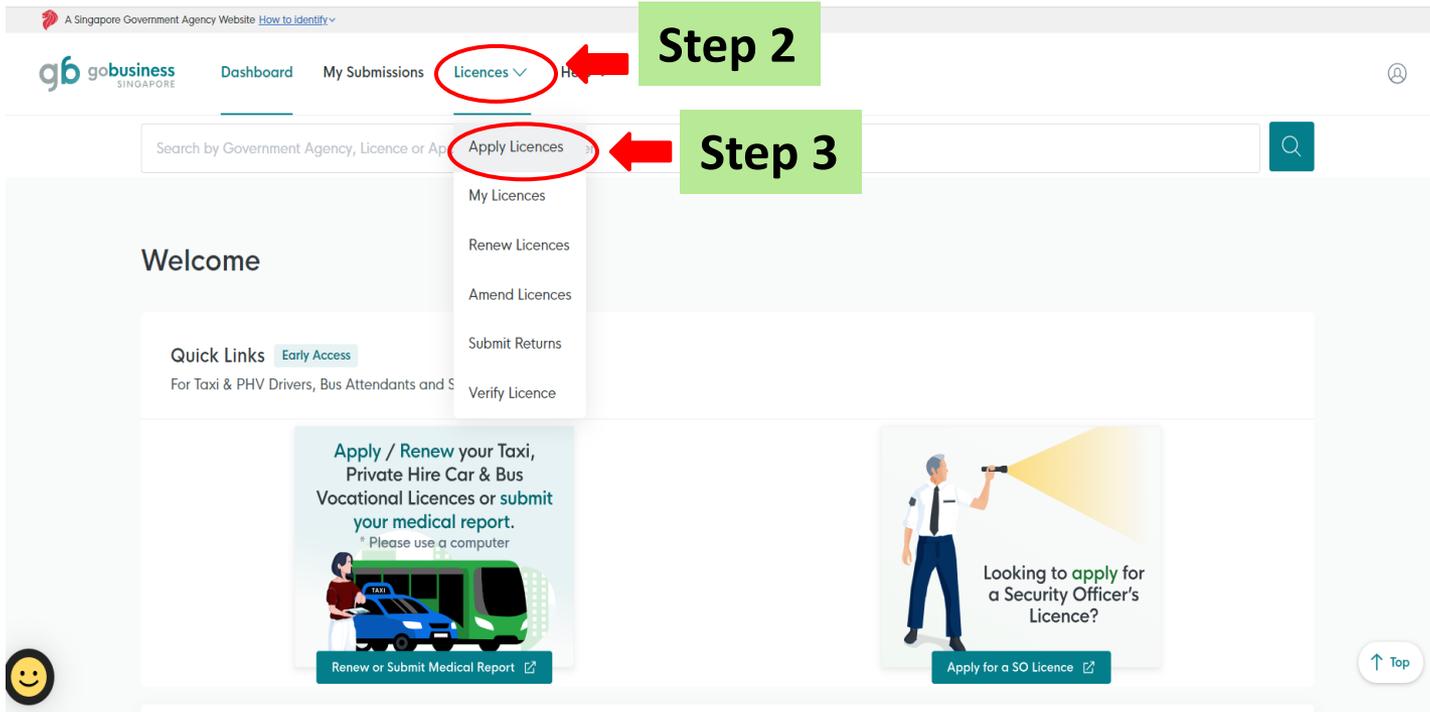
GeBIZ Alerts

Food Service Guided Journey

GoBusiness Licensing (Legacy)

Guide to Apply New SO License

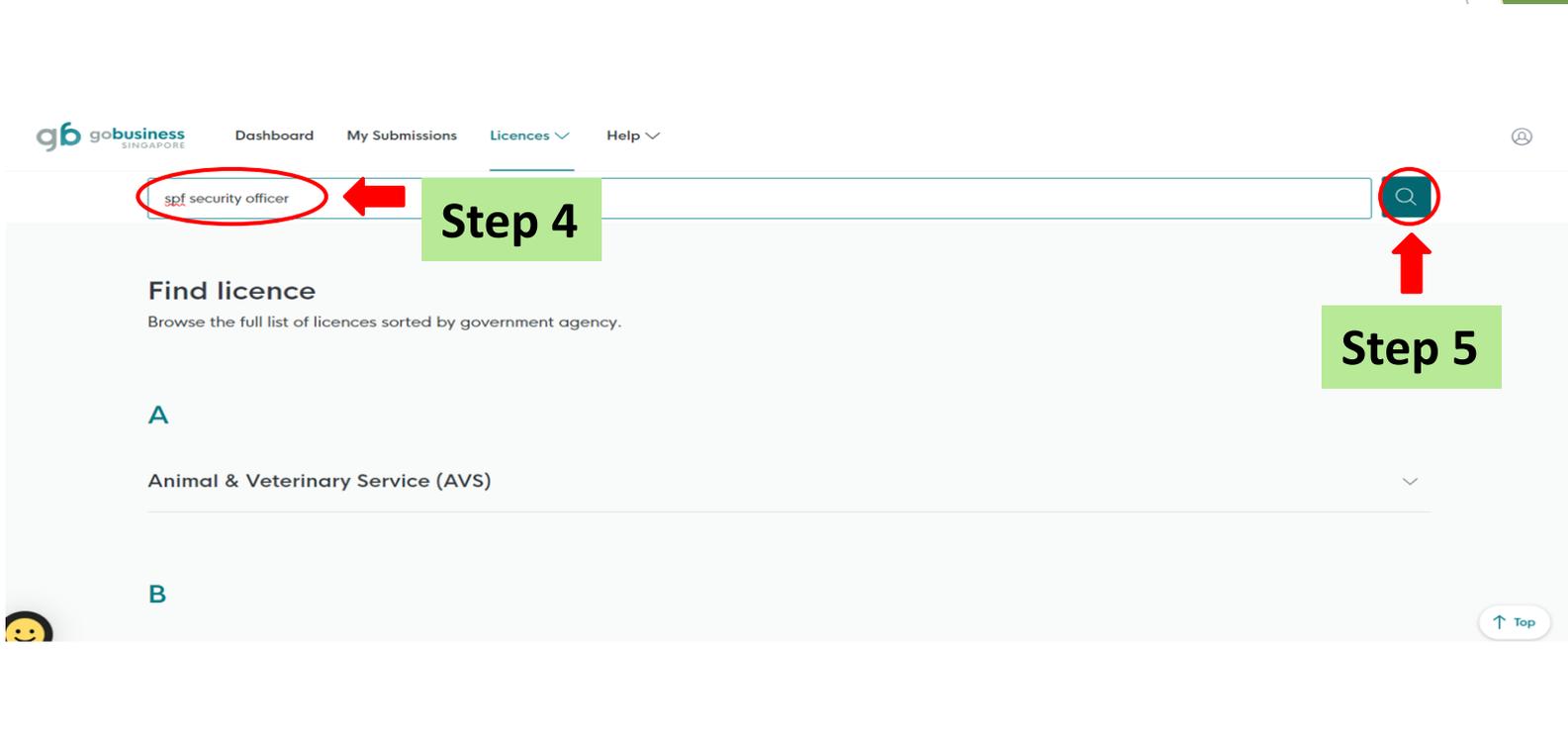
- **Step 2: Select Licenses**
- **Step 3: From the drop down list, select Apply Licences**



