



METROPOLIS TRAINING ACADEMY

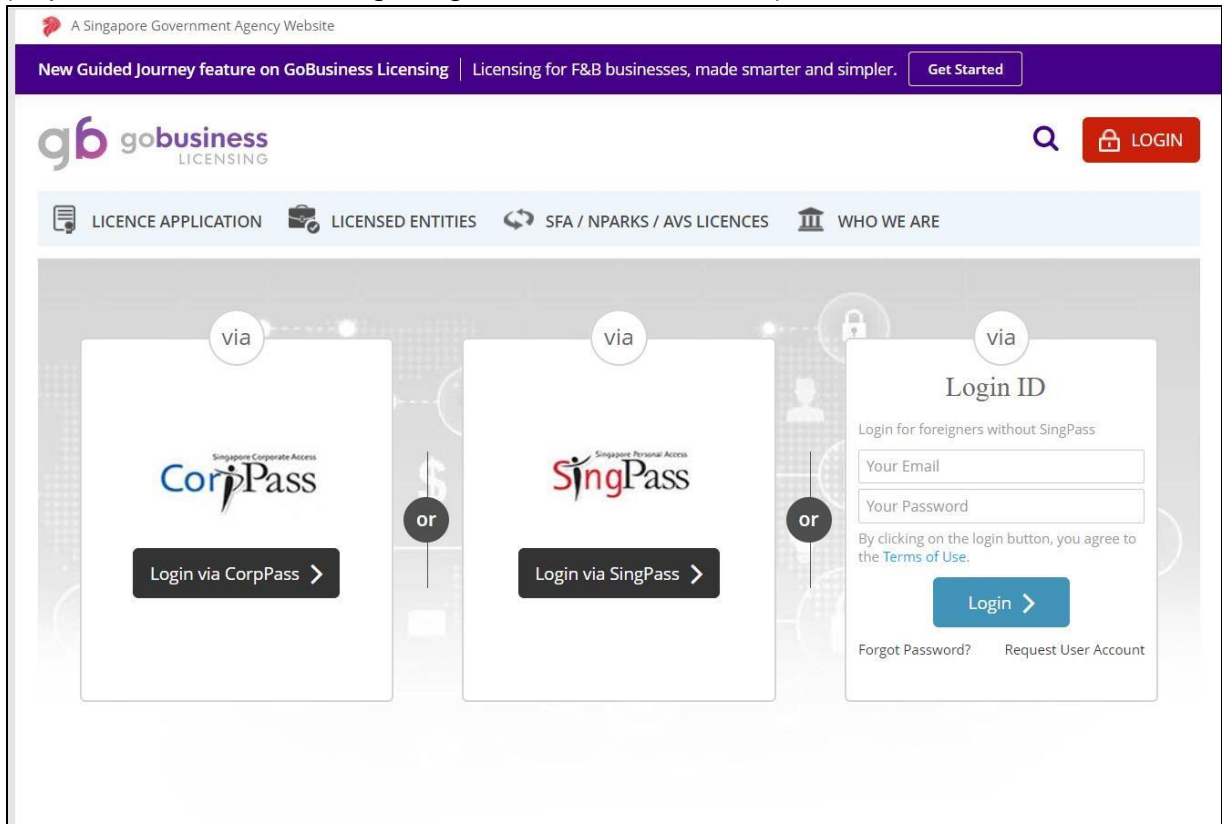
Guide on Application for Security Officer (SO) License



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Step 1: Log in to GoBusiness website

(<https://licence1.business.gov.sg/web/frontier/eAdvisor>)



For Singaporean / Singapore PR, log in using SingPass account

For Foreigners, log in using email address



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Step 2: Click on

- "Licence Applications"
- "APPLY FOR NEW LICENCE"

The screenshot shows the gobusiness LICENSING dashboard. At the top, there is a navigation bar with the gobusiness logo and a search icon. Below this is a main menu with options like 'MY PORTFOLIO', 'LICENCE APPLICATION', 'SFA / NPARKS / AVS LICENCES', and 'WHO WE ARE'. A dropdown menu is open under 'LICENCE APPLICATION', with 'APPLY FOR NEW LICENCE' highlighted by an orange arrow. Other options in the dropdown include 'AMEND EXISTING LICENCE', 'RENEW EXPIRING LICENCE', 'CANCEL EXISTING LICENCE', and 'SUBMIT RETURNS'. The dashboard also features a 'Dashboard' section with a user profile for 'SITI NUR ARIYANA B' and an 'Application Status' section with a 'Check' button. At the bottom, there are four main categories: 'APPLICATIONS' (Require Attention: 0, In Progress: 0), 'DRAFTS' (Due for Removal: 0, All Drafts: 0), 'LICENCES' (Due for Renewal: 0, Active: 0), and 'PAYMENTS' (Pending Payments: 0). The footer shows 'Showing 0 of 0'.



