

PRIVATE SECURITY SERVICES ACT
(Act No. 11 of 2015)

PRIVATE SECURITY SERVICES REGULATIONS, 2020
(Published on 27th March, 2020)

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SCHEDULES

IN EXERCISE of the powers conferred on the Minister of Defence, Justice and Security by section 35 of the Private Security Services Act (hereinafter referred to as “the Act”), the following Regulations are hereby made —

PART I — *Preliminary*

- | | |
|----------------|--|
| Citation | 1. These Regulations may be cited as the Private Security Services Regulations, 2020. |
| Interpretation | 2. In these Regulations unless the context otherwise requires —
“animal” means a dog or a horse used in the provision of a private security service in terms of regulation 20;
“Appeals Committee” means the Appeals Committee appointed under section 25 of the Act; and
“security guard certificate” means a security guard certificate issued under regulation 13. |

PART II — *Private Security Service Licence*

- | | |
|-------------------------|---|
| Application for licence | 3. (1) A person who wishes to establish or carry on the business of providing security services shall make an application to the Board in Form A set out in Schedule 1, and such application shall be accompanied by the fee set out in Schedule 3.
(2) An application made in accordance with subregulation (1) shall be accompanied by —
(a) a certified copy of the applicant’s identity card or passport;
(b) if the applicant is a company —
(i) the company’s certificate of incorporation and a tax clearance certificate,
(ii) a list of the board of directors accompanied by a statutory declaration in Form B set out in Schedule 1, signed by each director, and
(iii) detailed curriculum vitae of each director;
(c) information on the nature, scope and geographical area of the applicant’s intended activities in rendering private security services for at least a period of one year after commencement of business activities;
(d) evidence that the applicant has an administrative office situated at a place that is reasonably accessible to an inspector, clients and security officers employed by the applicant; |
|-------------------------|---|

(e) evidence that the applicant has the financial means to ensure payment of wages and to meet all other financial obligations of the applicant;

(f) such other information, as may be required, in writing, by the Board.

(3) The Board may, when considering an application under subregulation (1), require an applicant or an applicant's representative to attend an interview conducted by the Board.

4. (1) The Board may, after consideration of an application made in terms of regulation 3, issue the applicant with a licence, in Forms C1, C2, C3, C4, C5, or C6 set out in Schedule 1, subject to the conditions stated in the licence. (2) Where the Board does not approve the application made in accordance with regulation 3, the Board shall issue to the applicant, a notice of refusal in Form D set out in Schedule 1.

Issue of licence

5. A licence issued under these Regulations shall, unless previously cancelled or surrendered, be valid for one year from the date on which it was issued.

Period of validity of licence

6. (1) A licensee shall, not later than three months before the expiry of the licence issued to the licensee, make an application in Form E set out in Schedule 1, for the renewal of the licence to the Board, and such application shall be accompanied by the fee set out in Schedule 3.

Renewal of licence

(2) The Board shall, if it approves the application under subregulation (1), issue the applicant with a licence in Forms C1, C2, C3, C4, C5, or C6 set out in Schedule 1.

(3) Where the Board does not approve the application under subregulation (1), the Board shall issue a notice of refusal in Form D set out in Schedule 1.

(4) A licensee who applies for the renewal of a licence after the lapse of the period stipulated in subregulation (1), commits an offence and is liable —

(a) if the licensee is a natural person, to a fine not exceeding P50 000 or to imprisonment to a term not exceeding 12 months in default of payment; or

(b) if the licensee is a company, to a fine not exceeding P50 000 or to have its licence cancelled by the Board.

7. (1) A licensee may make an application to the Board, in Form F set out in Schedule 1, for the licensee's licence to be transferred to another person, upon payment of the fee prescribed under Schedule 3.

Transfer of licence

(2) The application under subregulation (1) shall be accompanied by —

(a) a certified copy of the transferee's identity card or passport;

(b) if the transferee is a company —

(i) the company's certificate of incorporation and a tax clearance certificate of the transferee, and

(ii) a list of the board of directors accompanied by a statutory declaration in Form B set out in Schedule 1, signed by each director;

(c) information on the nature, scope and geographical area of the transferee's intended activities in rendering private security services for at least a period of one year after commencement of business activities; and

(d) such other information, as may be required, in writing, by the Board.