The screenshot shows the gobusiness Singapore website interface. At the top, there is a navigation bar with the gobusiness logo and several menu items: Dashboard, My Submissions, Licences, and Help. The 'Licences' menu item is circled in red, and a red arrow points to it from a green box labeled 'Step 2'. Below the navigation bar is a search bar with the placeholder text 'Search by Government Agency, Licence or Ap'. The search bar contains the text 'Apply Licences', which is also circled in red, with a red arrow pointing to it from a green box labeled 'Step 3'. A dropdown menu is open below the search bar, listing several options: My Licences, Renew Licences, Amend Licences, Submit Returns, and Verify Licence. The main content area features a 'Welcome' message, a 'Quick Links' section with an 'Early Access' tag, and two promotional banners. The first banner is for 'Apply / Renew your Taxi, Private Hire Car & Bus Vocational Licences or submit your medical report.' and the second is for 'Looking to apply for a Security Officer's Licence?'. A 'Top' button is visible in the bottom right corner.

Guide to Apply New SO License

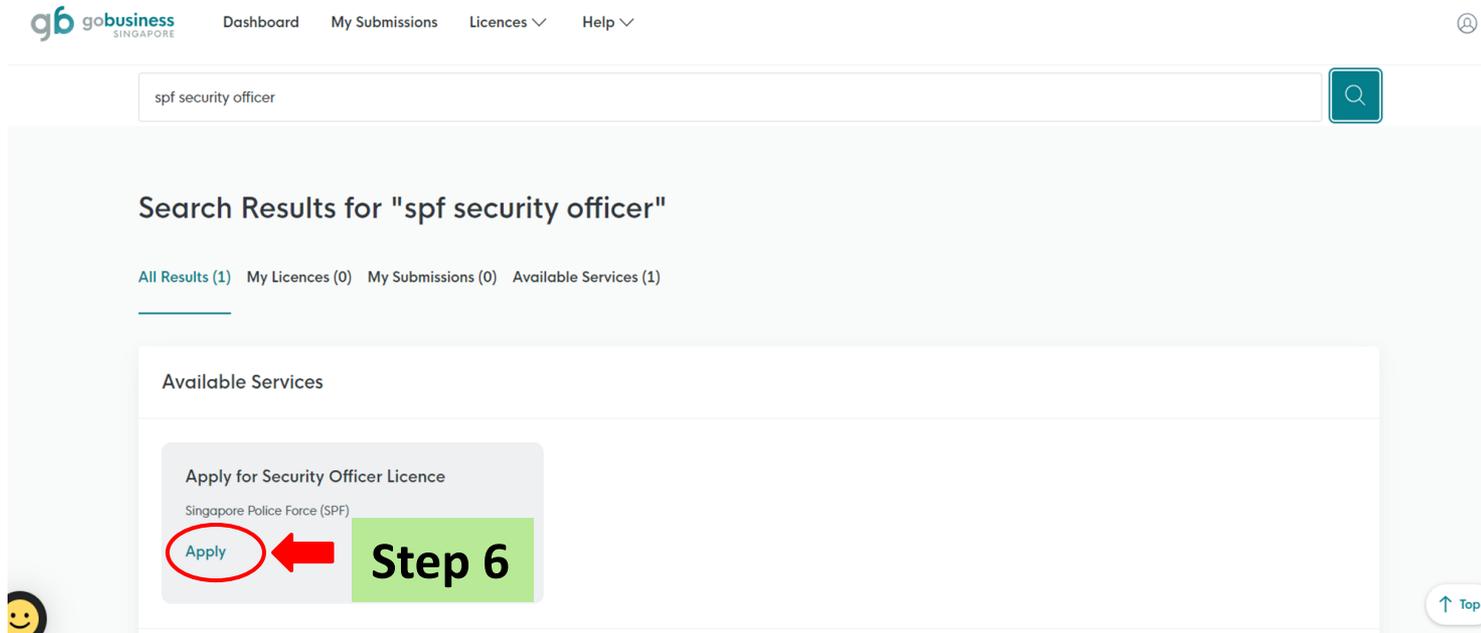
- **Step 4: Type SPF Security Officer**
- **Step 5: Click search**



