SIA licence check and renewal log

Company: [name] Site or contract: [name] Log kept by: [role]

Search the SIA register of licence holders (gov.uk/check-a-private-security-licence) before an officer starts licensable work, by 16-digit licence number or by surname with date of birth and role. A name and date of birth search with no result is, in the SIA's words, a clear indication that the person holds no current licence. Section 5(2) of the Private Security Industry Act 2001 gives a defence to a business that took all reasonable steps to prevent unlicensed work: record every check.

Part A: check before deployment

Officer	Licence number (16 digits)	Sector(s)	Expiry date	Search used (number / name + DOB)	Result (found / not found)	Sector matches post?	Checked by	Date

Part B: renewal tracking

Licences last three years (vehicle immobiliser: one year) and never renew automatically. Renewal opens four months before expiry; remaining time is added to the new licence. Fee £204 since 1 April 2026. Door supervisors and security guards need the Level 2 refresher award and an Emergency First Aid at Work qualification valid for at least another 12 months before the refresher (close protection: level 3 first aid). An expired licence cannot be renewed.

Officer	Licence expiry	Renewal opens (expiry minus 4 months)	First aid expiry	Refresher booked / passed	Application submitted	Fee paid by (officer / company)	Decision date	New expiry

Template: COREDINATE GmbH, coredinate.de. Rules checked against GOV.UK SIA guidance and PSIA 2001 s.5 on 10 November 2026. Fees and rules change: check gov.uk/sia before relying on them. Not legal advice.

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Part C: re-checks during the contract

Officers must tell the SIA, not their employer, within two days of a conviction, caution or charge for a relevant offence. A suspension takes effect immediately. Re-check before shifts are allocated, for example with the SIA's free Licence Status Checker watchlists (SIA business account needed).

Date	Watchlist / site	Licences checked	Exceptions found (expired, suspended, not found)	Action taken	Checked by