(3) The Board shall reject an application made under subregulation (1) where the proposed transferee to whom the licence is sought to be transferred is disqualified from acquiring a licence under the Act or these Regulations.

Suspension,
cancellation
and surrender
of licence

8. (1) Subject to the provisions of section 24 of the Act, the Board shall, at any time, suspend a licence issued to a licensee for such period as the Board considers necessary.

(2) The Board shall, where it suspends a licence in accordance with subregulation (1), give the licensee 21 days' written notice within which the licensee shall remedy any defect found by the Board in the licensee's operations.

(3) The Board may, where a licensee has remedied the defect referred to in subregulation (2), lift the suspension.

(4) Where the Board intends to cancel a licence in accordance with section 24 of the Act, the Board shall request the licensee, in writing, to make written or oral representations to the Board within 21 days of receipt of such request.

(6) The Board shall, if satisfied that there is proof that a licensee has breached the requirements of the Act or these Regulations, cancel the licensee's licence.

(7) Where a licensee ceases to operate a private security services' business, the licensee shall within 14 days of ceasing to do business, surrender his or her licence to the Board.

Display of
licence

9. Where a licence is issued under regulation 4, the licensee shall display the licence at all times in a conspicuous place on the premises of the licensee.

Amendment
of licence

10. (1) Where a licensee wishes to have the conditions of the licence granted to the licensee amended, the licensee shall make an application to the Board in Form G set out in Schedule 1, and such application shall be accompanied by a fee set out in Schedule 3.

(2) The Board may grant approval, in writing, where the amendments proposed comply in subregulation (1) with the requirements of the Act or these Regulations.

PART III — *Security Guards*

Eligibility to
be security
guard

11. A licensee shall not employ or engage any person as a security guard unless the person —

(a) is a citizen or permanent resident of Botswana;

(b) has attained the age of 18 years;

(c) is not over the age of 65 years;

(d) provides two reference letters which shall be from persons of good standing in society;

(e) fulfills the requirements for training and testing set out in regulation 18; and

(f) produces a health certificate from a health practitioner certifying that the person is fit for duty as a security guard.

Security
guard
certificate

12. (1) A person who wishes to perform the duties of a security guard shall make an application to the Board for a security guard certificate, in Form H set out in Schedule 1, and such application shall be accompanied by the fee set out in Schedule 3.

(2) An application made in accordance with subregulation (1) shall be accompanied by —

(a) a certified copy of the applicant's identity card or passport;

(b) the applicant's original set of fingerprints from the Botswana Police Service;

(c) two recent passport-size photos of the applicant;

(d) a reference from the last employer of the applicant, if the applicant was previously employed; and

(e) a letter from the applicant's prospective employer, confirming the employment offer.

13. (1) Where the Board has approved an application under regulation 11, the Board shall issue to the applicant, a security guard certificate, in Form I set out in Schedule 1.

Issue of
security guard
certificate

(2) A certificate issued by the Board in accordance with subregulation (1), shall be valid for the period that the security guard is employed by a licensee.

(3) Where a licensee has suspended a security guard from employment, the security guard shall within a period of seven days, from the date of suspension, surrender to the Board his or her licence for endorsement.

(4) Where a licensee has terminated the employment of a security guard, or a security guard terminates his or her employment with the licensee, the licensee shall within 14 days inform the Board of the termination and the Board shall cancel the certificate issued to the security guard, as soon as the Board becomes aware of the termination of employment.

14. (1) A former member of any Government law enforcement agency or service who wishes to become a security guard in terms of these Regulations shall upon making an application to the Board under regulation 12, submit to the Board, a clearance certificate in Form J set out in Schedule 1, and such other information as the Board may, in writing, require.

Clearance
certificate

(2) The Board may postpone consideration of an application for registration as a security guard made under regulation 12, pending rectification of a clearance certificate by an applicant where —

(a) the applicant submits a clearance certificate which does not, in the opinion of the Board, materially satisfy the requirements of subregulation (1);
or

(b) the Board is of the opinion that further enquiry or investigation is necessary.

(3) Where a clearance certificate is rectified by an applicant under subregulation (2), the Board shall consider the applicant's application within seven days of the rectified certificate being submitted to the Board.

