

## LICENSING CONDITIONS FOR PRIVATE INVESTIGATOR

- 1 The licensee shall be:
  - (a) above the age of 16;
  - (b) certified by a medical doctor to be physically fit for work as private investigator and certified annually as such if they are above the age of 60 years;
  - (c) able to submit the medical certificate as and when required for inspection by officers from the Police Licensing & Regulatory Department (PLRD);
- 2 The licence to work as a private investigator is valid for 5 years from the date of approval by Police Licensing & Regulatory Department (PLRD);
- 3 The licensee shall not solicit for business of private investigation services;
- 4 The licensee shall comply with the Code Of Conduct;
- 5 The licensee shall seek separate approval for possession and use of any technical counter surveillance equipment;
- 6 The licensee shall not be involved in any debt collection business;
- 7 The licensee shall surrender the Security Identification Card to Police Licensing & Regulatory Department (PLRD) when he/she is no longer approved to work as a private investigator.
- 8 Unless otherwise notified in writing by the Licensing Officer, the licensee shall obtain the relevant Workforce Skills Qualification (WSQ) certification upon passing the "Perform Investigation Activities in Compliance with Legal Requirements" module before he/she is deployed.
- 9 The licensee who does not meet the training requirements, shall be given a period of 3 months to complete and pass the prerequisite WSQ module(s). He/she shall submit the WSQ certificate to PLRD not later than 3 months from the date of approval of licence. Failing to do so would result in the licence being revoked.

Issued by Licensing Officer  
Police Licensing & Regulatory Department  
Dated: 1 September 2010

**ADMINISTRATIVE DETAILS FOR**  
**APPLICATION OF IDENTIFICATION CARD FOR**  
**SECURITY OFFICER/PRIVATE INVESTIGATOR**

1 Under Section 20 of the Private Security Industry Act Regulations, all licensed security officers/private investigators must carry an Identification card (ID card). The ID card is meant for identification purposes and does not confer any statutory powers on its holder. The Union of Security Employees (USE) is administering the ID card application.

2 Please ensure that you have done the following before proceeding to USE to make your ID card:

**STEP 1** Ensure that you have received the PLRD licence enclosed with this instruction.

**STEP 2** Submit your WSQ training certificates or exemption documents to PLRD via Fax **65573485**.

**STEP 3** Check PLRD website ([www.spf.gov.sg/licence/frameset\\_PI.html](http://www.spf.gov.sg/licence/frameset_PI.html)) to verify that your training status is **TRAINED** OR **EXEMPTED**.

**STEP 4** If your status shows **UNTRAINED** after you have submitted your documents, please contact **65573458 or 65573459**. Thereafter, repeat STEP 3.

3 After confirming that you are **TRAINED** OR **EXEMPTED**, proceed to USE at Waterloo Centre, Block 261 Waterloo Street, #03-30 Singapore (180261) to make your ID card. The operating hours is from Mondays to Fridays from 0900 hrs to 1200 hrs. It is closed on public holidays.

4 You must bring the following documents to make the ID card:

**NRIC** or **Singapore Work Pass** for identify verification.

**S\$20/-** (Cash payment for ID card).

Police report (if you are making a replacement card).

5. Please refer to the attached FAQs for more details. Should you have any queries, kindly contact USE at **63376641**.

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Please refer to our website ([www.spf.gov.sg/licence](http://www.spf.gov.sg/licence)) for more information about the Code of Conduct for Security Officers/Private Investigators:

**STEP 1** Click on “Private Security Industry” Tab

**STEP 2** Click on the “Useful Forms & Publications” on the left column

**STEP 3** Under “Subsidiary”, you will be able to locate a copy of the “Code Of Conduct”