



Enquiry on Security Officer and Private Investigator Licences

Version: 1.1

16 Jan 2020

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About this Quick Reference Guide

Purpose & Objective

This quick reference explains on step-by-step guide to enquire on Security Officer and Private Investigator Licences in **GoBusiness Licensing** system.

This Enquiry covers the below details:

- Person / Licence Information
- Renewal Details
- Company Notifications
- Training details.

Audience

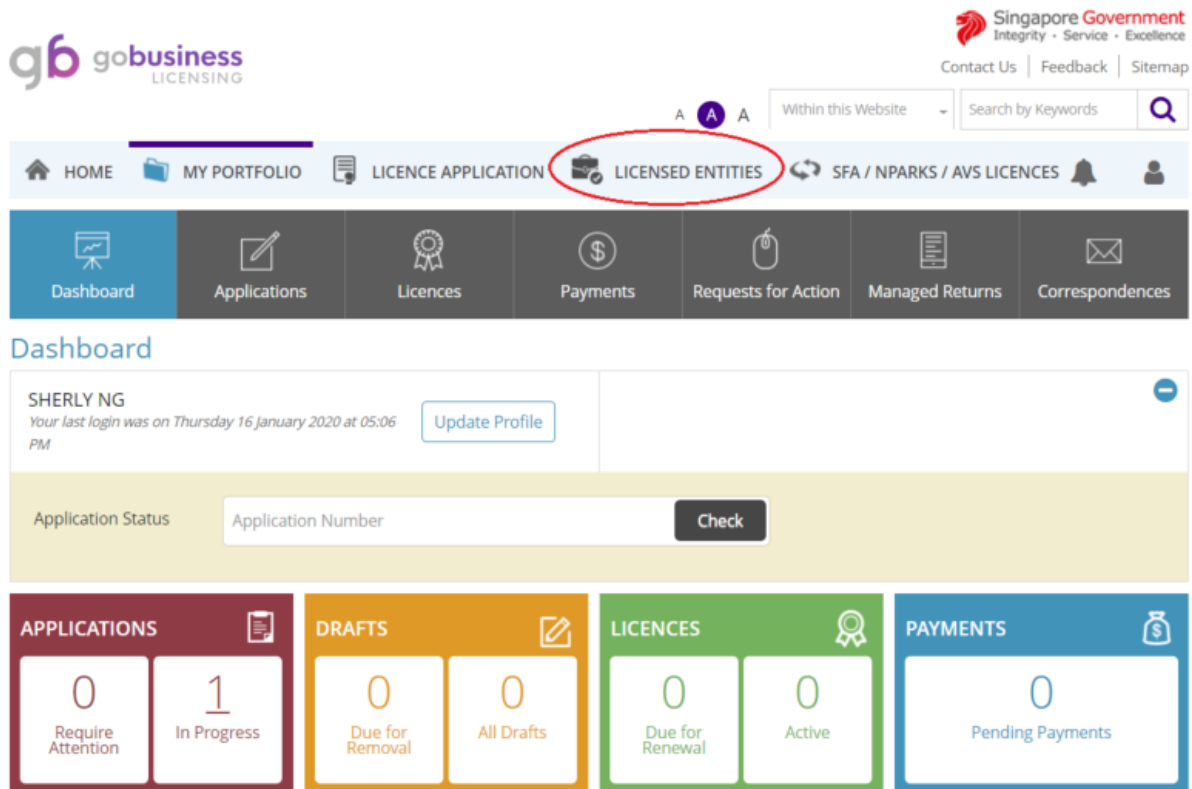
- Security Officer's (SO)
- Private Investigator's (PI)

Pre-Requisite

- Security Officer's / Private Investigator's will login GoBusiness Licensing using their Singpass Credentials.
- Security Officer's (SO) / Private Investigator's to have valid Licence for Enquiry.
- User can [click here](#) to find GoBusiness Licensing online guide on the general usage of GoBusiness Licensing System.

Quick Ref 1: Enquiry on Security Officer and Private Investigator Licences

- **Step 1:** User needs to login into GoBusiness Licensing for perform such enquiry.
Note: Only applicable for “Individual” profile with NRIC or FIN holders.
- **Step 2:** After logging into GoBusiness Licensing, click “LICENSED ENTITIES”.



