



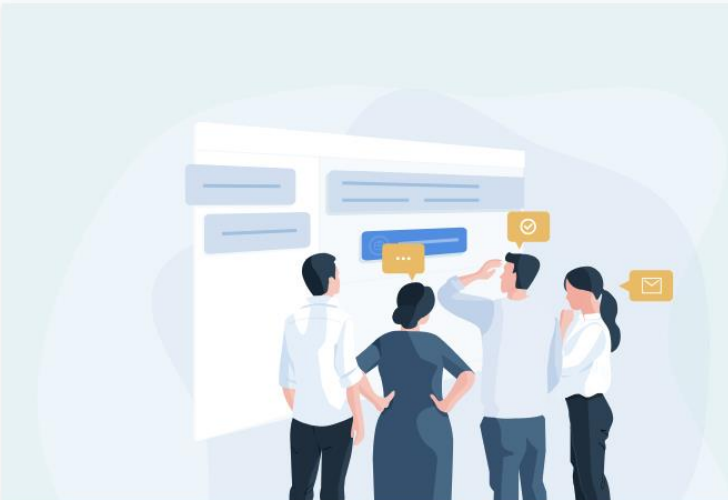
Guide to Application for Security Clearance by PLRD

Metropolis Training Academy



Step 1: Go to

<https://dashboard.gobusiness.gov.sg/login>

Welcome to GoBusiness



Log in to GoBusiness Dashboard
Apply for or manage your licences & accreditations.

 Users with no registered Unique Entity Number (UEN)	 Users with a registered UEN
Log In for Individual Users	Log In for Business Users
Register for a foreign user account	For foreign entities: Register for a Foreign Corppass account

Need Help? [Read our FAQ](#)

Click

Step 2: Login by using Singpass

 **Log in with Singpass**
Your trusted digital identity

(either QR or Password)

Singpass login

Password login

Scan with Singpass app
to log in



[Register for Singpass](#)

[Download Singpass app](#)

singpass

Step 3: In the Navigation bar

The screenshot shows the dashboard.gobusiness.gov.sg website. The navigation bar at the top includes the 'gobusiness SINGAPORE' logo, 'Dashboard', 'My Submissions', 'Licences', and 'Help'. The 'Licences' menu is expanded, showing options: 'Apply Licences', 'My Licences', 'Renew Licences', 'Amend Licences', 'Submit Returns', and 'Verify Licence'. A red box highlights the 'Apply for a SO Licence' button in a promotional banner on the right side of the page. A green box with the text '1. Click' and a red arrow points to this button. The banner also features an illustration of a security officer with a flashlight and the text: 'Looking to apply for a Security Officer's Licence?'.

dashboard.gobusiness.gov.sg

A Singapore Government Agency Website [How to identify](#)

gobusiness SINGAPORE

Dashboard My Submissions Licences Help

Search by Government Agency, Licence or Subn

Apply Licences

My Licences

Renew Licences

Amend Licences

Submit Returns

Verify Licence

Welcome

Quick Links **Early Access**

For Taxi & PHV Drivers, Bus Attendants and Se

Apply / Renew your Taxi, Private Hire Car & Bus Vocational Licences or submit your medical report. * Please use a computer

Renew or Submit Medical Report

1. Click

Looking to apply for a Security Officer's Licence?

Apply for a SO Licence

↑ Top

Step 3: In the Navigation bar

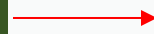
Search by Government Agency, Licence or Application name/number



