

## 1) ID Card Application

Before applying for an ID Card, you should:

- Ensure that you have received the Letter of Approval from Police Licensing & Regulatory Department
- Check whether your training status is 'Trained' or 'Exempted' at LicencOne website
- Contact Police Licensing & Regulatory Department at 68350000 or email [spf\\_licensing\\_feedback@spf.gov.sg](mailto:spf_licensing_feedback@spf.gov.sg), if your status shows 'Untrained' after you have submitted your documents

You must make your ID Card in person at the Union of Security Employees with the following:

- Singapore NRIC or Singapore Work Permit card
- Letter of Approval from Police Licensing & Regulatory Department
- Cash of S\$22.50/- including GST (NETS payment is accepted)
- Current ID Card (if you are currently a licensed Security Officers or Private Investigators)
- Police Report\* (if you have lost or misplaced your ID card)

*\* For replacement of lost card. Administrative charges (including GST) are as such:*

- \$22.50 for 1<sup>st</sup> replacement
- \$42.80 for 2<sup>nd</sup> replacement
- \$64.20 for 3<sup>rd</sup> and subsequent replacements

## 2) Details of Union of Security Employees

Address : Textile Centre, Block 200 Jalan Sultan, #03-24 S (199018)

Operating Hours : 0900 hrs to 1700 hrs (for Monday to Friday)  
0900 hrs to 1200hrs (for eve of Public Holidays)  
Closed on Saturdays, Sundays and Public Holidays

Contact Details : 62915145

Directions : Nearest MRT station – Lavender/ Nicoll Highway (about 10 mins walk from MRT station)  
Take Bus 107 From ICA Building (Lavender Station). Alight two stops after