



(THIS FORM IS FREE OF CHARGE AND CAN BE REPRODUCED.)

APPLICATION FORM FOR RENEWAL OF LICENSE TO EXERCISE SECURITY PROFESSION

**2 PIECES LATEST
2" X 2" PICTURE
WITH WHITE
BACKGROUND
& NAME TAG
(For Security Guard
IN UNIFORM)**

Please check (✓) the license you are applying for:

<input type="checkbox"/> Security Guard	SPECIALISTS:	
<input type="checkbox"/> Government Guard	<input type="checkbox"/> Protection Agent	<input type="checkbox"/> K9 Administrator
<input type="checkbox"/> Security Officer	<input type="checkbox"/> Aviation Guard	<input type="checkbox"/> K9 Evaluator
<input type="checkbox"/> Private Detective	<input type="checkbox"/> Bank & Armor Guard	<input type="checkbox"/> K9 Trainer
<input type="checkbox"/> Security Consultant	<input type="checkbox"/> Mall & Commercial Guard	<input type="checkbox"/> K9 Handler

DATE FILED _____ SSS/GSIS NO _____

I. GENERAL INFORMATION:

LAST NAME	FIRST NAME	MIDDLE NAME	QUALIFIER
PRESENT ADDRESS (HOUSE NO., STREET, BRGY., TOWN/CITY, PROVINCE)			TELEPHONE NO. /CELL NO.
NAME OF PERSON TO BE NOTIFIED IN CASE OF EMERGENCY		CONTACT NUMBER:	
SECURITY TRAINING SCHOOL & ADDRESS		AGENCY EMPLOYER & ADDRESS (if none, write not applicable or NA)	
BIRTH DATE (month/day/year)		BIRTH PLACE (Town/City, Province)	
SEX	CIVIL STATUS	EDUCATIONAL ATTAINMENT	RELIGION
<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<input type="checkbox"/> SINGLE <input type="checkbox"/> WIDOWER <input type="checkbox"/> MARRIED <input type="checkbox"/> SEPARATED	<input type="checkbox"/> HIGH SCHOOL GRAD <input type="checkbox"/> COLLEGE GRAD <input type="checkbox"/> COLLEGE UNDERGRAD <input type="checkbox"/> POST GRADUATE	

II. REQUIREMENTS FOR ALL APPLICANTS

<p>SECURITY GUARD SECURITY OFFICER GOVERNMENT GUARD PRIVATE DETECTIVE</p> <p>PROTECTION AGENT AVIATION GUARD BANK & ARMOR GUARD MALL & COMMERCIAL GUARD</p> <ol style="list-style-type: none"> Photocopy of LESP Photocopy of Latest Duty Detail Order & SDDO for (PA only) Refresher/Specialized Training Course Certificate (<i>Original</i>) In-Service Enhancement Training Seminar Certificate (<i>Original</i>) Basic Security Supervisory Course/PSEMS for (SO only) (<i>Original</i>) Neuro-Psychiatric Test Result (<i>Original</i>) Drug Test Result (<i>Original</i>) DI Clearance (<i>NCR</i>) or RID Clearance (<i>Outside NCR</i>)- (<i>Original</i>) <p>SECURITY CONSULTANT</p> <ol style="list-style-type: none"> Photocopy of LESP Neuro-Psychiatric Test Result (<i>Original</i>) Drug Test Result (<i>Original</i>) DI Clearance (<i>NCR</i>) or RID Clearance (<i>Outside NCR</i>)- (<i>Original</i>) PSEMS or any security related professional training 	<p>K9 ADMINISTRATOR</p> <ol style="list-style-type: none"> Photocopy of LESP Neuro-Psychiatric Test Result (<i>Original</i>) Drug Test Result (<i>Original</i>) DI Clearance (<i>NCR</i>) or RID Clearance (<i>Outside NCR</i>)- (<i>Original</i>) PSEMS or any related professional training <p>K9 EVALUATOR</p> <ol style="list-style-type: none"> Photocopy of LESP Certification from accredited Canine or recognized organization by SOSIA or other government agencies that he has participated in the evaluation test of 10 Canine Teams. Neuro-Psychiatric Test Result (<i>Original</i>) Drug Test Result (<i>Original</i>) DI Clearance (<i>NCR</i>) or RID Clearance (<i>Outside NCR</i>)- (<i>Original</i>) <p>K9 TRAINER</p> <ol style="list-style-type: none"> Photocopy of LESP SOSIA Accreditation as Training Instructor/Officer Refresher/Specialized Advance Canine Handler's Course Certificate (<i>Original</i>) Neuro-Psychiatric Test Result (<i>Original</i>) Drug Test Result (<i>Original</i>) DI Clearance (<i>NCR</i>) or RID Clearance (<i>Outside NCR</i>)- (<i>Original</i>) <p>K9 HANDLER</p> <ol style="list-style-type: none"> Photocopy of LESP Photocopy of Latest Duty Detail Order Refresher/Specialized Canine Training Course Certificate (<i>Original</i>) Neuro-Psychiatric Test Result (<i>Original</i>) Drug Test Result (<i>Original</i>) DI Clearance (<i>NCR</i>) or RID Clearance (<i>Outside NCR</i>)- (<i>Original</i>)
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I HEREBY CERTIFY that all entries made herein are true and all documents I have attached are genuine and valid to the best of my knowledge.