15. (1) A licensee shall not knowingly employ a person, as a security guard, who has been convicted of an offence involving moral turpitude or against whom criminal proceedings are pending.

Employment of
security guard
with conviction

(2) A licensee who contravenes the provisions of subregulation (1), commits an offence and is liable —

(c) if the licensee is a natural person, to a fine not exceeding P10 000 or to imprisonment to a term not exceeding three months in default of payment;
or

(d) if the licensee is a company, to a fine not exceeding P10 000 or to have its licence cancelled by the Board.

16. (1) A licensee shall issue to a security guard employed by the licensee, a security guard identification card in Form K set out in Schedule 1.

Display of
identity card

(2) A security guard shall, while on duty, display, on his or her person, the identification card issued to him or her under subregulation (1).

(3) A security guard who contravenes subregulation (2) commits an offence and is liable to a fine not exceeding P500 or to have his or her security guard certificate cancelled by the Board.

PART IV — *Categories of Private Security Services*

Categories of private security services

17. (1) An applicant for a private security services licence under regulation 3 shall specify the category of licence for which the application is being made.
- (2) The Board shall issue in accordance with regulation 4, a licence for the category of private security service as specified in Schedule 2.

PART V — *Training and Testing of Security Guards*

Training and testing of security guards

18 (1) In accordance with section 5 (b) of the Act, the Board shall formulate a training course for the training of security guards.

(2) The Board shall, when formulating a training course in accordance with subregulation (1) —

- (a) determine the contents of the training course;
- (b) determine the instructional objectives to be achieved in the training of security guards with regard to any module of the training course;
- (c) determine the time period for each training course; and
- (d) determine the methods and procedures for the testing and evaluation of security guards undergoing training.

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(3) The Board shall submit a training course in subregulation (1) to the Botswana Qualification Authority, established under the Botswana Qualifications Authority Act, for accreditation.

(4) The training course under subregulation (1) shall be —

- (a) provided by training institutions accredited by the Botswana Qualifications Authority or a licensee under these Regulations; and
- (b) submitted by the Board to the Botswana Qualifications Authority for accreditation.

(5) A licensee shall —

- (a) train security guards employed by the licensee in accordance with the training course formulated under subregulation (1); or
- (b) where training is provided by a training institution, submit names of the security guards employed by the licensee to such institution for training purposes.

PART VI — *Obligations of Licensees*

Provision of uniform

19. (1) A licensee shall provide a security guard employed by the licensee with a uniform, which shall bear —

- (a) the name and logo or crest of the licensee affixed to the chest of the outermost piece of the uniform;
- (b) the word “SECURITY GUARD” in upper case letters not less than 1.5 centimeters in diameter and in a colour that contrasts with the dominant colour of the uniform —
 - (i) permanently affixed to the chest of the outermost piece of the uniform, and
 - (ii) if the name and logo or crest appears anywhere else on the uniform, in addition to the chest of the outermost piece affixed between two and three centimeters below the name and logo or crest of the licensee; and

- (c) the word "SECURITY", in upper case letters not less than 10 centimeters high and in a colour that contrasts with the dominant colour of the uniform, permanently affixed to the back of the outermost piece of the uniform.
- (2) A licensee who fails to provide a security guard with a uniform in terms of subregulation (1), commits an offence and is liable —
 - (a) if the licensee is a natural person, to a fine not exceeding P5 000 or to imprisonment to a term not exceeding two months in default of payment; or
 - (b) if the licensee is a company, to have the licence cancelled by the Board.
- (3) A licensee who, without legal justification, issues to a security guard a uniform, badge or insignia identical to, or which closely resembles a uniform, badge or insignia of the Botswana Defence Force, Botswana Police Service, Botswana Prisons Service or any other Government law enforcement agency or service, in a manner that is calculated to deceive, commits an offence and is liable —
 - (a) if the licensee is a natural person, to a fine not exceeding P5 000 and to have his or her certificate cancelled by the Board; or
 - (b) if the licensee is a company, to a fine not exceeding P5 000 and to have its licence cancelled by the Board.
- (4) A security guard who, without legal justification, provides another person with a uniform, badge or insignia issued to him or her in terms of this regulation, commits an offence and is liable to a fine not exceeding P5 000 and to have his or her certificate cancelled by the Board.

