



The Private Security Authority

An tÚdarás Slándála Príobháidí

**Private Security Services
Employee Licence**



Department of Justice, Equality and Law Reform
An Roinn Dlí agus Cirt, Comhionannais agus Athchóirithe Dlí



Contents

| | |
|--|---|
| 1. Introduction | 2 |
| 2. Licensing the Private Security Industry | 3 |
| 3. Sectoral Rollout of Licences | 3 |
| 4. Licence Fees | 4 |
| 5. The Licence Application Process | 4 |
| 6. Refusal of Application for a Licence | 5 |
| 7. Criminal Records Checking | 5 |
| 8. Training | 6 |
| 9. Funding for Courses | 7 |
| 10. The PSA website | 8 |

www.psa.gov.ie

» 1. Introduction

The Private Security Authority (PSA), established under the Private Security Services Act 2004, is the statutory body with responsibility for regulating and licensing the Irish private security industry.

The Act identifies the following sectors of the private security industry:

- door supervisor
- supplier or installer of security equipment
- private investigator
- security consultant
- security guard
- provider of protected forms of transport
- locksmith
- supplier or installer of safes

The PSA's functions include:

- Controlling and supervising persons providing security services and maintaining and improving standards in the provision of those services.
- Granting and renewing of licences
- Issuing identity cards to licensees
- Suspending and revoking licences
- Establishing and maintaining a register of licensees
- Specifying standards to be observed in the provision of security services
- Specifying qualifications or requirements for the granting of licences
- Undertaking or commissioning research projects and activities necessary for the planning, development and provision of those services
- Investigating security services being provided by any person
- Establishing and administering a system of investigation and adjudication of complaints
- Monitoring the provision of private security services generally
- Liaising with licensees
- Advising the Minister on any matters relating to the above functions and keeping the Minister informed of developments that would assist in developing policy.

The PSA, which is independent in the exercise of its functions, is based in Tipperary Town. The Chief Executive of the PSA is Ms. Geraldine Larkin.

Membership of the Private Security Authority

Mr. Maurice Dockrell, LL.B, LL.M (Eur Law)(Chairperson)

Mr. Ray Guinan, former President of the Irish Security Industry Association

Mr. Bill Brown, National Union of Security Employers

Mr. Kevin McMahon, SIPTU

Ms. Esther Lynch, ICTU

Mr. Martin Donnellan, Assistant Commissioner An Garda Síochána

Mr. Liam Ó Dubáin, Security Institute of Ireland

Ms. Margaret Lovatt, FÁS

Ms. Eimear Fisher, Department of Justice, Equality and Law Reform

» **2. Licensing the Private Security Industry**

The PSA will issue two types of licences:

- **Private Security Services Contractor Licence**
(applies to companies, partnerships and sole traders providing security services in this jurisdiction)
- **Private Security Services Employee Licence**

Each licence will identify the sector(s) of the private security industry in which the licensee is authorised to operate and will be valid for two years.

» **3. Sectoral Rollout of Private Security Services Employee Licences**

| Sector as defined in legislation | Opened for Licensing | Critical Date |
|---|----------------------|---------------|
| Door Supervisor (licensed premises) licence | 1 September 2006 | 1 April 2007 |
| Security Guard (static) licence | 1 September 2006 | 1 April 2007 |

* Critical Date is the date from which it will be an offence to operate in a designated sector of the private security industry without a licence. It will also be an offence to employ an unlicensed person after that date.

The timetable for licensing has been set taking into account the number of potential applicants, the availability of nationally accredited training programmes and the time required to complete such programmes. The timetable also distributes the number of licence applications throughout the licensing period so that the PSA can achieve the fastest processing times possible. Details of the introduction of licensing for other sectors will be announced in due course.

» 4. Licence Fees

A Door Supervisor and Security Guard individual licence will be valid for two years from the date of issue.

Licence Fees for Door Supervisor and Security Guard Employee Licences are as follows:

| Sector | Licence Fee |
|---|-------------|
| Door Supervisor (licensed premises) licence | €130 |
| Security Guard (static) licence | €80 |

A reduction of €20 is available where an individual applies for more than one licence at the same time.

» 5. The Licence Application Process

The following must be presented in support of an application for a Private Security Services Employee licence:

- Completed Application Form
- Prescribed Licence Fee
- Original Birth Certificate or equivalent and if applicable confirmation of name change
- Two Passport Size Photos
- Evidence of qualification or relevant scheduled training/participation in recognised prior learning programme
- Completed Garda Vetting Form

The PSA will process the application and transmit the criminality check authorisation form to An Garda Síochána for criminal records check in advance of issue of a licence.

