



Private Security Industry Regulatory  
Authority

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## INDUSTRY CIRCULAR

**TO: SECURITY SERVICE PROVIDERS**  
**FROM: STEFAN BADENHORST- CHIEF OPERATING OFFICER**  
**SUBJECT: BULK RENEWALS OF PSiRA CERTIFICATES AND ID CARDS**  
**DATE: 28 APRIL 2020**

### PURPOSE OF THE CIRCULAR

The Authority took note of growing calls to assist security officers with renewal of certificates and issuing of PSiRA ID cards. As a result, we have implemented processes to facilitate the renewal of certificates with the assistance of security employers/companies without the need for any security officers to visit our offices.

### PROCESS FOR RENEWALS

The Authority reiterates its resolve to create a convenient renewal process to ensure that expired certificates and ID cards of Security Officers, particularly those linked to employers/security companies are renewed. There is **no need for security officers' queues outside PSiRA offices**, as this is not allowed during the lockdown period.



On 20 March 2020 we published on our Website a seamless process to be followed for submission of bulk renewal forms. However, the implementation of the original lockdown that came into effect at midnight on the 26<sup>th</sup> of March, placed a moratorium on the continued implementation of this arrangement. However, after due consideration, the Authority took a decision to continue with implementation of bulk renewals and issuing of ID cards, with effect from Tuesday, 28 March 2020. The process is as follows:

## **BULK RENEWALS OF PSiRA CERTIFICATES & ID CARDS**



Security Service Providers can **renew** the PSiRA certificates and/or PSiRA ID cards for those security officers in their employ, at any of our nine branches without them having to physically visit any PSiRA offices.

**The process is divided into first and second renewals.**

<b>FIRST RENEWALS</b>	<b>SECOND RENEWALS</b>
 <p><b>First renewals</b> refer to security officers renewing their PSiRA certificates for the <b>very first time</b> (i.e. they still have in their possession the OLD S.O.B certificate). For PSiRA to assist these officers, we are required to verify whether they are the legitimate owner of their ID document (via the Department of Home Affairs – HANIS certificate)</p>	 <p><b>Second renewals</b> refer to persons already in possession of a “NEW” PSiRA certificate (<i>the new PSiRA logo</i>). As PSiRA previously confirmed the security officer’s identity with the Department of Home Affairs, there is no need for a <b>HANIS verification certificate</b>.</p>
<b>REQUIREMENTS</b>	<b>REQUIREMENTS</b>
<ol style="list-style-type: none"> <li>1. Completion of the <b>PSiRA renewal form</b> (Application available on our website <a href="http://www.psiira.co.za">www.psiira.co.za</a>)</li> <li>2. <b>Two Passport photos</b> attached to the application (if a PSiRA ID card is required)</li> <li>3. <b><u>ONLY APPLICABLE FOR FIRST RENEWALS:</u></b></li> </ol>	<ol style="list-style-type: none"> <li>1. Application form for renewal of an individual (Application available on our website <a href="http://www.psiira.co.za">www.psiira.co.za</a>)</li> <li>2. <b>Two Passport photos</b> attached to the application (if a PSiRA ID card is required)</li> <li>3. <b>Proof of Payment</b> <ul style="list-style-type: none"> <li>• <b>Certificate fee</b> R40-00</li> <li>• <b>I.D card fee</b> R80-00</li> </ul> </li> </ol>

<p>a <b>HANIS verification certificate/document</b> obtained from the Dept. of Home Affairs</p> <p>4. <b>Proof of Payment</b></p> <ul style="list-style-type: none"> <li>• <b>Certificate fee</b> R60-00</li> <li>• <b>I.D card fee</b> R80-00</li> </ul>	
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<b>PAYMENT</b>
<ul style="list-style-type: none"> <li>• Payment arrangements are made online  <b><u>BANKING DETAILS:</u></b>   <b>NAME:</b> PSIRA   <b>BANK:</b> Nedbank   <b>ACCOUNT:</b> 1633366200   <b>BRANCH CODE:</b> 163345   <b>REFERENCE:</b> 123456 (<i>Business PSiRA Number</i>)</li> <li>• Once you obtain an invoice from our finance division, provide us with proof of payment (<i>Attach a copy to your bulk batch</i>)</li> </ul>

<b>FINAL PROCESS (after payment):</b>
<ul style="list-style-type: none"> <li>• All the completed forms need to be <u>delivered</u> by a designated person from the business to the preferred PSiRA branch (<i>please arrange beforehand with the respective team leader/branch manager</i>);</li> <li>• Once PSiRA staff completed the printing process of all the certificates/I.D. cards they will contact the business; and</li> <li>• A designated individual from the business may <u>pick-up</u> all the certificates and cards and distribute to the security officers (<i>Please ensure that the individual is provided with a letter of authorisation to pick-up the documents, inclusive of an I.D. copy</i>)</li> </ul>

BRANCH CONTACT DETAILS			
BRANCH	NAME(S)	TELEPHONE	E-MAIL
HEAD OFFICE	Maxie le Roux/ Edwin Mponoana	(012) 003 0501/2	<a href="mailto:maxie.le-roux@psira.co.za">maxie.le-roux@psira.co.za</a> <a href="mailto:edwin.mponoana@psira.co.za">edwin.mponoana@psira.co.za</a>
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BLOEMFONTEIN	Koleka Faba/ Bafundi Tshingana	(051) 000 0026	<a href="mailto:koleka.faba@psira.co.za">koleka.faba@psira.co.za</a> <a href="mailto:bafundi.tshingana@psira.co.za">bafundi.tshingana@psira.co.za</a>

We trust that the above will be of assistance.

Your faithfully

*SBadenhorst*

**Stefan Badenhorst**

**Chief Operating Officer**