20. (1) A licensee may use an animal in the provision of private security services to — Use of animals

- (a) guard or patrol any premises;
 - (b) track or detect persons or things; or
 - (c) provide protection to a security guard,
- and such animal shall be accompanied by a security guard at all times.
- (2) A security guard shall not, without legal justification, use an animal to control individuals or crowds or for the pursuit or restraint of any individual.
 - (3) A security guard who contravenes subregulation (2), commits an offence and is liable to a fine not exceeding P1 000 and to have his or her certificate cancelled by the Board.
 - (4) A security guard who uses an animal in the course of his or her duties, in terms of subregulation (1) shall —
 - (a) keep the animal on a lead and ensure that he or she is in control of the animal at all times; and
 - (b) ensure that the animal has a fluorescent collar and identification tag, that includes the name of the licensee that employs the security guard, on the animal.
 - (5) A security guard who contravenes subregulation (4) commits an offence and is liable to a fine not exceeding P1 000 and to have his or her certificate cancelled by the Board.
 - (6) A licensee who provides a security guard with an animal shall ensure that such animal is trained to obey the commands of the security guard and respond accordingly to the security guard, where the animal is aggressive.
 - (7) A licensee shall develop and submit to the Board, written policies and procedures on the care and handling of an animal under the care of the licensee, including policies and procedures on —

- (a) feeding of the animal;
 - (b) housing of the animal;
 - (c) transportation of the animal;
 - (d) provision of veterinary care for the animal;
 - (e) retirement of the animal; and
 - (f) euthanasia of any animal.
- (8) A licensee who contravenes subregulations (6) and (7), commits an offence and is liable —
- (a) if the licensee is a natural person, to a fine not exceeding P3 000 or to imprisonment to a term not exceeding two months in default of payment; or
 - (b) if the licensee is a company, to have its licence cancelled by the Board.
- 21.** (1) A licensee shall mark a vehicle used in the provision of private security services, with a mark which complies with the following requirements —
- (a) the word “SECURITY” shall appear on both sides of the vehicle, in upper case letters not less than 10 centimetres in diameter, and shall be prominently displayed in a colour that contrasts with the colour of the vehicle;
 - (b) the name of the licensee shall be prominently displayed in the front and back of the vehicle, in letters not less than eight centimetres high;
 - (c) the word “SECURITY” shall appear in or as part of the licensee’s crest or logo; and
 - (d) the vehicle shall not have any marking that is similar to any markings on vehicles used by any Government law enforcement agency or service.
- (2) A licensee, who contravenes subregulation (1) commits an offence and is liable —
- (a) if the licensee is a natural person, to a fine not exceeding P5 000 and to have his or her certificate cancelled by the Board; or
 - (b) if the licensee is a company, to a fine not exceeding P5 000 and to have its licence cancelled by the Board.
- 22.** (1) A licensee shall ensure that any advertisement that the licensee publishes —
- (a) is not in any way objectionable; and
 - (b) does not relate to services which the licensee does not offer.
- (2) A licensee who contravenes subregulation (1) commits an offence and is liable —
- (a) if the licensee is a natural person, to a fine not exceeding P5 000 or to imprisonment to a term not exceeding two months in default of payment; or
 - (b) if the licensee is a company, to have the licence cancelled by the Board.
- 23.** A licensee shall have and maintain a public liability and professional indemnity insurance policy at a level of cover commensurate with the business undertaken and the number of persons employed.
- 24.** (1) A licensee shall keep and maintain records of the —
- (a) names and addresses of each security guard employed by the licensee;
 - (b) date of employment of each security guard employed by the licensee;
 - (c) date of termination of employment of any security guard employed by the licensee;
 - (d) reasons for termination of employment of any security guard; and
 - (e) contracts and work carried out by the licensee for a period of two years after a contract has ended.

(2) A licensee shall keep all original records and documents required in terms of this regulation in a secure and orderly manner, available for inspection by the Board.

(3) A licensee who contravenes subregulation (1) and (2), commits an offence and is liable —

- (a) if the licensee is a natural person, to a fine not exceeding P5 000 or to imprisonment to a term not exceeding two months in default of payment; or
- (b) if the licensee is a company, to have the licence cancelled by the Board.

