

DOOR SUPERVISOR LICENCE REGISTER

Name & Address of Premises	
Designated Premises Supervisor (DPS)	

Door Supervisor Details

This register must be completed for every Door Supervisor working on the premises, whether employed directly or supplied by an external security provider. All information must be accurate and verified before duties commence. An authorised member of the premises staff will sign to confirm that the information has been checked

Date	Door Supervisor Full Name	Door Supervisor Home Address	Door Supervisor Telephone No:	Full SIA Licence Number:	Expiry Date of SIA Licence:	Door Supervisor Signature	DPS/ Duty Manager Signature

Verification Requirements - Before any Door Supervisor begins work, an authorised person **must confirm**:

1. The licence is a **valid SIA Door Supervisor (Front Line) licence**.
2. The physical licence **badge is present and worn** while on duty.
3. The licence details match the SIA register (name, photo, licence number, expiry date, status).
4. The individual is legally permitted to undertake licensable security activity.

Verification is completed by checking the licence at: <https://services.sia.homeoffice.gov.uk/rolh>

Employer Responsibilities

- Under the Private Security Industry Act 2001, employers must ensure that all individuals carrying out licensable security activity hold a valid SIA licence. For the purpose of compliance, the employer includes the premises licence holder, DPS, or any person responsible for managing the venue, even where security personnel are contracted in. **Employing unlicensed staff is a criminal offence.**
- This register must be available for inspection by Police, Licensing Officers, or SIA Enforcement Officers upon request.
- Completed registers should be retained for a minimum of 12 months unless local conditions require longer retention

Licence Checking Guidance

When verifying a Door Supervisor's licence, ensure the following match the SIA Register:

- ✓ **Photograph**-Must be a true likeness of the individual; licences last 3 years so appearance must be consistent.
- ✓ **Full Name**- Must match the individual exactly.
- ✓ **Licence Number**-Check the number carefully when verifying manually.
- ✓ **Activity Type**-**Must state:** Door Supervisor. (No other licence type is valid on licensed premises.)
- ✓ **Role**-**Must read:** Front Line.
- ✓ **Licence Status**- Must read: Valid. Statuses such as expired, suspended, revoked, or withdrawn are not acceptable.
- ✓ **Expiry Date**-Record this clearly on the register.