Apply for Security Officer Licence

Licences (New) • SPF

1. Click



Apply

Details

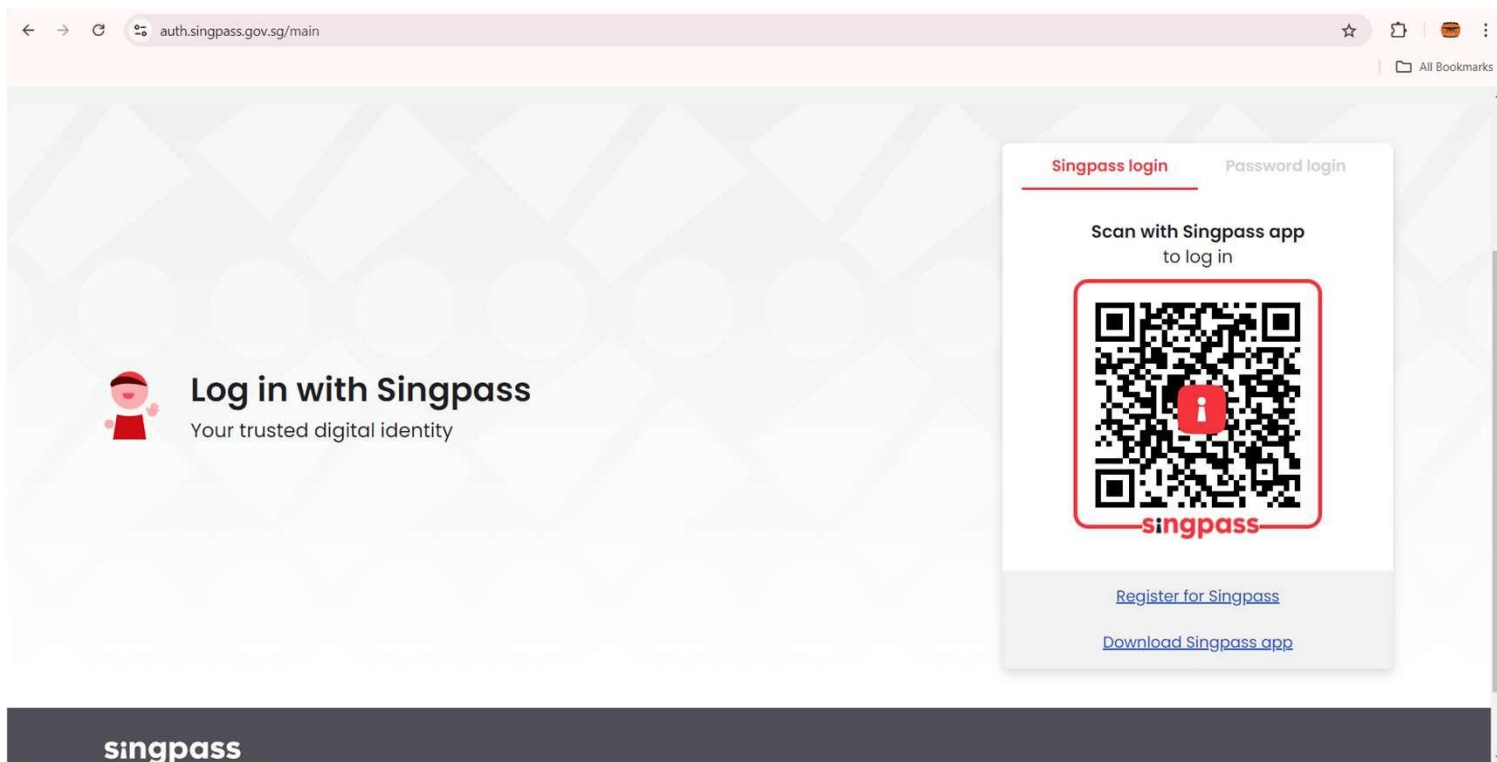
A "security officer" means any individual who, for reward, carries out any of the following functions:

- a) patrolling or guarding another person's property (including cash in transit) by a physical means (which may involve the use of patrol dogs) or by electronic means;
- b) keeping the property (including cash in transit) of another person under surveillance, including for the purpose of preventing theft thereof;
- c) acting as a bodyguard or bouncer; or
- d) in respect of any public place or other premises and as part of his regular duties, performing any function of screening individuals seeking entry thereto.