25. (1) A licensee shall maintain accounting records, which records shall show and explain the licensee's transactions and disclose the financial position of the licensee.

Accounting records

- (2) The accounting records referred to in subregulation (1) shall contain —
 - (a) entries for the day-to-day transactions of the licensee and information in respect of which they are made; and
 - (b) a record of assets and liabilities of the licensee.

(3) A licensee who contravenes subregulations (1) and (2), commits an offence and is liable —

- (a) if the licensee is a natural person, to a fine not exceeding P5 000 or to imprisonment to a term not exceeding two months in default of payment; or
- (b) if the licensee is a company, to have the licence cancelled by the Board.

PART VI — *Miscellaneous Provisions*

26. (1) Where a licensee is a company, and the licensee intends to change ownership or control of the company, such licensee shall make an application in terms of regulation 3 to the Board for approval of the change of ownership or control.

Change of ownership of licensee

(2) A licensee who contravenes subregulation (1) commits an offence and shall have its licence cancelled by the Board.

27. The Control of Security Guard Services Regulations are hereby revoked.

Revocation of Cap. S.I. No. 31 of 1990

SCHEDULE 1
Form A

APPLICATION FOR LICENCE
(regulation 3 (1))

1. Applicant.....
(in block capitals)

2. Address of Applicant.....
.....
.....

3. Type of Private Security Service applied for

4. Directors of Applicant:

Name	Address	Nationality
i.
ii.
iii.
iv.

5. Beneficial shareholders of the Applicant

Name	Address	Nationality	No. of shares held
i.
ii.
iii.
iv.

6. If this is your first application please answer the questions that follow, if not, give the number of your licence.
.....

7. Has any application for a licence made by you ever been rejected, cancelled or surrendered? If so please give full details
.....
.....

8. Number of persons presently in your employ
.....

9. Location of Applicant

Plot No. Town

Street Name Submitted by

Date:

Signature

in my capacity as

Form B

**STATUTORY DECLARATION BY DIRECTOR
(CONFIDENTIAL)
(regulation 3 (2))**

1. Full Name of Director
(Name in block capitals)

2. Address

3. Capacity of applicant in security guard service
.....
(Director)

4. Name of private security service of which you are director.
.....

5. Have you ever been convicted of any offence? If yes, please give the following details:
(a) Nature of offence with which you were charged
.....

(b) Nature of sentence
.....
(whether fine or imprisonment)

(c) If fine, please specify the amount, if imprisoned, please specify length of term
.....

(d) Country in which you were convicted
.....

(e) Date of conviction
.....

6. Are there any criminal proceedings pending against you? If yes, please give the following details:

(a) Nature of offence with which you are charged
.....

(b) Date charged
.....

(c) Country in which the proceedings are pending
.....

I swear that this declaration was made in good faith and that the contents thereof are to the best of my knowledge, true and correct. I am aware of the consequences of making a false statement; and that this information may be used in evidence in legal proceedings against me.

Date
Signature or thumb print of Director

Thus signed and sworn before me this day of 20.....

.....
Commissioner of Oaths

Form C1
PRIVATE SECURITY SERVICE LICENCE
(SECURITY GUARD SERVICE)
(regulations 4 and 6)

.....
(Name of licensee)

is hereby licenced to engage in or carry on the business of providing security guard services and to advertise as a person engaged in or carrying on such business, subject to the following conditions:

- 1.....
- 2.....
- 3.....
- 4.....

Date of issue

Fee paid

Receipt Number

Name:
Signature; Chairperson of the Board

Name:
Signature; Secretary of the Board

Form C2
PRIVATE SECURITY SERVICE LICENCE
(SPECIALIST SECURITY SERVICE)
(regulations 4 and 6)

.....
(Name of licensee)

is hereby licenced to engage in or carry on the business of providing specialist security services and to advertise as a person engaged in or carrying on such business, subject to the following conditions:

- 1.....
 - 2.....
 - 3.....
 - 4.....
-

Date of issue

Fee paid

Receipt Number

Name:
Signature; Chairperson of the Board

Name:
Signature; Secretary of the Board

Form C3
PRIVATE SECURITY SERVICE LICENCE
(CLOSE PROTECTION SERVICE)
(regulations 4 and 6)

.....
(Name of licensee)

is hereby licenced to engage in or carry on the business of providing close protection services and to advertise as a person engaged in or carrying on such business, subject to the following conditions:

- 1.....
.....
- 2.....
.....
- 3.....
.....
- 4.....
.....