- **Step 3:** Click on ‘+’ button to expand the different types of “Enquiry”.

The screenshot shows the gobusiness LICENSING website interface. At the top right, there is the Singapore Government logo and navigation links for Contact Us, Feedback, and Sitemap. A search bar is present with the text 'Within this Website' and 'Search by Keywords'. The main navigation bar includes links for HOME, MY PORTFOLIO, LICENCE APPLICATION, LICENSED ENTITIES (which is active), SFA / NPARKS / AVS LICENCES, and a user profile icon. Below the navigation bar, a text block states: 'This page provides you with the facility to search through the list of licensed entities from participating Singapore Government Agencies based on pre-determined search parameters.' A list of licensed entities follows, with 'SINGAPORE POLICE FORCE' circled in red. Below this, a sub-menu is expanded, showing several options, with 'Enquiry on Security Officer and Private Investigator Licences' highlighted with a red box. A note below the sub-menu reads: 'Note: For quick step by step user guide please click here'.

➤ **Step 4:** Select “Enquiry on Security Officer and Private Investigator Licences”.

It redirects the user to the Enquiry on Security Officer and Private Investigator Licences Page. The fields that appear on the page vary on the type of user login.

i) When user logs in using NRIC / FIN

Note:

- a. Values in “Type of Pass” and “NRIC/ FIN No.” fields are pre-populated based on the user’s login credentials.
- b. NO EDITING will be allowed on the search parameters.

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The screenshot shows a search form with two input fields and a button. The first field is a dropdown menu labeled 'Type of Pass' with 'NRIC' selected. The second field is a text input labeled 'NRIC/FIN No.' containing the value 'S817773Z'. To the right of these fields is a purple button labeled 'Search'.

➤ **Step 5i:** Click on “Search” button.

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Enquiry on Security Officer and Private Investigator Licences

Type of Pass NRIC	NRIC/FIN No. S8177773Z	Search
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➤ **Step 6i:** System will display the record.

Enquiry on Security Officer and Private Investigator Licences

Type of Pass NRIC	NRIC/FIN No. S8177773Z	Search
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Person/ Licence Information

NRIC/FIN Number	Name	Licence No	Licence Type	Licence Status	Licence Expiry Date	Training Status	Staff Grade	Number of Notifications	Date of Birth	Action
S61SS0013J	Test User	L/PS/123456/2019S	Security Officer	Approved	25/08/2019	Trained	Chief Security Officer	1	01/01/2001	View Training Records
S61SS0012J	Test User 2	L/PS/123432/2019S	Private Investigator	Approved	25/09/2020	Trained	Private Investigator	1	01/01/2003	View Training Records

Renewal Details

S/N	Renewal Acknowledgement Number	Renewal Licence No	Licence Type	Renewal Status
1	PS/201800227/0029	L/PS/123456/2019S	Security Officer	Pending

EXPORT

Company Notifications

S/N	Company Name	Company Address	Date of Notification (dd/mm/yyyy)	Staff Grade	Licence Type
1	Company A	Jurong Address	26/05/2018	Security Officer	Security Officer
2	Company B	Bay Lay Address	25/08/2018	Security Officer	Security Officer

ii) To view SO/PI training records, click on 'View Training Records'.

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Type of Pass NRIC	NRIC/FIN No. S8177773Z	Search
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Person/ Licence Information

NRIC/FIN Number	Name	Licence No	Licence Type	Licence Status	Licence Expiry Date	Training Status	Staff Grade	Number of Notifications	Date of Birth	Action
S61SS0013J	Test User	L/PS/123456/2019S	Security Officer	Approved	25/08/2019	Trained	Chief Security Officer	1	01/01/2001	View Training Records
S61SS0012J	Test User 2	L/PS/123432/2019S	Private Investigator	Approved	25/09/2020	Trained	Private Investigator	1	01/01/2003	View Training Records

iii) When user click on View Training Records, Training record information is displayed.

Training Records of Security officer S61SS0013J for Licence Number L/PS/123456/2019S

EXPORT			
S/N	Category	Training Description	Status
1	SO	WSQ 1	Trained
2	SO	WSQ 2	Emempted
3	SO	WSQ 3	Trained

Show entries

Showing 1 to 3 of 3 entries

First Prev **1** Next Last