The screenshot shows the gobusiness SINGAPORE website interface. At the top, there are navigation links: Dashboard, My Submissions, Licences (with a dropdown arrow), and Help (with a dropdown arrow). Below the navigation is a search bar containing the text "spf security officer". A red circle highlights the search bar, and a red arrow points to it from a green box labeled "Step 4". To the right of the search bar is a search icon, also circled in red, with a red arrow pointing to it from a green box labeled "Step 5". Below the search bar, the page displays "Find licence" with the subtext "Browse the full list of licences sorted by government agency." Underneath, there are two sections: "A" and "B". Section "A" contains the text "Animal & Veterinary Service (AVS)" with a dropdown arrow. Section "B" is currently empty. At the bottom right of the page, there is a "Top" button with an upward arrow.

Guide to Apply New SO License

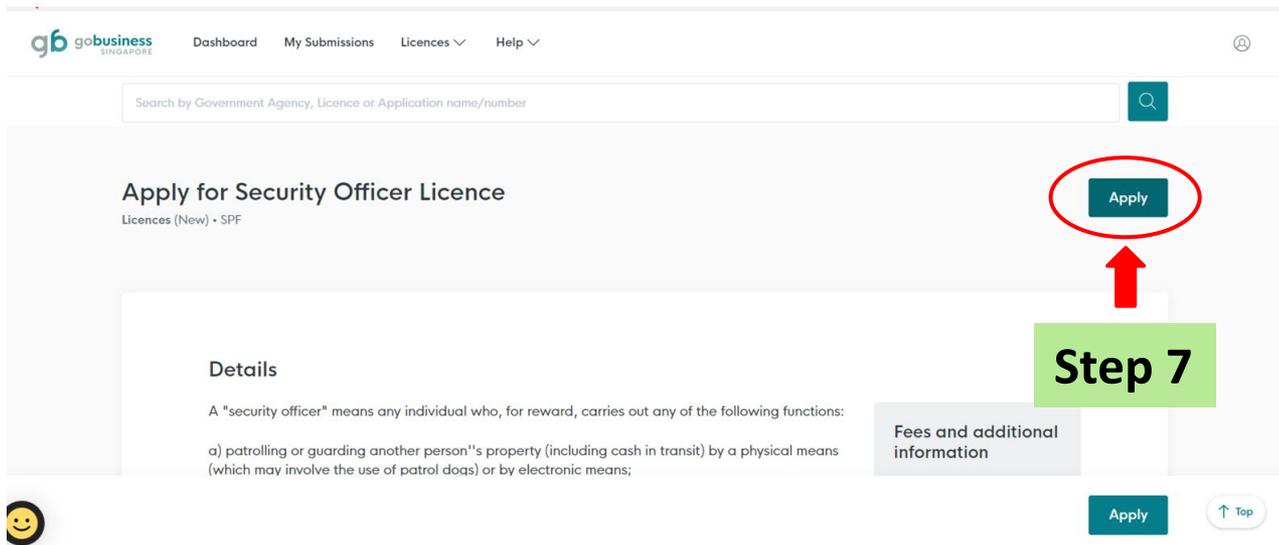
➤ Step 6: Click Apply



The screenshot shows the gobusiness SINGAPORE website interface. At the top, there is a navigation bar with links for Dashboard, My Submissions, Licences, and Help. A search bar contains the text "spf security officer". Below the search bar, the search results are displayed under the heading "Search Results for 'spf security officer'". The results are categorized as "Available Services (1)". A card titled "Apply for Security Officer Licence" is shown, with the text "Singapore Police Force (SPF)" below it. The "Apply" button on this card is circled in red, and a red arrow points to it from a green box labeled "Step 6". A "Top" button is visible in the bottom right corner of the search results area.

