

# Guide for licensed Private Investigator and Security Officer to check on individual notification record

STEP 1

1. Check that you are a licensed Private Investigator (PI) or Security Officer (SO)
2. Obtain the PI or SO's NRIC/FIN number

STEP 2

1. Log in to [http://www.spf.gov.sg/licence/frameset\\_PI.html](http://www.spf.gov.sg/licence/frameset_PI.html)
2. Go to **Security Officer Licence Application**
3. Select **“Updating / Checking of Personal Licence Information”**

(1) Log in to [http://www.spf.gov.sg/licence/frameset\\_PI.html](http://www.spf.gov.sg/licence/frameset_PI.html)

(2) Select this option **“Security Officer Licence Application”**

(3) Select this option **“Updating / Checking of Personal Licence Information”**

The screenshot shows the 'Police Licensing Computerised System' website. The left sidebar has 'Security Officer Licence Application' highlighted. The main content area shows 'Security Officer Licence Application' with a sub-link 'Updating / Checking of Personal Licence Information (SSG)' highlighted. Red arrows and text boxes point to these elements with instructions (1), (2), and (3).

STEP 3

1. Use the PI or SO NRIC/FIN and SINGPASS to log in

SingPass Singapore Personal Access

Secure

Welcome to SingPass Authentication Service

[Terms of Use](#) | [FAQs](#) | [Help](#) | [About Us](#)

SingPass ID:  (Enter your Identification Number)  
e.g. S1234567G, G1234567D

SingPass:  (8-24 characters, CASE-SENSITIVE)

Tick here to change your SingPass

Enter NRIC / FIN and SINGPASS

The screenshot shows the SingPass login page. Red arrows point to the SingPass ID and SingPass fields with the instruction 'Enter NRIC / FIN and SINGPASS'.

## STEP 4

1. Enter the PI/SO NRIC/FIN
2. Click "NEXT"

The screenshot shows the 'Security Services Gateway' interface. At the top, there is a header with the Singapore Police Force logo and the text 'Security Services Gateway'. Below the header, there are links for 'Terms and Conditions', 'FAQs', and 'Help'. A red warning message states: 'Please do not use the Back or Forward buttons on your browser as this may alter the results of the application.' The main heading is 'APPLICATION TO UPDATE PERSONAL RECORDS' with a sub-heading 'Step 1: Fill in Application'. A section titled 'PARTICULARS OF LICENSEE' contains a form with a text input field for 'Licensee NRIC / FIN \* No.\*' containing the value 'S0750233H'. A red arrow points from this field to a box containing '(1) NRIC / FIN is shown'. Below the input field is a 'Home' button with a house icon. To the right of the input field is a 'Next' button with a right-pointing arrow. A red arrow points from a box containing '(2) Click on "Next" button' to the 'Next' button.

## STEP 5

1. You will see all companies which has notified the PI or SO's employment.
2. Under Sec 8(3)(b) and 16(3)(b) of the Private Security Industry Act, a Private Investigation Agency/Security Agency **has 14 days** to notify the authority after the termination of a PI or SO's employment.
3. **CHECK** with the agencies on the PI/SO employment status.

The screenshot shows the 'PARTICULARS OF CURRENT NOTIFICATIONS' section. It starts with the heading 'PARTICULARS OF CURRENT NOTIFICATIONS' and a sub-heading 'You are currently notified in the following company(s):'. Below this, there is a table with three entries. Each entry lists details for a company and a Security Officer. Red arrows point from a box on the right to the company names in the table.

PARTICULARS OF CURRENT NOTIFICATIONS	
You are currently notified in the following company(s):	
<b>Security Officer</b>	
1. Company Name :	ABC Security Services
Company Address :	123 New Bridge Road
Date of Notification (dd/mm/yyyy) :	12/12/2011
Staff Post :	Security Officer
Licence Type :	Security Officer
2. Company Name :	DEF Security Investigations & Services
Company Address :	567 Kitchener Road
Date of Notification (dd/mm/yyyy) :	30/11/2010
Staff Post :	Security Officer
Licence Type :	Security Officer
3. Company Name :	XYZ Hotel
Company Address :	321 <u>Shenton</u> Way
Date of Notification (dd/mm/yyyy) :	12/1/2010
Staff Post :	Security Officer
Licence Type :	Security Officer

Information of companies who had made notification