



Private Security Industry Regulatory  
Authority

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## INDUSTRY CIRCULAR

**To : ALL SECURITY SERVICE PROVIDERS**

**From : MPHO MOFIKOE  
DEPUTY DIRECTOR: COMMUNICATIONS, REGISTRATION (CRM)  
TRAINING**

**Date : 10 MARCH 2015**

**Subject : THE PRIVATE SECURITY REGULATORY AUTHORITY  
OFFICIALLY ROLLED-OUT THE RENEWAL OF THE  
CERTIFICATE PROJECT**

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The Private Security Regulatory Authority officially rolled out the *Renewal of Certificate* project with effect from the **1<sup>st</sup> December 2014** as part of fulfilling its regulatory mandate in interest of public safety. The purpose of the project is to ensure that only legible registered applicants (Security Officers and Businesses) receive the new certificate with new security features encrypted. For the first time, the PSiRA Certificate has an *expiry date* (**18 months** for Security Officers and **12 months** for Security Businesses).

It is in the best interest of the public for the Authority to promote public safety through effective regulation of the private security industry. The Authority has a statutory obligation "To protect the constitutional rights of all people to life, safety and dignity through the effective promotion and regulation of the private security industry".

### **WHY IS IT IMPORTANT FOR ALL SECURITY SERVICE PROVIDERS TO RENEW THEIR REGISTRATION CERTIFICATE?**

PSiRA has identified industry non-compliance by unscrupulous security service providers as a risk that must be managed and controlled effectively. Furthermore, the increasing identity theft currently taking place within the industry is not only compromising the integrity of the

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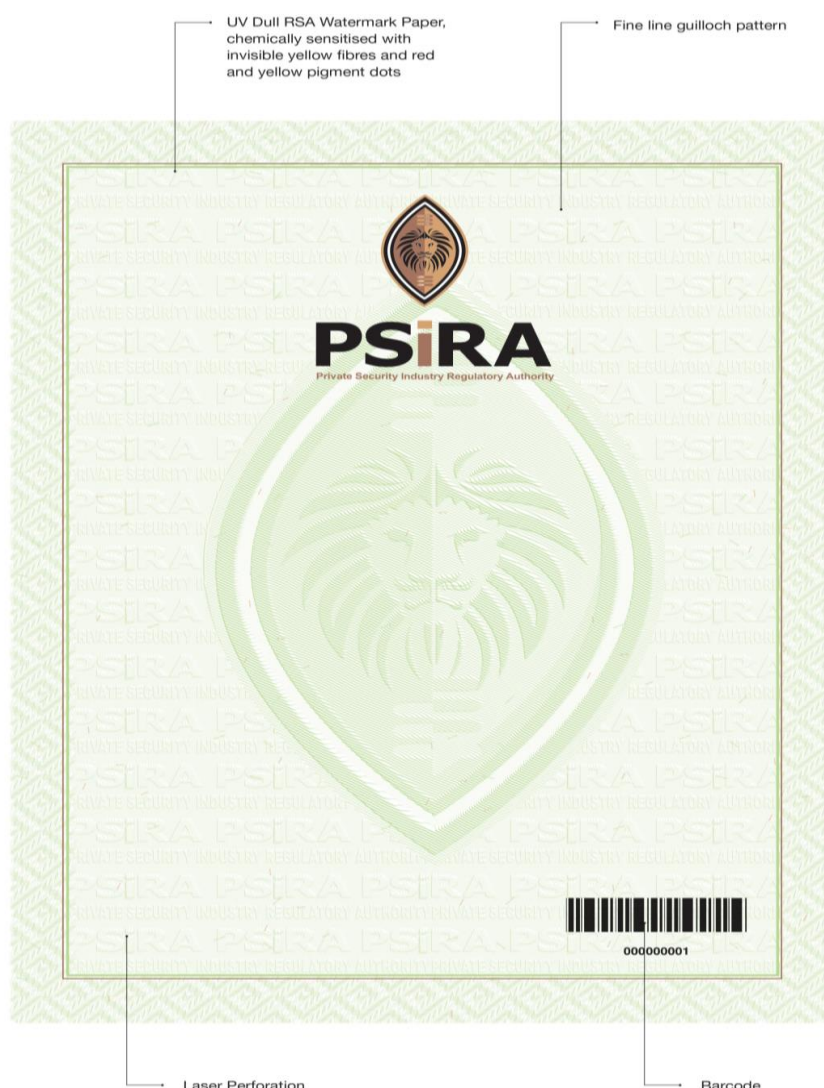
**Council Members:** Mr. DCM Joy Rathebe (Acting Chairperson),

Mr. Benjamin Ntuli – (Council Member), Major General Cynthia Philison - (Council Member), Adv. Nontokoza Mthembu – (Council Member)

Private Security Sector and economy but further put public safety at risk. The Authority is deploying the renewal project as one of the strategies to help to address these challenges.