Guide to Apply New SO License

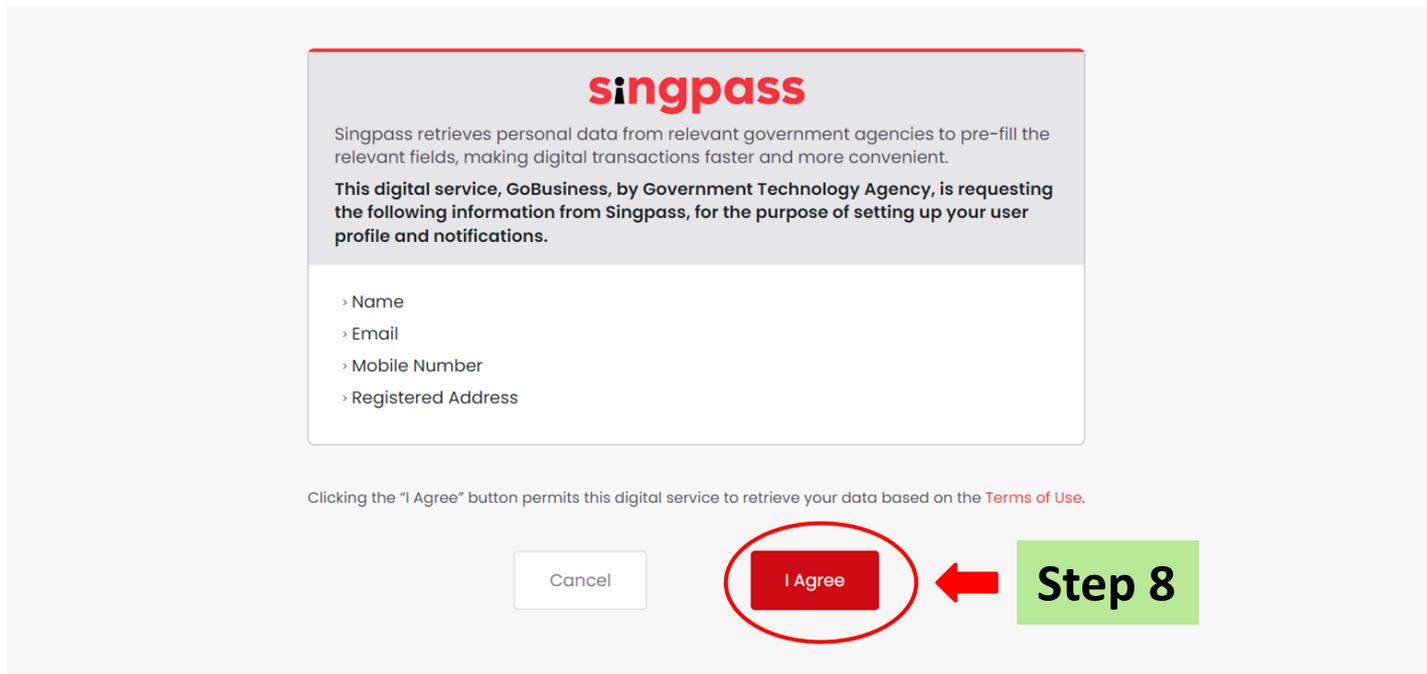
➤ Step 7: Click Apply



The screenshot shows the gobusiness SINGAPORE website interface. At the top, there is a navigation bar with links for Dashboard, My Submissions, Licences, and Help. Below the navigation bar is a search bar with the placeholder text "Search by Government Agency, Licence or Application name/number". The main content area is titled "Apply for Security Officer Licence" and includes a sub-header "Licences (New) • SPF". A prominent "Apply" button is circled in red, with a red arrow pointing to it from a green box labeled "Step 7". Below the "Apply" button, there is a "Details" section with text explaining the role of a security officer and a list of functions. To the right of the details, there is a section for "Fees and additional information". At the bottom of the page, there is a "Top" button and a "Apply" button.

Guide to Apply New SO License

- **Step 8:** Login via your SingPass Credential using your Singpass mobile app and click **I Agree**



The screenshot shows a Singpass consent dialog box. At the top, the Singpass logo is displayed. Below it, a message states: "Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient." This is followed by a bolded statement: "This digital service, GoBusiness, by Government Technology Agency, is requesting the following information from Singpass, for the purpose of setting up your user profile and notifications." A list of data points is shown: Name, Email, Mobile Number, and Registered Address. At the bottom, there are two buttons: "Cancel" and "I Agree". The "I Agree" button is circled in red, and a red arrow points from a green box labeled "Step 8" to it. Below the dialog box, a small note reads: "Clicking the 'I Agree' button permits this digital service to retrieve your data based on the [Terms of Use](#)."

singpass

Singpass retrieves personal data from relevant government agencies to pre-fill the relevant fields, making digital transactions faster and more convenient.

This digital service, GoBusiness, by Government Technology Agency, is requesting the following information from Singpass, for the purpose of setting up your user profile and notifications.

- > Name
- > Email
- > Mobile Number
- > Registered Address

Clicking the "I Agree" button permits this digital service to retrieve your data based on the [Terms of Use](#).

Cancel **I Agree**

Step 8

Guide to Apply New SO License

- **Step 9:** Fill in the required field under **Applicant Detail** accordingly

You are applying for Security Officer Licence (SPF)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

🕒 Estimated 10 Minutes to complete

STEP 1

General Information

Review and fill the following details for application.

Profile

I am applying

As an applicant

On behalf of applicant

Applicant Detail ← **Step 9**

Salutation

Mr

Name

SAM YEO

Guide to Apply New SO License

- **Step 10:** Continue to fill in the required field under **Applicant Detail** accordingly

Applicant Detail

Step 10

Salutation

Mr

Name

SAM YEO

ID Type

NRIC

ID No.

