



## Inspectorate Unit Vetting Form for Director

PLEASE READ THE INFORMATION SHEET (PAGE 4) CAREFULLY BEFORE COMPLETING THIS FORM

<b>A. APPLICANT'S PERSONAL INFORMATION</b>						
SURNAME:		FIRST NAME:		MIDDLE NAME:		
PREVIOUS NAME (if any):		ALIAS: (if any)				
DATE OF BIRTH: (dd/mm/yyyy)		PLACE OF BIRTH:				
Have You Ever Changed Your Name? :    Yes [ ]    No [ ]						
If Yes, State Former Name: _____						
<b>B. STATE ALL ADDRESSES FROM YEAR OF BIRTH TO PRESENT DATE</b>						
(If more space is needed add a sheet of paper)						
<b>Have you ever lived outside of Jamaica?</b> No [ ]    Yes [ ]    If 'Yes' include address/es below						
House No.	Street	Town/ City	Parish/State	Country	Year From	Year To

**C. EMPLOYMENT HISTORY**

State employers' addresses, phone numbers and duration of your employment

Employer	Address	Phone Number	Duration of Employment	
			Year From	Year To

**D. CRIMINAL RECORD**

Have you ever been charged or indicted of any offence in Jamaica or elsewhere?

No  Yes  If 'Yes' provide details below

Date	Court	Offence	Court Outcome

**E. DECLARATION OF APPLICANT**

I, the undersigned, who has applied for a **Private Security Regulation Authority Licence**, hereby authorize the Criminal Records Office to furnish to the **Private Security Regulation Authority** a statement that there are no convictions recorded against me in Jamaica or elsewhere, or a statement of all convictions and/or prosecutions, successful or not, pending or completed, in the Country or elsewhere as the case may be.

Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**F. FOR PSRA USE ONLY**

**Place a tick in the appropriate space provided below:**

1. According to CRO record dated \_\_\_\_\_ there are no previous convictions against the above named applicant: [  ]
  
2. The attached convictions appear on the CRO records: [  ]
  
3. The attached prosecutions are pending: [  ]

**Name:** \_\_\_\_\_

**Signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**GUIDELINES FOR COMPLETING DIRECTOR VETTING FORM**  
**Read Carefully Before Completing Form**

When completing the PSRA Vetting Form it is important that you follow these guidelines:

1. The Director Vetting Form is required for directors applying for a first licence.
2. Complete the Form using **BLOCK CAPITALS** and be clear and legible. Please state N/A if details are **Not Applicable**).
3. All questions **must** be answered.
4. Include **all** your addresses on the Form, **from your date of birth to your present address**. All addresses **must** be completed in full including postcodes. No abbreviations.
5. You must indicate **all** foreign addresses. This includes Jamaican Nationals who have resided abroad for six (6) months and over. **Foreign Nationals** must state all addresses from date of birth to the time they came to Jamaica, followed by all addresses from the time the person came to Jamaica to the present date.
6. The **Year From** and **Year To** sections must be **fully** completed for each address regardless of the number of previous addresses.
7. When correctly completed, the Vetting Form **should not** contain any gaps in your address history from date of birth to the present date.
8. All offences must be disclosed, including Road Traffic Offences, suspended sentences and fines. **Failure to disclose an offence on the Director Vetting Form may result in the refusal of your application.**
9. Return the completed Form to The Private Security Regulation Authority, 6<sup>th</sup> Floor, Office Centre Building, 12 Ocean Boulevard, Kingston
10. The Private Security Regulation Authority can be contacted at telephone # 876- 967-2522-6 or [info@psra.gov.jm](mailto:info@psra.gov.jm)