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Step 3: Type “Security Officer” and press “Search”

The screenshot shows the goBusiness Licensing website interface. At the top, there is a purple banner with the text "New Guided Journey feature on GoBusiness Licensing | Licensing for F&B businesses, made smarter and simpler." and a "Get Started" button. Below the banner is the goBusiness LICENSING logo and navigation icons for search, notifications, and user profile. A horizontal menu contains "MY PORTFOLIO", "LICENCE APPLICATION", "LICENSED ENTITIES", "SFA / NPARKS / AVS LICENCES", and "WHO WE ARE". Below this is a search bar with three tabs: "Keywords" (with an ABC 123 icon), "Government Agencies" (with a building icon), and "Business Intent" (with a person icon). The "Keywords" tab is active, and the search bar contains the text "Security Officer". A large orange arrow points to the search bar. Below the search bar is a "Search" button and a list of suggestions: "e.g. Food court, Pet shop, NEA...". At the bottom of the search area is a "Review & Apply (0)" button. The footer contains a grid of links for HOME, LICENCE APPLICATION, ABOUT US, CONTACT US, FEEDBACK, FAQ, and Enquiries and Request for Assistance, along with contact information and operating hours.

HOME

- Find Licence by Keywords
- Find Licence by Government Agencies
- Find Licence by Business Intent
- News
- Help Topics

LICENCE APPLICATION

- Apply for New Licence
- Amend Existing Licence
- Renew Expiring Licence
- Cancel Existing Licence
- Submit Returns

ABOUT US

- CONTACT US
- FEEDBACK
- FAQ

Enquiries and Request for Assistance

- Hotline
6774 1430
- Operating Hours
8am-8pm (Mondays to Fridays)
8am-2pm (Saturdays)



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Step 4: Select “Security Officer’s Licence (SO)” and click “Proceed” when the “Review & Apply” tab pops out

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MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES WHO WE ARE

Selected Licences

SPF | Security Officer's Licence (SO)

Proceed

1

Review & Apply (1)

Security Officer's Licence (SO) Selected

A "security officer" means any individual who, for reward, carries out any of the following functions:
a) patrolling or guarding another person's property (including cash in transit) by a phy

Registration for In-House Employer (RIHE) Add to Selection >

An "In-house Employer" means any individual authorised by his/her company in employing a licensed security officer to perform the job functions of a security officer at their own premises.

Security Service Provider Licence Add to Selection >

Only Companies with Security Service Provider (SSP) licence can provide security services or equipment. The types of security services are defined in Section 18 of the Private Security Industr

Environmental Control Officer Certificate Add to Selection >

For the application of Environmental Control Officer Certificate of Registration.



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Step 5: Click "Apply" on Licences Page

MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES WHO WE ARE

1 SELECT Licence(s) 2 ADD General Information 3 PROVIDE Application Details 4 UPLOAD Supporting Document(s) 5 REVIEW & SUBMIT Application (Payment if applicable) 6 ACKNOWLEDGEMENT

Apply for New Licence

You may need the following licence(s) for your business

To be applied at **GoBusiness Licensing**

<input checked="" type="checkbox"/> Licence Name	Time to Fill	Fees & Supporting Documents	Estimated Processing Time
Selected Licence(s)			
<input checked="" type="checkbox"/> SPF Security Officer's Licence (SO) ⓘ	10 mins	Details	At least 14 w

\$ GoBusiness Licensing accepts the following e-Payment methods: PayPal, VISA, MasterCard, American Express and Discover.

[< Previous](#) [Email Me >](#) **APPLY**



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MY PORTFOLIO | LICENCE APPLICATION | LICENSES ISSUED | SEA / MFRS / WELLSITE | WHO WE ARE

5. Agree to the Waiver

By clicking on the checkbox, I agree to be bound by the Terms of Use.

