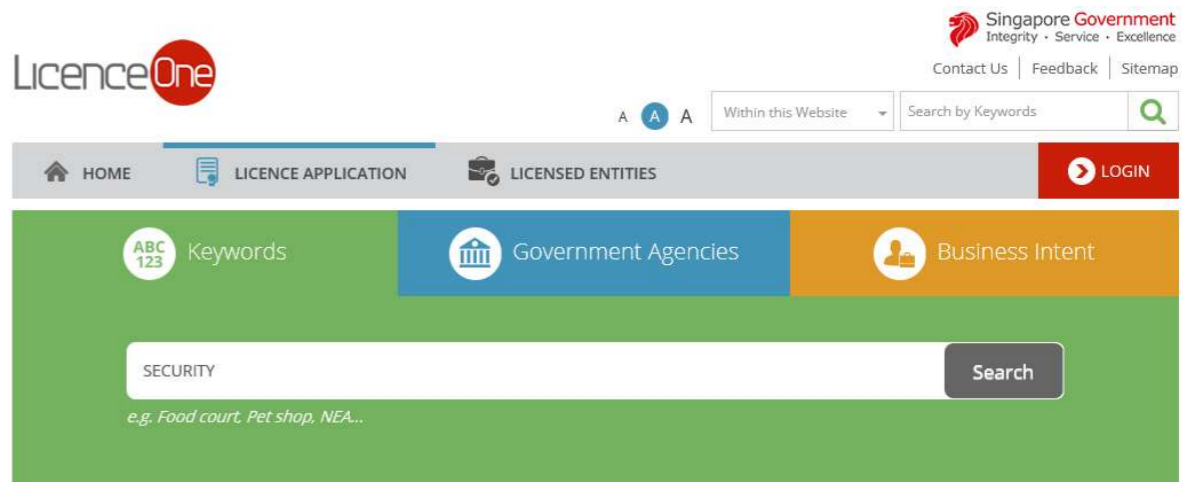


# How to be a Security Officer

## STEP 1: APPLY FOR A SECURITY OFFICER LICENCE

Apply at <https://licence1.business.gov.sg/>  
 Processing Fee: \$16.00 (pay by Debit/Credit Card only)  
 You will receive a SMS / EMAIL / LETTER from PLRD 14 working days after successful payment  
 You may also check your application status at <https://licence1.business.gov.sg/>  
 → Licensed Entities → Singapore Police Force → Enquiry on Security Officer Grades

For Licensing / Exemption Matters, please contact POLICE LICENSING & REGULATORY DEPARTMENT (PLRD)  
 Address: 391 New Bridge Road Blk D #02-701 Police Cantonment Complex Singapore 088762  
 Contact: 6835 0000 or [spf\\_licensing@spf.gov.sg](mailto:spf_licensing@spf.gov.sg)



Applicants are to note that under Section 21(5)(a) of the Private Security Industry Act, PLRD may refuse to grant a licence if it is in their opinion that the applicant is not a fit or proper person to hold a security officer licence. Hence, we recommend that the application is approved before you attend the course.

For Ex Regulars or NSF, please check with PLRD if you are exempted from the basic licensing units. We recommend that you do so before the course starts. In the event that you are given exemptions after you have started the course, you will be required to complete the course by passing the assessment. Please note that there will be no course fee refunds once the course has started.

## STEP 2: COMPLETE THE 3 BASIC SECURITY COURSES

- ① Guard And Patrol (Provide Guard And Patrol Services)
- ② Incident Response (Handle Security Incidents And Services)
- ③ Threat Observation (Recognise Terrorist Threats)

## STEP 3: MAKE YOUR SECURITY PASS

Under Section 20 of the Private Security Industry Act Regulations, all licensed security officers must carry an Identification Card. The ID card is meant for identification purposes and does not confer any statutory powers on its holder.

**5 working days** after the last assessment date, you may proceed to make your Security Officer Pass at USE.

### Union of Security Employees (USE)

Address: Textile Centre Blk 200 Jalan Sultan #03-24 Singapore 199018  
 Contact: 6291 5145  
 Amount: \$21.40 (Cash & NETS only)  
 Operating hours: 9am to 5pm (Monday to Friday)  
 9am to 1pm (Every last Tuesday of the month)  
 Closed on Saturdays, Sundays & Public Holidays

Take MRT to Lavender Station (EW11).  
 Take Bus 107 From ICA Building (Bus Stop #B01319).  
 Alight 2 stops after at Bus Stop #B01239.

Bring your NRIC / Work Permit. Your photograph will be taken over there.