****123A

Email

SAMYEO@GMAIL.COM

Contact Number

+65

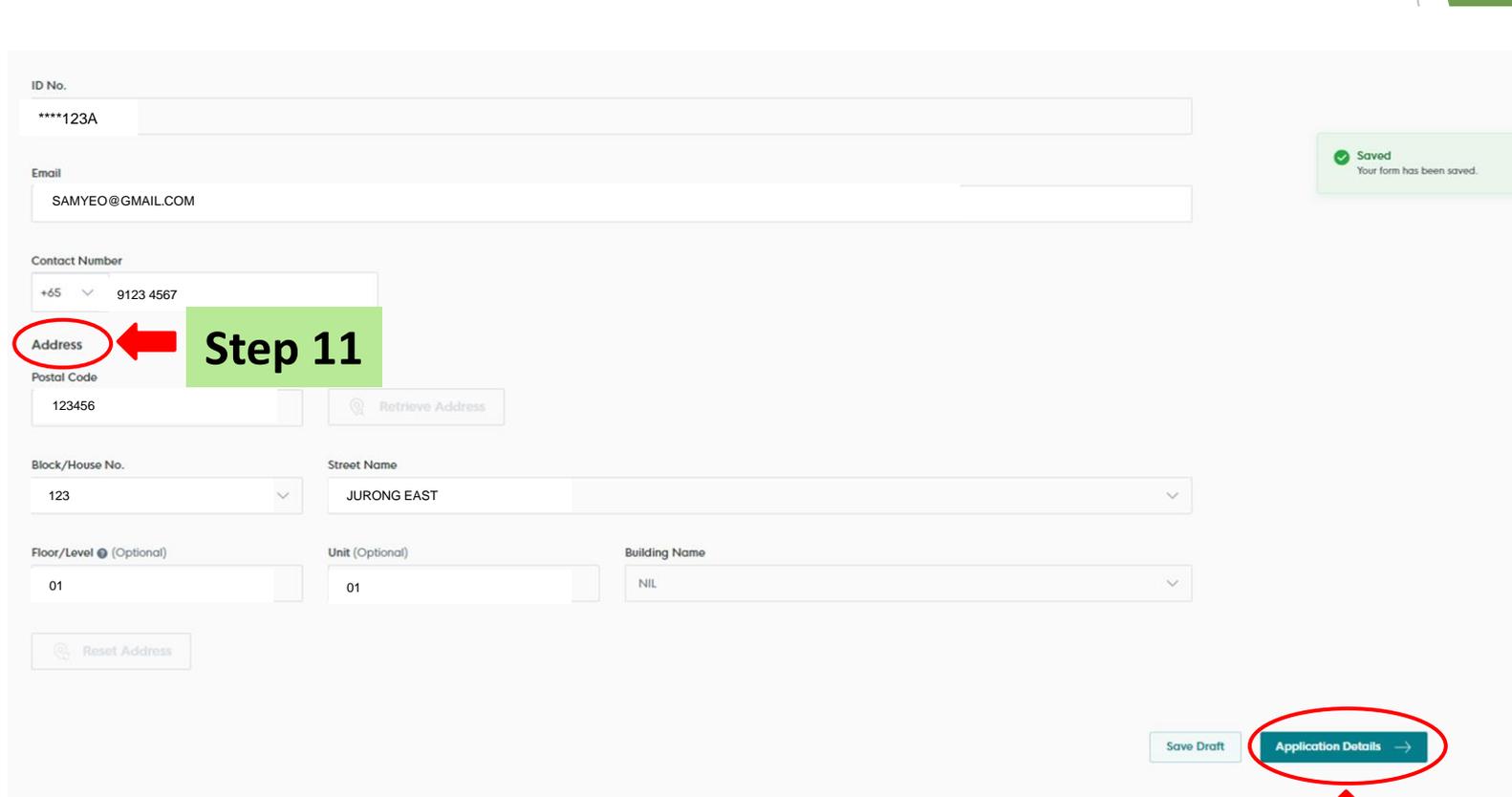
9123 4567

Address

Postal Code

Guide to Apply New SO License

- **Step 11:** Continue to fill in the required field under **Applicant Detail** accordingly
- **Step 12:** Click on **Application Details**



The screenshot shows a web form for applying for a license. The form fields are as follows:

- ID No.: ****123A
- Email: SAMYEO@GMAIL.COM
- Contact Number: +65 9123 4567
- Address: (Field highlighted with a red circle and a green box labeled "Step 11" with an arrow pointing to it)
- Postal Code: 123456
- Block/House No.: 123
- Street Name: JURONG EAST
- Floor/Level (Optional): 01
- Unit (Optional): 01
- Building Name: NIL

Buttons at the bottom include "Save Draft" and "Application Details" (highlighted with a red circle and a green box labeled "Step 12" with an arrow pointing to it). A "Reset Address" button is also present. A "Saved" notification is visible in the top right corner.

Guide to Apply New SO License

- **Step 13:** Fill in the **Additional Particulars of Applicant** accordingly

STEP 2

Application Details for Security Officer Licence (SPF)

Fill in the following details.

Additional Particulars of Applicant ← **Step 13**

Race (Optional)
Select

Country of Birth
Select

Highest Academic Qualification
Select

Name of Next of Kin
0/60

Contact No of Next of Kin
+65 E.g. 8123 4567

Saved
Your form has been saved

Guide to Apply New SO License

- **Step 14:** Tick on the check box that is most appropriate to you under **Courses Attended**