Profile

View as: as an Applicant

MyInfo

Use MyInfo
Please click [here](#) for MyInfo details

Applicant's Particulars

Note: Name, Citizenship, Gender, Date of Birth, Home Tel Number, Mobile Number and Email are taken from MyInfo for you if available.

Solicitor*	<input type="text" value="No"/>	Completion*	<input type="text" value="Manual/Online"/>
Name*	<input type="text" value="SIRIYU WITANA DRI / DORRAGAJA"/>	Office Tel Number	<input type="text"/>
Citizenship*	<input type="text" value="Sri Lankan"/>	Home Tel Number	<input type="text"/>
Gender*	<input type="radio"/> Male <input type="radio"/> Female	Fax Number	<input type="text"/>
Date of Birth*	<input type="text" value="2002/08"/>	Mobile Number*	<input type="text" value="9052/41004"/>
Primary Contact Mails*	<input type="radio"/> Office Tel Number <input type="radio"/> Home Tel Number <input checked="" type="radio"/> Mobile Number	Email*	<input type="text"/>
		Alternative Email	<input type="text"/>

* If you prefer to receive all our notices of license applications via SMS.

Applicant's Address

Address Type*	<input type="radio"/> Local <input type="radio"/> Foreign	Street Name*	<input type="text" value="SRI MEDIRAJANE S"/>
Type of Premises*	<input type="text" value="Residential"/>	Land	<input type="text" value="No"/>
Postal Code*	<input type="text" value="00000"/> Retrieve Address	Unit Number	<input type="text" value="000"/>
Block / Floor Number*	<input type="text" value="000"/>	Building Name	<input type="text"/>

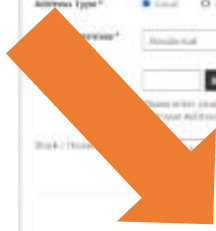
Mailing Address

Applicant Address	<input type="button" value="Copy"/>	Street Name*	<input type="text"/>
Address Type*	<input checked="" type="radio"/> Local <input type="radio"/> Foreign	Land	<input type="text"/>
Type of Premises*	<input type="text" value="Residential"/>	Unit Number	<input type="text" value="000"/>
Postal Code*	<input type="text" value="00000"/> Retrieve Address	Building Name	<input type="text" value="000"/>
Block / Floor Number*	<input type="text" value="000"/>		

HOME | LICENCE APPLICATION | ABOUT US | Enquiries and Request for Assistance

Step 5: Fill up Personal Particulars and click "Next"

*denotes mandatory





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Step 6:

- Click "Security Officer"
- Fill up Personal Particulars under Additional Particulars of Applicant *
denotes mandatory

The screenshot shows a web interface for a licensing process. At the top, there is a navigation bar with icons for 'MY PORTFOLIO', 'LICENCE APPLICATION', 'LICENSED ENTITIES', 'SFA / NPARKS / AVS LICENCES', and 'WHO WE ARE'. Below this is a progress bar with six steps: 1. SELECT Licence(s), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(s), 5. REVIEW & SUBMIT Application (Payment If applicable), and 6. ACKNOWLEDGEMENT. The current step is 3, 'PROVIDE Application Details'. The main heading is 'Apply for New Licence'. Below this, there is a section for 'Security Officer's Licence (SO) (SPF)'. Underneath, there is a 'Staff Profile' section with a 'Categories*' field. Two radio buttons are visible: 'Security Officer' (which is selected and highlighted with an orange box) and 'Restricted Security Officer'. A note below the radio buttons reads: 'Note: Please select the category Restricted Security Officer only if you are directed by authority.' Below the categories section is the 'Additional Particulars of Applicant' section, which is also highlighted with an orange border. This section contains several fields: 'Race' (Please Select dropdown), 'Country/Region of Birth' (Please Select dropdown), 'Highest Academic Qualification*' (Please Select dropdown), 'Name of Next of Kin' (text input), and 'Contact No of Next of Kin' (dropdown menu). Two large orange arrows point from the left towards the 'Security Officer' radio button and the 'Additional Particulars of Applicant' section.