Date of issue

Fee paid

Receipt Number

Name:
Signature; Chairperson of the Board

Name:
Signature; Secretary of the Board

Form C4
PRIVATE SECURITY SERVICE LICENCE
(ELECTRONIC SECURITY SERVICE)
(regulations 4 and 6)

.....
(Name of licensee)

is hereby licenced to engage in or carry on the business of providing electronic security services and to advertise as a person engaged in or carrying on such business, subject to the following conditions:

- 1.....
- 2.....
- 3.....
- 4.....

Date of issue

Fee paid

Receipt Number

Name:
Signature; Chairperson of the Board

Name:
Signature; Secretary of the Board

Form C5
PRIVATE SECURITY SERVICE LICENCE
(PRIVATE INVESTIGATION SERVICE)
(regulations 4 and 6)

.....
(Name of licensee)

is hereby licenced to engage in or carry on the business of providing private investigation services and to advertise as a person engaged in or carrying on such business, subject to the following conditions:

1.
2.
3.
4.

Date of issue

Fee paid

Receipt Number

Name:
Signature; Chairperson of the Board

Name:
Signature; Secretary of the Board

Form C6
PRIVATE SECURITY SERVICE LICENCE
(SECURITY ADVISORY SERVICE)
(regulations 4 and 6)

.....
(Name of licensee)

is hereby licenced to engage in or carry on the business of providing security advisory services and to advertise as a person engaged in or carrying on such business, subject to the following conditions:

- 1.....
- 2.....
- 3.....
- 4.....

Date of issue

Fee paid

Receipt Number

Name:
Signature; Chairperson of the Board

Name:
Signature; Secretary of the Board

Form D
NOTICE OF REFUSAL TO ISSUE
(regulations 4 and 6)

To:
(Name of applicant)

Address of applicant

Your application for a private security service licence/renewal of a security guard licence is hereby refused on the following grounds:

.....
.....
.....

You may, within 30 days of being served with this notice, lodge with the Appeals Committee a written notice of appeal setting out the grounds thereof and the submissions made in relation thereto, and shall, at the same time, lodge a copy of such appeal with me.

Date

Name

Signature.....
Chairperson of the Board

Name

Signature

Secretary of the Board

Form E
APPLICATION FOR RENEWAL LICENCE
(regulation 6)

1. Applicant
(in block capitals)

2. Address of Applicant.....
.....
.....

3. Directors of Applicant:

Name	Address	Nationality
1.
2.
3.
4.

Beneficial share holders of the applicant

Name	Address	Nationality	No. of Shares held
1.
2.
3.
4.

4. Give the number of your licence and the date of last renewal
.....

5. Has any application for a licence made by you ever been rejected, cancelled or surrendered?
If so please give full details
.....
.....

6. Number of persons presently in your employ
.....

7. Location of security guard service

Plot No. Town
Street Name Submitted by

Date:

Signature
in my capacity as

Form F
APPLICATION FOR TRANSFER OF LICENCE
(regulation 7)

1. I.....
(Name of Applicant)

do hereby, in terms of the provisions of the Act and these Regulations, make an application for the transfer of the private security services licence issued to me, being licence No.:

.....

.....
(Name of transferee)

and confirm that I am aware of and understand the provisions of the Act and these regulations, insofar, as they pertain to this application.

2. Physical address of the licensee:

.....

.....

3. Postal address of the licensee:

.....

.....

4. Contact details of the Applicant:

Telephone No.: Fax: Email address:

Form G
AMENDMENT OF LICENCE
(regulation 10)

I
(Name of Applicant)

of licence No.:

.....

do hereby, make an application for the amendment of the private security services licence issued to me in terms of the provisions of the Act and these Regulations, in the following manner:

.....

.....

.....

.....