Courses Attended **Step 14**

Courses Attended

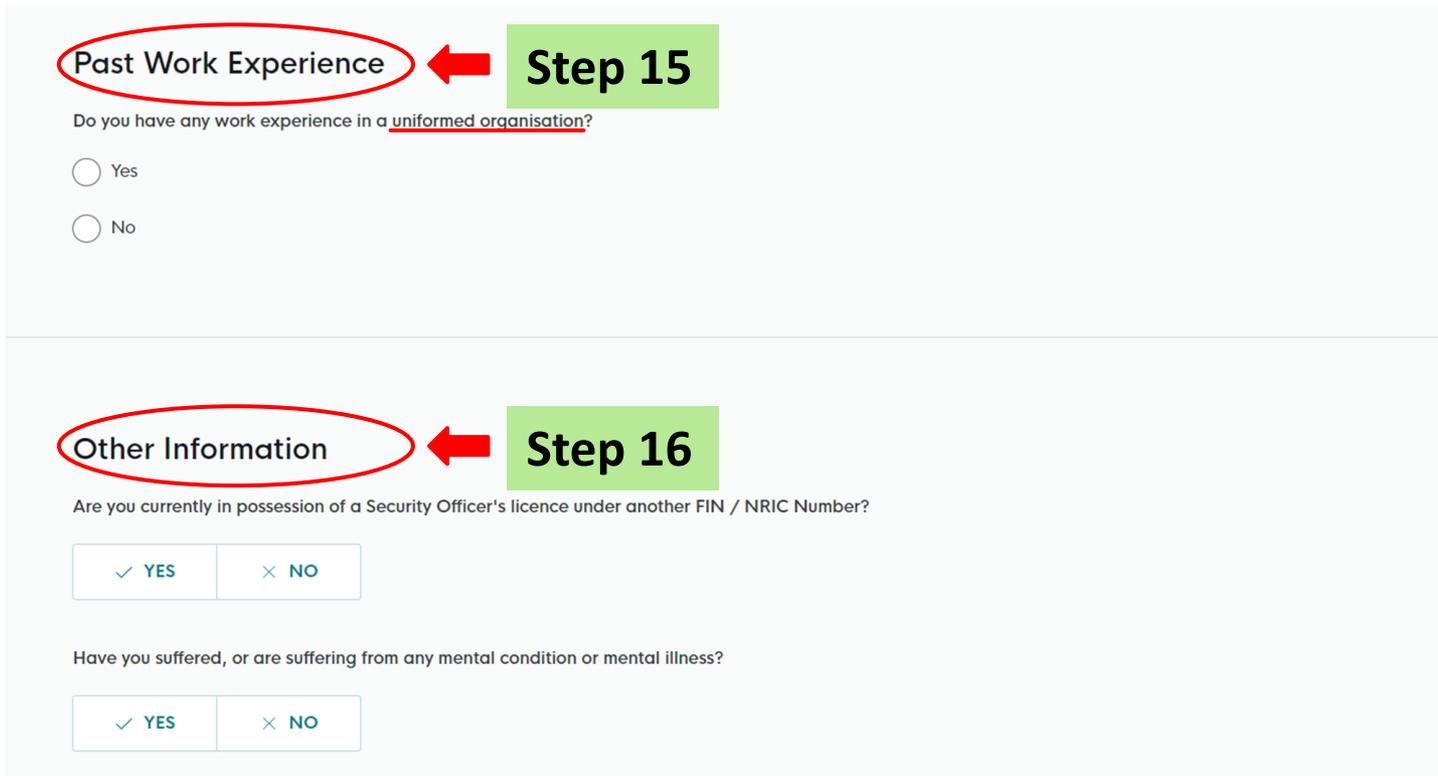
- Advance Security Course Conducted By APRO Asian Protection Pte Ltd (before 1 January 1996)
- Airport Police Division (APD) Security Screening Certified - AVSO/Former AVSO
- Airport Police Division Front Loader (ASA) Certified
- Basic Auxiliary Police Officer Course Conducted By CISCO Or AETOS APF Training School
- Basic Protection Officer Course Conducted By APRO Asian Protection Pte Ltd (before 1 November 2002)
- Basic Security Course (before 1 November 2002)
- Basic Security Training Conducted By APRO Asian Protection Pte Ltd (before 1 November 2002)
- CAMS Operator
- Certificate In Hotel Security Management Organised By SHATEC (before 1 January 1998)
- Diploma In Management & Police Studies By Temasek Polytechnic
- Diploma In Police Studies And Security Management Offered By Temasek Polytechnic
- Diploma In Police & Security Studies By Temasek Polytechnic
- Diploma In Security & Fire Safety Management Offered By Temasek Polytechnic
- Diploma In Security & Fire Safety Studies By Temasek Polytechnic
- Essential Security Guarding Course Conducted By Group 4 CISCO Training (before 1 January 1996)
- Hotel Security Operations Organised By SHATEC (before 1 January 1998)
- Security Supervisors Course Examination Certified By SHRI or RELC (before 1 August 2004)
- Specialised Guarding Skill Conducted By Group 4 CISCO Training (before 1 January 1996)
- Supervising Security Activities Conducted By Group 4 CISCO Training (before 1 August 2004)
- The Security Managers And Chief Security Officers Course Conducted By APRO Asian Protection Pte Ltd (before 1 August 2004)
- None of the above

Guide to Apply New SO License

➤ **Step 15:** Tick on the check box that is most appropriate to you under **Past Work Experience**

- If you select **Yes** you need to fill in **Details of Past Work Experience** & upload a copy of the certificate at the Supporting Documents section.
- If you select **No** you may proceed to the next step

➤ **Step 16:** Select **Yes/ No** under **Other Information**



The screenshot shows two sections of the application form. The first section, labeled 'Step 15', has 'Past Work Experience' circled in red with a red arrow pointing to it. Below this is the question 'Do you have any work experience in a uniformed organisation?' with radio buttons for 'Yes' and 'No'. The second section, labeled 'Step 16', has 'Other Information' circled in red with a red arrow pointing to it. Below this is the question 'Are you currently in possession of a Security Officer's licence under another FIN / NRIC Number?' with buttons for '✓ YES' and '× NO'. Below that is the question 'Have you suffered, or are suffering from any mental condition or mental illness?' with buttons for '✓ YES' and '× NO'.

Past Work Experience ← **Step 15**

Do you have any work experience in a uniformed organisation?

Yes

No

Other Information ← **Step 16**

Are you currently in possession of a Security Officer's licence under another FIN / NRIC Number?

✓ YES × NO

Have you suffered, or are suffering from any mental condition or mental illness?

✓ YES × NO

Guide to Apply New SO License

➤ Step 17: Click on Review Form

Supporting Documents

Training Certificate(s) (Optional)

Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Scanned Copy of the Training Certificate(s)

File format: docx, doc, pdf, png, jpeg, gif, jpg

Drop a file here or click to upload



Experience (Optional)

Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Scanned Copy of Experience. E.g. Certificate of Service (COS), Service Transcript (ST), Promotion Cert etc

File format: docx, doc, pdf, png, jpeg, gif, jpg

Drop a file here or click to upload



Work Permit (Optional)

Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Scanned copy of the Work Permit (front and back).
File format: jpg, pdf, png, jpeg, gif



Origin Country Identification Card (Optional)

Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Scanned copy of the Origin Country Identification Card (front and back). Mandatory for Foreigners.