"I read and understand the provision under Rule VIII of the rights of the data subject Sec 34 to 37 of Data Privacy Act of 2012 and I am voluntarily giving my consent on the use and processing of my personal data"

	<p>_____ SIGNATURE</p> <p>_____ PRINTED NAME</p>	
LEFT THUMBMARK		RIGHT THUMBMARK

WARNING: Application with incomplete and false entries and with fake or invalid documents will not be processed and may be used by SOSIA as basis in filing administrative and/ or criminal complaint against the applicant.

CONTROL NO. _____

IMPORTANT: SEE BACK PAGE for instructions.

Tear here _____
LESP CLAIM STUB

Please claim/receive LESP your card on _____ at _____

Received by: _____

Date received: _____

OP # _____ Date: _____
SBR # _____ Date: _____

CONTROL NO. _____

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RENEWAL

<p>SECURITY GUARD PROTECTION AGENT SECURITY OFFICER AVIATION GUARD GOVERNMENT GUARD BANK & ARMOR GUARD PRIVATE DETECTIVE MALL & COMMERCIALGUARD</p> <p style="text-align: right;">TAB</p> <p>FILLED-OUT SOSIA APPLICATION FORM----- A PHOTOCOPY OF LESP----- B PHOTOCOPY OF LATEST DDO& SDDO FOR (PA)- C REFRESHER TRAINING COURSE CERTIFICATE-- D IN-SERVICE TRAINING ENHANCEMENT TRAINING CERTIFICATE----- E NEURO-PSYCHIATRIC TEST RESULT----- F DRUG TEST RESULT----- G DI CLEARANCE OR RID CLEARANCE ----- H BASIC SECURITY SUPERVISORY COURSE OR PSEMS (SECURITY OFFICER) ----- I</p>	<p>SECURITY CONSULTANT</p> <p style="text-align: right;">TAB</p> <p>FILLED-OUT SOSIA APPLICATION FORM----- A PHOTOCOPY OF LESP----- B PSEMS/TRAINING CERTIFICATE----- C NEURO-PSYCHIATRIC TEST RESULT----- D DRUG TEST RESULT----- E DI CLEARANCE OR RID CLEARANCE----- F</p>
<p>CANINE ADMINISTRATOR</p> <p style="text-align: right;">TAB</p> <p>FILLED-OUT SOSIA APPLICATION FORM ----- A PHOTOCOPY OF LESP ----- B NEURO-PSYCHIATRIC TEST RESULT----- C DRUG TEST RESULT ----- D DI CLEARANCE OR RID CLEARANCE----- E PSEMS/TRAINING CERTIFICATE----- F</p>	<p>CANINE EVALUATOR</p> <p style="text-align: right;">TAB</p> <p>FILLED-OUT SOSIA APPLICATION FORM ----- A PHOTOCOPY OF LESP ----- B CANINE EVALUATOR'S CERTIFICATE----- C NEURO-PSYCHIATRIC TEST RESULT----- D DRUG TEST RESULT----- E DI CLEARANCE OR RID CLEARANCE----- F</p>
<p>CANINE TRAINER</p> <p style="text-align: right;">TAB</p> <p>FILLED-OUT SOSIA APPLICATION FORM ----- A PHOTOCOPY OF LESP----- B SOSIA ACCREDITATION AS TRAINING INSTRUCTOR/OFFICER ----- C CANINE ADVANCE HANDLER'S COURSE ----- D NEURO-PSYCHIATRIC TEST RESULT----- E DRUG TEST RESULT ----- F DI CLEARANCE OR RID CLEARANDE----- G</p>	<p>CANINE HANDLER</p> <p style="text-align: right;">TAB</p> <p>FILLED-OUT SOSIA APPLICATION FORM ----- A PHOTOCOPY OF LESP ----- B PHOTOCOPY OF LATEST DDO ----- C REFRESHER TRAINING/SPECIALIZED COURSE CERTIFICATE----- D NEURO-PSYCHIATRIC TEST RESULT----- E DRUG TEST RESULT----- F DI CLEARANCE OR RID CLEARANCE----- G</p>

Who shall file: Any Filipino citizen who already has a previously issued license after complying with academic/scholastic and skills/training requirements as prescribed herein by SOSIA.

How to file: Fill out this LESP Application Form PL – 2 and submit application folder together with the prescribed documentary requirements in proper tabbingsas shown above.

Where to file: For NCR, submit application folder to SOSIA Camp Crame, Quezon City;
 For outside NCR, submit application folder to Regional Civil Security Unit (RCSU) at the different Police Regional Offices(PRO).

When to file: Mondays to Fridays 8:00AM to 5:00PM except holidays and must be filed 60 days before the expiration of license.

For complaints and inquiry, please contact SOSIA _____ and RCSU _____.

LICENSE FEES							
License	License Fee	ID Card Fee	TOTAL	License	License Fee	ID Card Fee	TOTAL
Security Guard	Php300.00	Php200.00	Php500.00	Bank & Armor Guard	Php300.00	Php200.00	Php500.00
Security Officer	Php450.00	Php200.00	Php650.00	Mall & Com Guard	Php300.00	Php200.00	Php500.00
Security Consultant	Php450.00	Php200.00	Php650.00	K9 Handler	Php450.00	Php200.00	Php650.00
Government Guard	Php15.00	Php200.00	Php215.00	K9 Evaluator	Php450.00	Php200.00	Php650.00
Private Detective	Php450.00	Php200.00	Php650.00	K9 Administrator	Php450.00	Php200.00	Php650.00
Protection Agent	Php450.00	Php200.00	Php650.00	K9 Trainer	Php450.00	Php200.00	Php650.00
Aviation Guard	Php300.00	Php200.00	Php500.00				