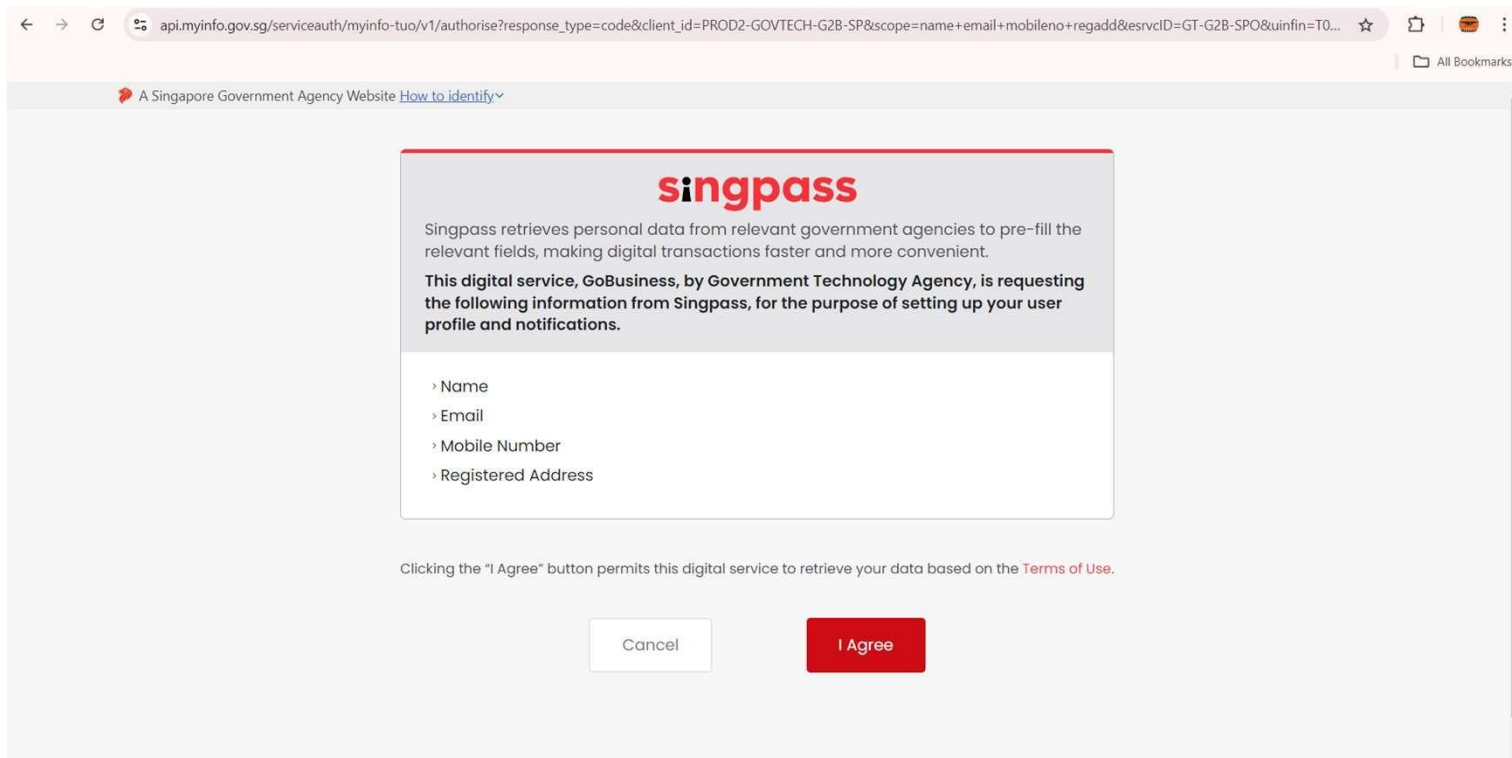
Fees and additional information

Fees
Fees: \$16

Step 6: Login with Singpass a second time



Step 7: Click “I Agree”



Step 8: Fill in the Form

A Singapore Government Agency Website [How to Identify](#)

gobusiness SINGAPORE

- 1 General Info
- 2 Application Details
- 3 Review Form
- 4 Declaration
- 5 Make Payment

You are applying for Security Officer Licence (SPF)

All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.