Contact details of the Applicant:

Telephone No.: Fax: Email address:

Date:

Signature

in my capacity as

Form H
APPLICATION FOR SECURITY GUARD CERTIFICATE
(regulation 11)

1. First Name of Applicant:
2. Surname (include maiden surname, where applicable):
3. Date of Birth:
4. Place of Birth:
5. Gender:
6. Nationality:
7. Omang No.:Place of Issue: Expiry date:
8. Passport No.:Place of issue Expiry date:
9. Postal address:
10. Residential address:
11. Contact Telephone No. (s):
12. Email address:
13. Current employer:
14. Employer's contact details:
- Postal address:
- Telephone No.:Fax No.:
- Email address:

15. Previous employer details:

Name of employer	Employment period	Address of employer

16. Academic information:

Date (Year to year)	Name and address of academic institution	Qualification obtained

17. Have you ever been convicted of a criminal offence: YES/NO

If yes, please give details below:

.....

I,

(print name in block letters)

Certify that the information supplied on this application form is true and correct. I understand that failure to provide true and correct information could result in the failure of this application.

.....

Signature of Applicant

Thus signed and sworn before me this day of, 20.....

.....

Commissioner of Oaths

DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION

1. certified copy of identity card or passport;
2. original set of fingerprints from the Botswana Police Service;
3. criminal clearance from a law enforcement agency in the country of origin, in respect of foreign applicants;
4. two recent passport-size photos of Applicant (not more than a month old);
5. references from the last employers where applicant has been employed; and
6. a letter from the prospective employer confirming the employment offer.

(NB: Each page should be signed by the applicant at the bottom. The Board may in writing request for additional information during the investigation process).

Form I
SECURITY GUARD CERTIFICATE
(regulation 13 (1))

1. First Name of Applicant:

2. Surname:

3. Designation:

4. Name of Licensee:

5. Contact details of Licensee:

6. Period of employment:

7. Date of expiry of licence:

Issued this day of20,

.....
Chairperson of the Board

Form J
CLEARANCE CERTIFICATE
(regulation 14 (1))

1. Particulars of force or service

Street address of head office (including city, district, country)

Telephone.....

Facsimile number.....

Email

Address.....

Postal address
.....

Name, address and telephone number of contact person
.....

2. Particulars of former employer

Full names and surname of employee supervisor
.....

Omang No.

Passport number.....

Last known address

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Former employee's force, service or personnel number

Date of termination.....

Rank at termination of service.....

Capacity in which employed

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Reasons for termination of employment

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Particulars of any misconduct by former employee (findings of guilty on charges of misconduct, penalties imposed, dates and other relevant particulars),

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If there were disciplinary proceedings pending against the former employer at the date of termination of service, factual information is required regarding the merits of the charges and whether it is suspected that any termination of service occurred in order to avoid disciplinary proceedings.

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3. Declaration

I, the undersigned, declare that the information provided on this form is true and correct and that I have the necessary authority to provide the information.

Signature.....Date.....

Name.....

Position in the force or service.....

Telephone number.....

4. Consent by former employee to former employer to furnish personal information relating to employment record and matters related thereto:

I, the undersigned, hereby give consent to my former employer referred to in this form to provide the information relating to my employment records and related issues provided for in this form, to the Private Security Licensing Board.

Signature of former employee.....

Name.....

Date.....

Form K
SECURITY GUARD IDENTIFICATION CARD
(regulation 16 (1))

Name of Employer:

Identity No.

Name of holder

Address of holder

.....

Photograph
of
holder

Signature

The holder of this card is an employee of
.....
.....

.....
Name of Employer

Date

Signature

SCHEDULE 2
Categories of Private Security Services Provider
(regulation 17 (2))

Security Guard Services

Specialist Security Services

Close Protection Services

Electronic Security Services

Private Investigator Services

Security Advisory Services

SCHEDULE 3
Licence fees
(regulations 3, 6, 7, 10 and 12)

Service	Fee
Application fee for each license	P1000.00
Annual renewal fee	P500.00
Transfer of licence	P1000.00
Application for security guard certificate	P200.00
Amendment of licence	P500.00

MADE this 18th day of March, 2020.

THOMAS KAGISO MMUSI,
Minister of Defence, Justice and Security.