File format: jpg, pdf, png, jpeg, gif

Drop a file here or click to upload



Passport for Foreigner (Optional)

Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Scanned copy of Passport. Mandatory for Foreigners.

File format: jpg, pdf, png, jpeg, gif

Drop a file here or click to upload



Certificate of Good Conduct for Foreigner (Optional)

Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Scanned copy of valid Certificate of Good Conduct issued within a 3-month period for Foreigner. Mandatory for Foreigners.

File format: jpg, pdf, png, jpeg, gif

Drop a file here or click to upload

Step 17



← General Information Save Draft **Review Form** →

Guide to Apply New SO License

- **Step 18:** Click **Declaration** if all the information are correct

Review Form
Please review the following details carefully. You will not be able to edit these details when you proceed to the next step.

General Information

Profile
I am applying
As an applicant

Applicant Detail
Salutation
Mr
Name
Sam Yeo
ID Type and ID number
NRIC: 111123A
Email
samyee@gmail.com
Contact Number
+65 9123 4567
Address
Blk 123 Jurong East, #01-01, Singapore 123456

Application Details for Security Officer Licence (SPF)

Additional Particulars of Applicant

Origin Country Identification Card (Optional)
Only 1 file at 2 MB or less.
Scanned copy of the Origin Country Identification Card (front and back). Mandatory for Foreigners.
File format: .jpg, .pdf, .png, .jpeg, .gif

Passport for Foreigner (Optional)
Only 1 file at 2 MB or less.
Scanned copy of Passport. Mandatory for Foreigners.
File format: .jpg, .pdf, .png, .jpeg, .gif

Certificate of Good Conduct for Foreigner (Optional)
Only 1 file at 2 MB or less.
Scanned copy of valid Certificate of Good Conduct issued within a 3-month period for Foreigner. Mandatory for Foreigners.
File format: .jpg, .pdf, .png, .jpeg, .gif

Step 18

← Back to Edit **Declaration** →

Guide to Apply New SO License

- **Step 19:** Tick on the check box
- **Step 20:** Click **Make Payment**

STEP 4

Declaration

Please scroll to read and acknowledge the following clauses.

General Declaration

I declare that all the information given in this application form is true and correct.

I am aware that legal action may be taken against me if I had knowingly provided false information.

I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, confirmations, records, acknowledgements, information recorded in or produced in this application.

hereby declare that all of the above is true.

Step 19

← Review Form

Make Payment →

Step 20

Guide to Apply New SO License

- **Step 21:** Make payment via Debit Card or Credit Card of \$16. Key in card details

DESCRIPTION	GST	AMOUNT
Security Officer Licence		
Application Fee	-	\$16.00
	Subtotal	\$16.00
	Amount Payable	\$16.00

Payment method

Please choose a payment method.

We Accept



Add Card Details

[Autofill link](#)

[What is a CVC?](#)

Save as my new default card

Step 21

Guide to Apply New SO License

- **Step 22: Click Return to Dashboard.**

We have received your application

Thank you for your application. You will receive updates on it via email.

Payment Summary

DESCRIPTION	OST	AMOUNT
Security Officer Licence		
Application Fee	-	\$16.00
	Subtotal	\$16.00
	Total Paid	\$16.00

 [Download Tax Invoice](#)

Receipt No.
TN241007000267

Next Steps

We will send you an email notification when there are changes to your application status. Alternatively, you may log in to track your status via the dashboard below.

For application enquiries, you may contact GoBusiness Helpdesk at 63363373 or email AskGoBiz@crimsonlogic.com.sg.

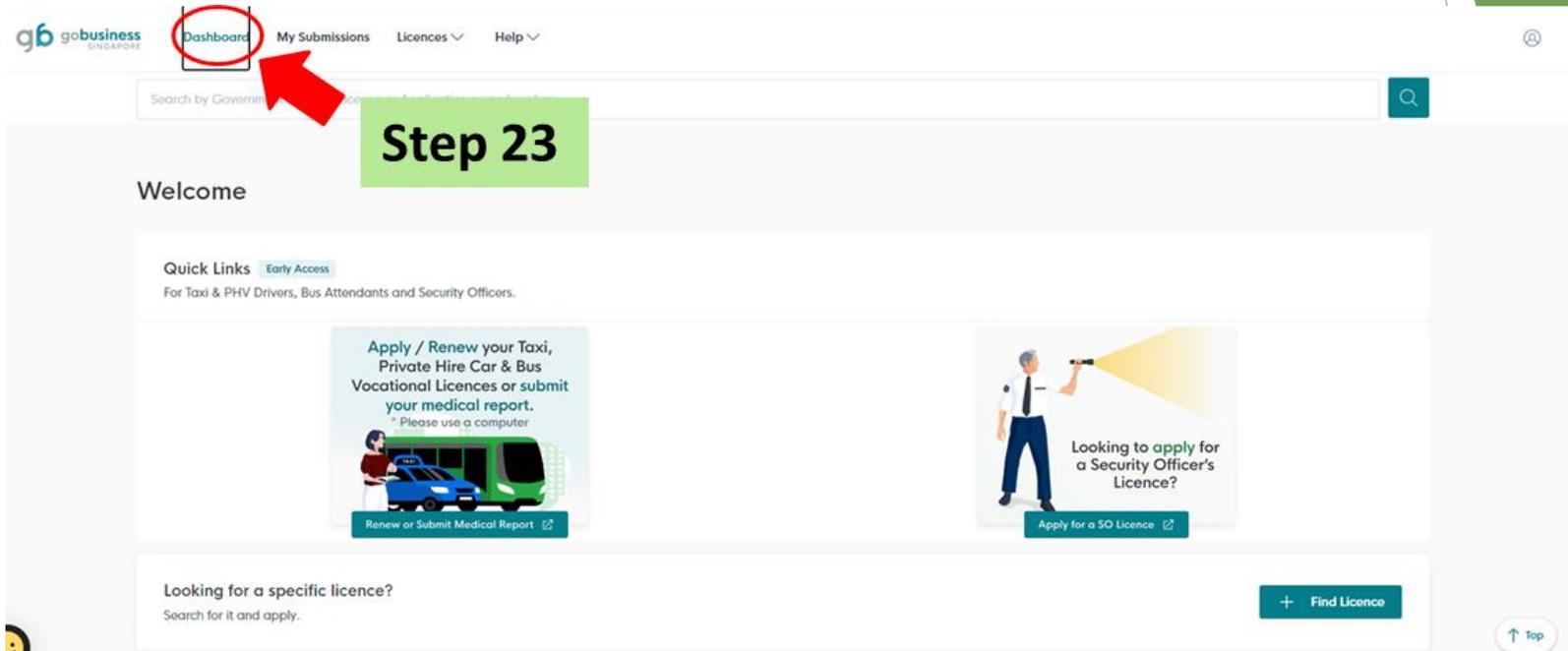
[Return to Dashboard →](#)