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Step 7: Existing Training Record Details

Tick the type of Training you have completed. This allows PLRD to exempt you accordingly if applicable. Else, Tick "None of the above"

MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES WHO WE ARE

Existing Training Record Details

Training Type For Security Officer *

- Advance Security Course conducted by APRO Asian Protection Pte Ltd (before 1 Jan 96)
- Airport Police Division Front Loader (ASA) certified
- Airport Police Division Security Screening Unit (APS SSU) certified
- Basic Auxiliary Police Officer Course conducted by CISCO or AETOS APF Training School
- Basic Protection Officer Course conducted by APRO Asian Protection Pte Ltd (before 1 Nov 02)
- Basic Security Course (before 1 Nov 02)
- Basic Security Training conducted by APRO Asian Protection Pte Ltd (before 1 Nov 02)
- CAMS Operator
- Certificate in Hotel Security Management organised by SHATEC (before 1 Jan 98)
- Diploma in Police Studies and Security Management offered by Temasek Polytechnic
- Diploma in Security & Fire Safety Management offered by Temasek Polytechnic
- Essential Security Guarding Course conducted by Group 4 CISCO Training (before 1 Jan 96)
- Hotel Security Operations organised by SHATEC (before 1 Jan 98)
- Security Supervisors Course Examination certified by SHRI or RELC (before 1 Aug 04)
- Specialised Guarding Skill conducted by Group 4 CISCO Training (before 1 Jan 96)
- Supervising Security Activities conducted by Group 4 CISCO Training (before 1 Aug 04)
- The Security Managers and Chief Security Officers Course conducted by APRO Asian Protection Pte Ltd (before 1 Aug 04)
- None of the above



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Step 8: Experience & Declaration

Press on the dropdown box under the “Experience” portion and select your past experience – e.g. “Ex-SAF Personnel, Ex-Prison Officer” etc.

This allows PLRD to exempt you accordingly if applicable. Else, click “None of the above” and click “Add”

Under the Rank portion, click the rank you had or click “None of the above” Under the Declaration portion, select accordingly.

Click “Proceed” once done.

MY PORTFOLIO LICENCE APPLICATION LICENSED ENTITIES SFA / NPARKS / AVS LICENCES WHO WE ARE

Experience

S.No	Experience	From Year	To Year	Remark
No records available				

Experience

Add

Rank *

Declaration

Are you currently in possession of a security officer or private investigator licence under another FIN / IC Number? *

Yes No

Have you suffered, or are suffering from a mental condition or illness? *

Yes No

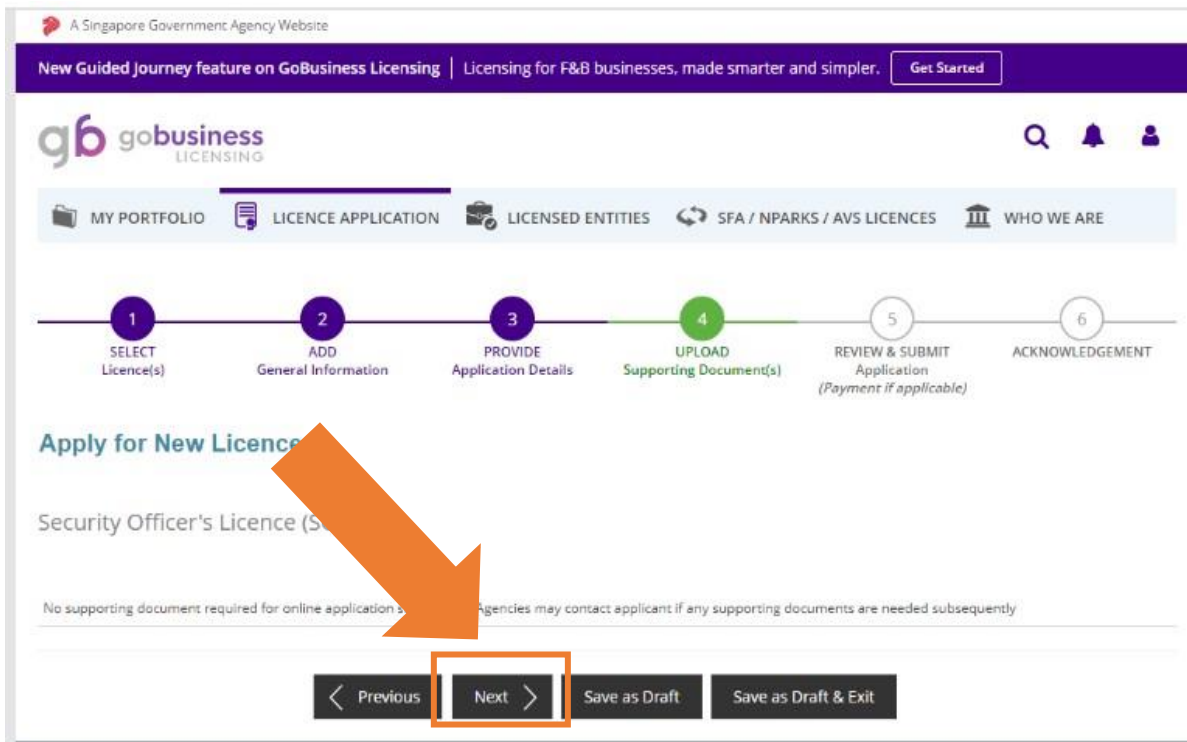
< Previous **Proceed** > Save as Draft Save as Draft & Exit