» 6. Refusal of Application for a Licence

- If the PSA refuse your application for a licence you have a right to appeal this decision to the Private Security Appeal Board.
- If you consider that there is additional information to support your application you may submit this to the PSA within 14 days of notification of a refusal. This information may include character references or evidence of rehabilitation since a previous criminal conviction. This is strictly without prejudice to your right of appeal to the Private Security Appeal Board.

» 7. Criminal Records Checking

The PSA will consider whether an applicant is a fit and proper person to work in the private security industry.

7.1.1 Information required

- Applicants will be required to declare details of all criminal convictions and/or cases where proceedings are pending to the PSA when applying for a licence. Failure to do so is an offence under section 36 of the Private Security Services Act, 2004.
- The PSA will also request information from the Commissioner of An Garda Síochána regarding any criminal records held in the applicant's name as provided for in section 34 of the Private Services Act 2004. Any information received from An Garda Síochána in relation to the applicant will be treated in strict confidence and will only be used for the purpose of assisting the PSA in determining whether the applicant is a fit and proper person to hold a licence.
- Applicants from other EEA* countries will be required to provide a criminal record certificate from the relevant authority in their country of origin.
- Applicants from countries outside of the EEA* will be required to provide a criminal record certificate from the relevant authority in their country of origin stamped by the country's Foreign Ministry or local embassy.
- All applicants who have spent 6 months or more in another jurisdiction will be required to provide a criminal record certificate from that jurisdiction.

All documentation submitted by applicants must be in either the Irish or English Languages or accompanied by a certified translated copy as appropriate.

*Definition of EEA

The European Economic Area (EEA) comprises all EU countries plus Norway, Iceland and Liechtenstein

7.1.2 General Guidelines

The PSA will exercise its discretion when deciding whether to issue a licence to a person who has a criminal record. Each application will be decided on its own merits and a person with a criminal conviction(s) will not always be prohibited from holding a licence.

The PSA will take the following into account when deciding whether to grant a Licence to a person that has a conviction(s):

- Conviction(s) for relevant offence(s) which carry a fine only – the PSA will exercise its discretion in deciding whether to grant a licence.
- Conviction(s) for relevant offence(s) which carry a sentence up to 10 years – the PSA will prohibit the applicant from holding a licence for a minimum period equal to the length of the sentence received and may prohibit up to a maximum period of the prescribed statutory sentence.
- Conviction(s) for relevant offence(s) which carry a sentence more than 10 years – the PSA will consider on a case by case basis.
- Cases awaiting trial – the PSA will consider the seriousness of the alleged offence(s), trial date and threat to public interest. It will exercise its discretion in deciding whether to grant a licence and may decide to await the decision of the courts.

» 8. Training

The PSA will require applicants for Private Security Services Employee licences to obtain a nationally recognised qualification as evidence of having obtained training qualifications relevant to the sector(s) for which the licence is applied.

Licensing has commenced for individuals employed in the Door Supervisor and Security Guarding Sectors.

The rollout of Private Security Services Employee licensing for other sectors will be carried out on a phased basis as appropriate accredited training courses for the relevant sectors are developed.

Private Security Services Employee Licences will only be issued on production of having attained a relevant training qualification (at least FETAC Level 4 Minor Module or equivalent) for the security service(s) applied for.

Persons applying for Door Supervisor and Security Guarding courses are advised to check with the course provider in advance to ensure that the course has been FETAC (Further Education and Training Awards Council) accredited for the purposes of obtaining a licence.

The following FETAC awards are currently accepted;

| Sector | Course | Further Information From |
|-------------------|---|--|
| Door Supervisor | Door Security Procedures Module L12275 | See PSA website for further details |
| Security Guarding | Basic Guarding Skills Module L12407 | See PSA website for further details |
| | Security Industry Awareness Module (C10164) | See PSA website for further details |
| | FÁS Security Officer Award (Major) | See PSA website for further details |
| | Any Major Award incorporating the Security Industry Awareness Module (C10164) | See PSA website for further details |

A list of FETAC (Further Education and Training Awards Council) approved training providers is also available on the PSA website: www.psa.gov.ie.

The PSA has not set training standards for other sectors. These will be announced in due course.

» 9. Funding for Courses for Employed Persons

For further information on possible funding, contact local FÁS Services to Business Manager.

» 10. The PSA Website

Additional information can be downloaded from our website - **www.psa.gov.ie**

The website contains up-to-date information, a facility to report unlicensed operators and a register of licensees.





The Private Security Authority

An tÚdarás Slándála Príobháidí

The Private Security Authority
Davis Street, Tipperary Town,
Ireland

An tÚdarás Slándála Príobháidí
Sráid an Dáibhisigh, Tiobraid Árann,
Éire

T: 062 31588 / 062 31589

F: 062 31591

E: info@psa.gov.ie

www.psa.gov.ie



Department of Justice, Equality and Law Reform
An Roinn Dlí agus Cirt, Comhionannais agus Athchóirithe Dlí

PSA 11 – April 2007