# Application Form for individuals seeking a Secured by Design Qualification/Experience Licence

Please read the guidance notes carefully before and during the completion of this form. They can be found at the end of the 'Background to licence, application form commentary and terms and conditions' document, which is on the website. The notes in the column on the left of the questions refer to the relevant part of the guidance notes and will provide help in completing the form.

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| --- | --- | --- | --- | --- |
| 1 | Title (Mr, Mrs, Ms, Dr, etc.) |  | | |
|  |  |  | | |
| 2 | Family Name |  | | |
|  |  |  | | |
| 3 | First Name |  | | |
|  |  |  | | |
| 4 | Middle Names |  | | |
|  |  |  | | |
| 5 | Home Address |  | | |
| Postcode |  | | |
|  |  |  | | |
| 6 | Place of Birth (town/city) |  | | |
| Country of Birth |  | | |
|  |  |  | | |
| 7 | Date of Birth | Day: | Month: | Year: |
|  |  |  |  |  |
| 8 | Other Contact Address |  | | |
|  | Postcode |  | | |
|  |  |  | | |
| 9 | What is this other contact  address? (business, etc.) |  | | |
|  |  |  | | |
| 10 | Contact Telephone numbers |  | | |
|  | Landline |  | | |
|  | Mobile |  | | |
|  |  |  | | |
| 11 | Contact Email |  | | |

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| 12 | If you have resided at any other address(es) within the last 5 years, please enter details below |
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13 Please indicate what proof of identity you are sending with this application:

(You must send either your passport, birth certificate or photo driving licence **(not photocopies)** plus 2 official   
 documents that have your name and address on them)

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| --- | --- |
| **Document** | **Yes/No** |
| Passport |  |
| Birth Certificate |  |
| Driving Licence |  |
| Bank Statement |  |
| Utility Bill |  |

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Other Evidence Provided:

**14 Employment History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Dates | |  |
| Employer with address | Grade or Rank | Duties/accountabilities | From | to | Reason for leaving |
|  |  |  |  |  |  |
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|  | **Type Yes or No** |
| Have you ever been dismissed or been required to resign from a police force? |  |
| Have you been subject to formal disciplinary proceedings by a police force? |  |
| Did you leave a police force for any reason prior to reaching sufficient service to obtain a police pension of any sort? |  |

If you answered ‘yes’ to any of the three questions above please give FULL details below and if you left a force prior to reaching pensionable service please explain why.

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### ****15 Your Application****

Are you applying for a full or restricted licence? Please tick the appropriate box. Applications for both will not be accepted.  
 Full Licence Restricted Licence

To help us better asses your application please set out the type of service you are offering. If you are applying for a restricted licence, please set out clearly in what restricted area you are seeking to be licensed. **Unless you state otherwise your licence will only be issued for the UK and EU.**

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**16 Details of Relevant Qualifications and Training**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject | Nature of | Where obtained | Date | |
| From | To |
|  |  |  |  |  |
|  |  |  |  |  |
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**17 Please list the written evidence of your qualifications(s) stated previously that will accompany this application which proves that you have this application or, who we can contact who can verify that you obtained this qualification.**

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18 Details of Your Experience

|  |  |  |  |
| --- | --- | --- | --- |
| Duties/accountabilities/experiences | Where | Date | |
| From | To |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| Duties/accountabilities/experiences | Where | Date | |
| From | To |
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**19 Please give the name and contact details of individuals(s) preferably still working, who can verify your experience**

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**20 Professional Indemnity Insurance**

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| --- | --- | --- | --- | --- |
| Name and address of company | Policy number | Effective dates | | Level of cover (£) |
| From | To |
|  |  |  |  |  |

Please ensure that you submit a COPY of your insurance certificate with this application. If applying for a licence for work outside the UK and EU, ensure that your PI covers that. We do not issue a licence for work in the USA or Canada.

**21 Have you ever been convicted of a criminal offence?**

Do you have prosecutions pending? Yes/No

If yes, please complete this box:

|  |  |  |
| --- | --- | --- |
| Date | Offence(s) | Court |
|  |  |  |

Have you previously been subject to a vetting procedure? Yes/No

If yes, please give the details and results below:

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Have you been served with a default notice on any credit card agreement? Yes/No

If yes, please give full details below. Failure to do so could delay your applications.

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Have you been registered bankrupt? Yes/No

If yes please provide full details below and state if your debts have been discharged and if they have when. Failure to do so could delay your application.

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Have you been subject to County Court Judgement on a financial matter? Yes/No

If yes please provide full details below and state whether the CCJ has been cleared and if so when. If this is the case please supply a copy of the Certificate of Satisfaction. Failure to do so could delay your application.

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Have you ever been party to a voluntary agreement registered with a County Court? Yes/No

If yes please provide full details below. Failure to do so could delay your application.

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Have you ever had repossession proceedings commenced against you? Yes/No

If yes please provide full details below. Failure to do so could delay your application.

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Declaration:

By signing in the box below, I am hereby applying for a Secured by Design qualification and experience licence from Police Crime Prevention Initiatives Limited.

I declare that all the statements and information I have made in this application are true to the best of my knowledge.

I understand that if I have provided inaccurate information and am issued with a licence the licence may be revoked.

I consent to Police Crime Prevention Initiatives Limited undertaking such checks and enquiries it may deem as necessary and/or appropriate to verify my qualifications, experience, and my fit and proper and financial status and to make known to third parties from whom verification is sought that I have made this application.

I enclose a cheque for the appropriate fee. I understand that if I do not pay the correct fee or the funds do not clear this application will not proceed.

I understand that once an application is accepted the application fee or any part of it will not be refunded even if my licence is subsequently revoked for whatever reason.

I consent to my name, email address and the nature of licence being placed on the Secured by Design website.

The information I have provided may be held on manual filing and computer systems as part of the vetting process.

PLEASE PRINT THIS APPLICATION AND SIGN AND COMPLETE THE BOX BELOW IN BLACK INK

|  |  |
| --- | --- |
| Signed: | |
| Print Name: Click here to enter text. | Date: Click here to enter a date. |

Thank you for applying for a qualification and experience licence. We will process your application as quickly as we can.

Once completed this application form should be stapled in the top left corner. All support documents (eg: proof of identity and address, course certificates, professional indemnity insurance, etc.) and two passport sized photographs (signed on back), should be sent to: **Police Crime Prevention Initiatives Limited (SBD Q/E licence), 10 Victoria Street, London, SW1H 0NN**