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Step 9: Supporting Documents

If you had experience in Step 8, you will need to provide supporting documents relevant to your declaration. You will need to take a picture of your document and upload accordingly. Else, click “Next”





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Step 10: Information Review

Check your data under the Applicant's Particulars. If there are errors, click "Previous" until you are on the page that contains the errors and make amendments.

Once done, tick the "General Declaration" box and click "Submit"

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Information Review

Applicant's Particulars

Agree to Use MyInfo Data	Yes	Designation
Salutation		Office Tel Number
Name		Home Tel Number
Citizenship		Fax Number
		Mobile Number

Declaration

General Declaration

1. I declare that all the information given in this application form is true and correct. I am aware that legal action may be taken against me if I had knowingly provided false information. I agree that in any legal proceedings, I shall not dispute the authenticity or accuracy of any statements, information, records, acknowledgements, information recorded in or produced in this application.

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Step 11: Make Payment

Prepare your payment method (Debit Card / Credit Card / PayPal Account) and click "PROCEED WITH PAYMENT"

The screenshot shows the 'LICENSING' section of a web application. At the top, there are navigation tabs: MY PORTFOLIO, LICENCE APPLICATION, LICENSED ENTITIES, SFA / NPARKS / AVS LICENCES, and WHO WE ARE. Below these are menu items: Dashboard, Applications, Licences, Payments (highlighted), Requests for Action, Managed Returns, and Correspondences. A progress bar shows six steps: 1. SELECT Licence(S), 2. ADD General Information, 3. PROVIDE Application Details, 4. UPLOAD Supporting Document(S), 5. REVIEW & SUBMIT Application (Payment If Applicable), and 6. ACKNOWLEDGEMENT. The 'Payments' menu item is active, leading to the 'Apply for New Licence' page. The 'Make Payment' section displays a table with the following data:

Description	Fee Type	Fee	GST	Payment Due Date	Sub Total
PA2110580591 SPF - Security Officer's Licence (SO)	Processing Fee	\$16.00	Not applicable		\$16.00
C2120028421					
Grand Total					\$16.00

Below the table is an information icon and text: "For assistance on refund please contact the respective licensing agency. Information can be found at Contact Us page". A large orange arrow points from the table to a button labeled "PROCEED WITH PAYMENT" which is highlighted with a red border.



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Step 12: Acknowledgement

Once payment is done, your application is complete.

Do await the confirmation via email / text. Processing time will take approximately 14 working days.



Apply for New Licence

 **Submitted successfully: 1 application(s)**
You will be notified of the approval of your application via SMS/Email.

Singapore Police Force
Security Officer's Licence (SO)

Application Number	C1920004105	Payment Advice Number	PA1911262087
Application Status	Submitted with Payment	Payment Status	STAGE1 : PAID STAGE2 : N.A
Submission Number	B1920012842	Payment Amount(SGD)	\$16.00
Submission Date	29 Apr 2019 14:21:08	Estimated Processing Time	At least 14 working days
Submission Name	B1920012842		

[View your Applications and Status](#)

NOTE

Application has been submitted successfully. You will be notified of the approval of your application by email/sms. Processing status will also be updated under the Application Status Column.

Please note that the "Submission Name" is for your personal reference only.

You may retrieve your submission and application details by clicking on the "Applications" tab in the "My Portfolio" menu.



And you're done! In the meantime, we strongly recommend you to complete the three Basic Licensing Units (BLUs) while awaiting confirmation. You can know more about the courses on this website

(<https://www.metropolista.sg/course/category/BLUs>)