Step 22



Guide to Apply New SO License

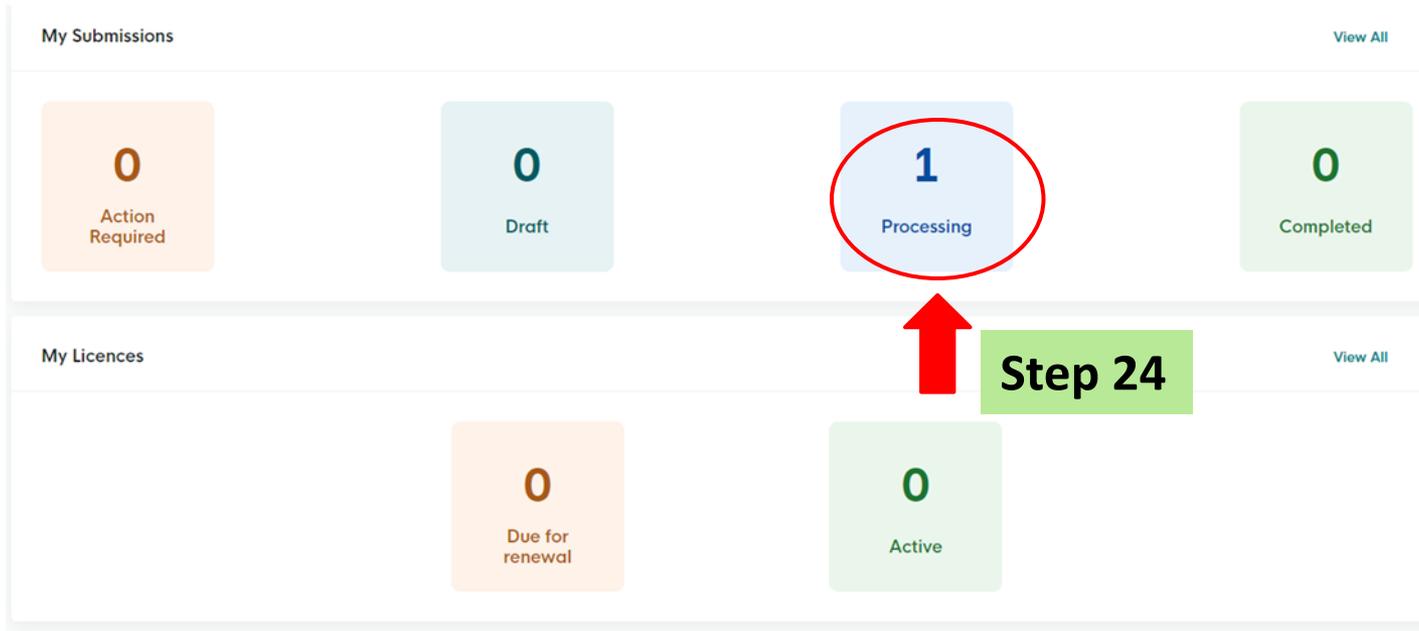
➤ Step 23: Click on Dashboard



The screenshot shows the gobusiness SINGAPORE website dashboard. The navigation menu at the top includes 'Dashboard', 'My Submissions', 'Licences', and 'Help'. The 'Dashboard' link is circled in red, and a red arrow points to it from a green box labeled 'Step 23'. Below the navigation bar is a search bar with the placeholder text 'Search by Government Department'. The main content area features a 'Welcome' message, a 'Quick Links' section with an 'Early Access' tag, and a note for 'Taxi & PHV Drivers, Bus Attendants and Security Officers'. There are two main promotional cards: one for 'Apply / Renew your Taxi, Private Hire Car & Bus Vocational Licences or submit your medical report.' with a 'Renew or Submit Medical Report' button, and another for 'Looking to apply for a Security Officer's Licence?' with an 'Apply for a SO Licence' button. At the bottom, there is a section for 'Looking for a specific licence?' with a 'Find Licence' button. A 'Top' button is visible in the bottom right corner.

Guide to Apply New SO License

- **Step 24:** Your application is under **Processing**. Need to wait for PLRD to come back on the application



Guide to Apply New SO License

If you need further clarifications on updating of training records, please contact :

POLICE LICENSING REGULATORY DEPARTMENT (PLRD)

Hotline: 6835-0000

Email: spf_licensing_feedback@spf.gov.sg