



METROPOLIS TRAINING ACADEMY

GUIDE ON SECURITY ID COLLECTION

- 1) Upload photo**
- 2) Book appointment**
- 3) Online Payment \$22.50**

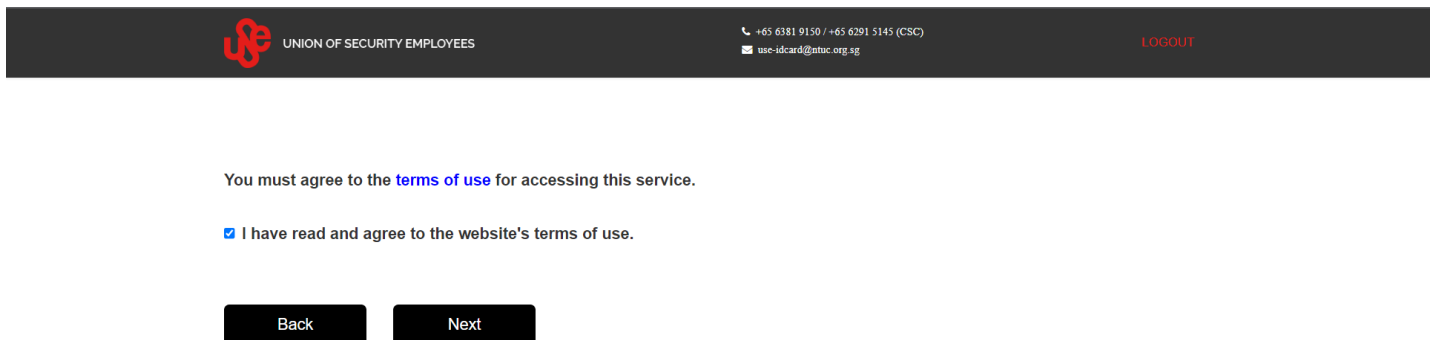


Step 1: Click on the link below
(<https://www.iduse.org.sg/qrcode>)



Individuals are to log in using their SingPass account

Step 2: Click on: “I have read and agree to the website’s terms of use” and click “next”.





Step 3:

Under the “My Application Type”, check the “New” box and click “continue”

1 — 2 — 3 — 4 — 5
Request Application Contact Details Submit Details Book Appointment Make Payment

ID Card Portal

Welcome SOH WEI XUAN

My Application Type

- New
- Replacement
- Renewal

My Request

- Security Officer (SO) / Aviation Security Officer (AVSO)
- Private Investigator (PI)

My Updates

- New PWM SO Grade/Courses Attended

My Applications

Application	Card Type	Grade	Date Of Transaction	Status	Action/Remarks
New	SO	SO		Draft	Continue

Step 4:

Input in your mobile number and you will get a OTP sent to your mobile phone.

✓ — 2 — 3 — 4 — 5
Request Application Contact Details Submit Details Book Appointment Make Payment

Personal Particulars

NRIC / FIN :
Name :

Update Details

My Mobile No :

Singapore mobile number ^{*Mandatory}

0000000 [←](#) [Add Number](#)

Email address ^{*Optional}

[Back](#) [Next](#)



Step 5:

Check the "Recognise Terrorist Threat" checkbox and upload a photo of yourself



Submission

Details

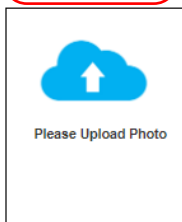
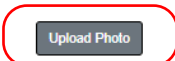
NRIC / FIN :
Name :

Application Type : **New - SO**
Pass ID No :
Grade : **SO**
Card Expiry Date : **02 August 2025**

Training Records

- Recognise Terrorist Threat (RTT)
- Conduct Security Screening of Person and Bag (CSSPB)
- Conduct Crowd and Traffic Control (CCTC)
- Handle Counter Terrorist Activities (HCTA)
- Conduct Screening using X-ray Machine (X-RAY)
- Airport Screener Deployment (For AVSO Only)
- None of the above (SO)

Photo Submission



Guidelines for Digital Photo Image Submission

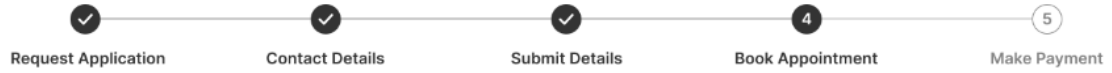
- Photo must be taken within last 3 months
- Photo must be taken within even brightness
- Photo must be clear and in sharp focus
- Photo must be taken without spectacles
- Photo background must be white in color
- Photo uploaded must be in JPG or PNG formats
- Photo image's size must not more than 5 MB

I hereby declare that the information and photo submitted is true and correct.
In case any of the above information is found to be false or untrue or misleading or misrepresenting,
I am aware that I may be held liable for it.



Step 6:

Select a date and timing for the collection of the physical security card



Book Appointment For Collection

Select Date : * Select dates marked in Blue in color.

June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	01	02

Time	Current Booking	Max Available
<input type="radio"/> 09:00-10:00	0	20
<input type="radio"/> 10:00-11:00	0	20
<input type="radio"/> 11:00-12:00	0	20
<input type="radio"/> 12:00-13:00	0	20
<input type="radio"/> 13:00-14:00	0	20
<input type="radio"/> 14:00-15:00	0	20
<input type="radio"/> 15:00-16:00	0	20
<input type="radio"/> 16:00-17:00	0	20

Operating Hours:

Monday - Friday : 9am - 5pm (last walk-in at 4.50pm)

Last Tuesday of the month and selected eve of Public Holidays

(New Year's Day, Chinese New Year & Christmas Day) : 9am-12.30pm

Closed on Public Holidays, Saturdays and Sundays

: Half Day / Eve Of Public Holidays - Last Appointment @12.30pm

: Public Holiday

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