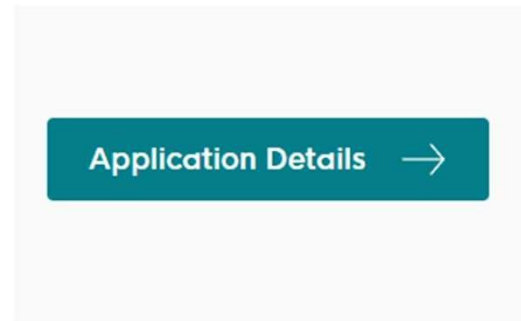
Estimated 10 Minutes to complete

STEP 1

General Information

Review and fill the following details for application.

Profile



Choose

Applicant Detail

Salutation

Mrs

Step 9: Complete **Additional Particulars** and **Next of Kin** information

Additional Particulars of Applicant

Race (Optional)
 ▼

Country of Birth
 ▼

Highest Academic Qualification
 ▼

Name of Next of Kin

Contact No of Next of Kin
 ▼ 0/60

Step 10: Course Attended

Courses Attended

Courses Attended

- Advance Security Course Conducted By APRO Asian Protection Pte Ltd (before 1 January 1996)
- Airport Police Division (APD) Security Screening Certified - AVSO/Former AVSO
- Airport Police Division Front Loader (ASA) Certified
- Basic Auxilliary Police Officer Course Conducted By CISCO Or AETOS APF Training School
- Basic Protection Officer Course Conducted By APRO Asian Protection Pte Ltd (before 1 November 2002)
- Basic Security Course (before 1 November 2002)
- Basic Security Training Conducted By APRO Asian Protection Pte Ltd (before 1 November 2002)
- CAMS Operator
- Certificate In Hotel Security Management Organised By SHATEC (before 1 January 1998)
- Diploma In Management & Police Studies By Temasek Polytechnic
- Diploma In Police Studies And Security Management Offered By Temasek Polytechnic
- Diploma In Police & Security Studies By Temasek Polytechnic
- Diploma In Security & Fire Safety Management Offered By Temasek Polytechnic
- Diploma In Security & Fire Safety Studies By Temasek Polytechnic
- Essential Security Guarding Course Conducted By Group 4 CISCO Training (before 1 January 1996)
- Hotel Security Operations Organised By SHATEC (before 1 January 1998)
- Security Supervisors Course Examination Certified By SHRI or RELC (before 1 August 2004)
- Specialised Guarding Skill Conducted By Group 4 CISCO Training (before 1 January 1996)
- Supervising Security Activities Conducted By Group 4 CISCO Training (before 1 August 2004)
- The Security Managers And Chief Security Officers Course Conducted By APRO Asian Protection Pte Ltd (before 1 August 2004)
- None of the above

If None of the above:
Choose > None of the above

Step 11: Fill in Other Information

Other Information

Are you currently in possession of a Security Officer's licence under another FIN / NRIC Number?

✓ YES

× NO

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

✓ YES

× NO

Step 12: Click _ “Review Form”

Supporting Documents

Training Certificate(s) (Optional)
Only 1 file at 5 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Scanned Copy of the Training Certificate(s)
File format: docx, doc, pdf, png, jpeg, gif, jpg
Drop a file here or click to upload

Experience (Optional)
Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Scanned Copy of Experience. E.g. Certificate of Service (COS), Service Transcript (ST), Promotion Cert etc
File format: docx, doc, pdf, png, jpeg, gif, jpg
Drop a file here or click to upload

Work Permit (Optional)
Only 1 file at 2 MB or less.
File name must have no more than 130 characters and no spaces. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed.
Scanned copy of the Work Permit (front and back).
File format: jpg, pdf, png, jpeg, gif
Drop a file here or click to upload

← General Information Save Draft **Review Form** →

Scroll Down and click >
Review Form

Tick declaration and make payment

Declaration

Please scroll to read and acknowledge the following clauses.

General Declaration

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, confirmations, records, acknowledgements, information recorded in or produced in this application.

I hereby declare that all of the above is true.

1. Tick the box

2. Make Payment


← Review Form

Make Payment →

Step 14: Make Payment




Please choose a payment method.

Credit/Debit Card



Use A Different Card

We Accept

Add Card Details

[Autofill link](#)

What is a CVC? [?](#)

Save as my new default card

[Make Payment](#) →



You will receive a notification regarding your license application status via SMS/ Email/ Letter in approximately 2 weeks