



**DOCUMENTS REQUIRED WHEN APPLYING FOR PERMISSION TO
OPERATE AS A PROTECTIVE SERVICE AGENCY**

All documents must *be* submitted with the original and a copy

1. Application Forms – are available online and at the Ministry of National Security, 31-33 Abercromby Street, Port of Spain.
2. Certificate of Character in respect of each Director and Senior Executive Officer of the Agency. Receipts of Payment of Certificate of Character will not be accepted.
3. Colour photograph of uniform worn by the employees of the Security Agency (front, back and side views).
4. Certificate of Registration from the Registrar of Companies.
5. Certificate from an Insurance Company certifying that the Agency has a valid Public Liability Insurance Policy issued by that Company, with coverage for an amount not less than five hundred thousand dollars (\$500,000.00) and must include liability for damages caused by the negligence of Security Officers at the premises of customers.
6. Certificate from an Insurance Company endorsing that there is in force a policy of insurance issued by that Company insuring or indemnifying the Agency against the full amount of its liability in respect of any injury sustained by a security officer in the discharge of his duties.
7. Certificate from the National Insurance Board that the Agency is registered as an employer under the National Insurance Act and that there are no outstanding amounts payable under that Act, by the Agency up to the month in which the application is made.
8. Board of Inland Revenue File Number confirming that there are no outstanding taxes, interest or penalties other than those amounts which are the subject of an objection or an appeal, that have been assessed under the Corporation Tax and the Value Added Tax Act and are payable by the Security Agency up to the month in which the application is made.