- The *New Certificate* has improved security features to prevent forgery and address identity theft and paper quality has been improved;
- The *New Certificate* is implemented in line with the Home Affairs database integration to authenticate the identity of applicants;
- Integration with the Department of Home Affairs to verify citizenship through the use electronic fingerprints scanning;
- The *New Certificate* has an *expiring date* (**18 months** for Security Officers and **12 months** for Security Businesses);
- Part of the registration process for Security Businesses incorporate producing a valid tax clearing certificate.

**And, are there any improved security features in the new certificate you'd like to highlight on?**



**Council Members:** Mr DCM Rathebe (Acting Chairman)

Mr. Benjamin Ntuli – (Council Member), Major General Cynthia Philison - (Council Member), Ms Ntokozo Mthembu – (Council Member)

## **THE PROCESS THAT MUST BE FOLLOWED BY ALL SECURITY OFFICERS IN ORDER TO OBTAIN THE NEW CERTIFICATE:**

- ✓ The Security Officer/Applicant is required to visit PSiRA offices to renew and collect the new certificate;
- ✓ You must be in possession of original SA ID or valid permanent resident permit / valid asylum papers/valid work permit;
- ✓ You will be required to complete in full the application form (the application form is available on the website [www.psiira.co.za](http://www.psiira.co.za) )
- ✓ You must bring along with proof your old PSiRA certificate or an affidavit in case of lost, theft etc.;
- ✓ You bring along with proof of pay slip or affidavit (if employed);
- ✓ Your ID and citizenship will be verified with the Department of Home Affairs through the use electronic fingerprints scanning;
- ✓ You will be required to pay an amount of **R30.00** in order to be issued with your new certificate. This amount is valid until the **30 April 2015**;
- ✓ From the **1 May 2015**, all Security Officers will be required to pay as per the inflation linked increased fees structure;
- ✓ This process is applicable to All Registered Security Officers.

### **Requirements for a re issue of security officer's certificate:**

- ✓ The Security Officer/Applicant is required to visit PSiRA offices;
- ✓ You must be in possession of original SA ID or valid permanent resident permit / valid asylum papers/valid work permit;
- ✓ You must have an affidavit from the Police (SAPS) with reasons if certificate lost or for any other reason;
- ✓ You must have an amount of **R50.00** as payment for re-issue of the certificate. This amount is valid up until the **30 April 2015** (new fee to be introduced from **1 May 2015**);
- ✓ Your ID and citizenship will be verified with the Department of Home Affairs through the use electronic fingerprints scanning.

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**Council Members:** Mr DCM Rathebe (Acting Chairman)

Mr. Benjamin Ntuli – (Council Member), Major General Cynthia Philison - (Council Member), Ms Ntokozo Mthembu – (Council Member)

### **Requirements for printing or issuing of upgrades certificates:**

- ✓ The Security Officer/Applicant is required to visit PSiRA offices;
- ✓ You must be in possession of original SA ID or valid permanent resident permit / valid asylum papers/valid work permit;
- ✓ You must have an affidavit from the Police (SAPS) with reasons if certificate lost or for any other reason;
- ✓ You must have an amount of **R50.00** as payment for re-issue of the certificate. This amount is valid up until the **30 April 2015** (new fee to be introduced from **1 May 2015**);
- ✓ Your ID and citizenship will be verified with the Department of Home Affairs through the use electronic fingerprints scanning.

### **THE REQUIREMENTS FOR RENEWAL OF CERTIFICATE BY REGISTERED SECURITY BUSINESSES**

- ✓ Security Business/Applicant must visit any of our PSiRA offices to renew and collect the New Certificate;
- ✓ Must be in possession of an application letter from business (printed on business letterhead) if the applicant is not linked to the business;
- ✓ Must complete the application form (the application form is available on the website [www.psiira.co.za](http://www.psiira.co.za) ) or contact our call centre for enquiries: 086 133 3850;
- ✓ Must produce proof *Old Certificate* / affidavit in case of lost, theft etc.
- ✓ Must be in possession of a valid original tax clearance certificate and produce during the renewal process;
- ✓ Annual fees paid in full;
- ✓ COID letter of good standing
- ✓ Full compliance with the Provident Fund (copy of the **Private Security Sector Provident Fund** compliance certificate)

- ✓ Pay the following amounts which are valid until the **30 April 2015**:
- R250.00 - 1<sup>st</sup> issue (five certificates)
  - R500.00 - 2<sup>nd</sup> issue (five certificates)
  - R1500.00 - 3<sup>rd</sup> issue (five certificates)

For further enquiries, call us on **086 133 3850/082 803 4329** or email [info@psira.co.za](mailto:info@psira.co.za) / [Ali.Malesa@psira.co.za](mailto:Ali.Malesa@psira.co.za)

**Yours faithfully**



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