



Update Training Records for In-House Assessments (ISP and PSDWLF)

Version 1.2 (13 June 2025)

Step 1: Go to MySkillsFuture Portal to download your Certificates. Your certificates will be ready in about 2-3 weeks from your assessment date.

Here's the link:

<https://www.myskillsfuture.gov.sg/content/portal/en/index.html>

DOWNLOAD your Certificates and save the document.

Step 2: Go to GoBusiness to upload your Certificates.

https://www.gobusiness.gov.sg/licences/renew-amend-licence/?src=home_quicklinks

Click SECURITY OFFICER LICENCE

Renew or amend licence

Overview

Regulatory Requirements Guides

Government Assistance

Business Grants Portal

Licences and Permits

About business licences

Licence e-Advisers

Find licence (By industry)

Find licence (By agency)

Renew or amend

Find licence to renew or amend

As we're still in the process of moving all licences over to GoBusiness Dashboard, you may have to log in to GoBusiness Licensing for some of them.

Select a government agency to see its licences and find out which platform to log in to.

Commonly searched licences

- [Bus Attendant Vocational Licence \(BAVL\)](#)
- [Bus Driver's Vocational Licence \(BDVL\)](#)
- [Omnibus Driver's Vocational Licence \(ODVL\)](#)
- [Private Hire Car Driver's Vocational Licence \(PDVL\)](#)
- [Taxi Driver's Vocational Licence \(TDVL\)](#)
- [Security Officer Licence](#)

Step 3: Following screen will appear.

Click LOG IN FOR INDIVIDUAL USERS - Login using your SINGPASS

Log in to GoBusiness Dashboard

Apply for or manage your licences & accreditations.

Users with no registered
Unique Entity Number (UEN)

Users with a registered UEN

[Log In for Individual Users](#)

[Log In for Business Users](#)

[Register for a foreign
user account](#) (3)

For foreign entities: [Register for
a Foreign CORP-OSS account](#) (3)

Need Help? [Read our FAQ](#)

Step 4: You will be able to see your Security Licence Number displayed on the screen.

Security Officer Licence
Licence No. [REDACTED]

SPF [REDACTED]

Select Action [REDACTED]

Click SELECT ACTION (on the right) and Select **AMEND**.

Security Officer Licence
Licence No. [REDACTED]

SPF [REDACTED]

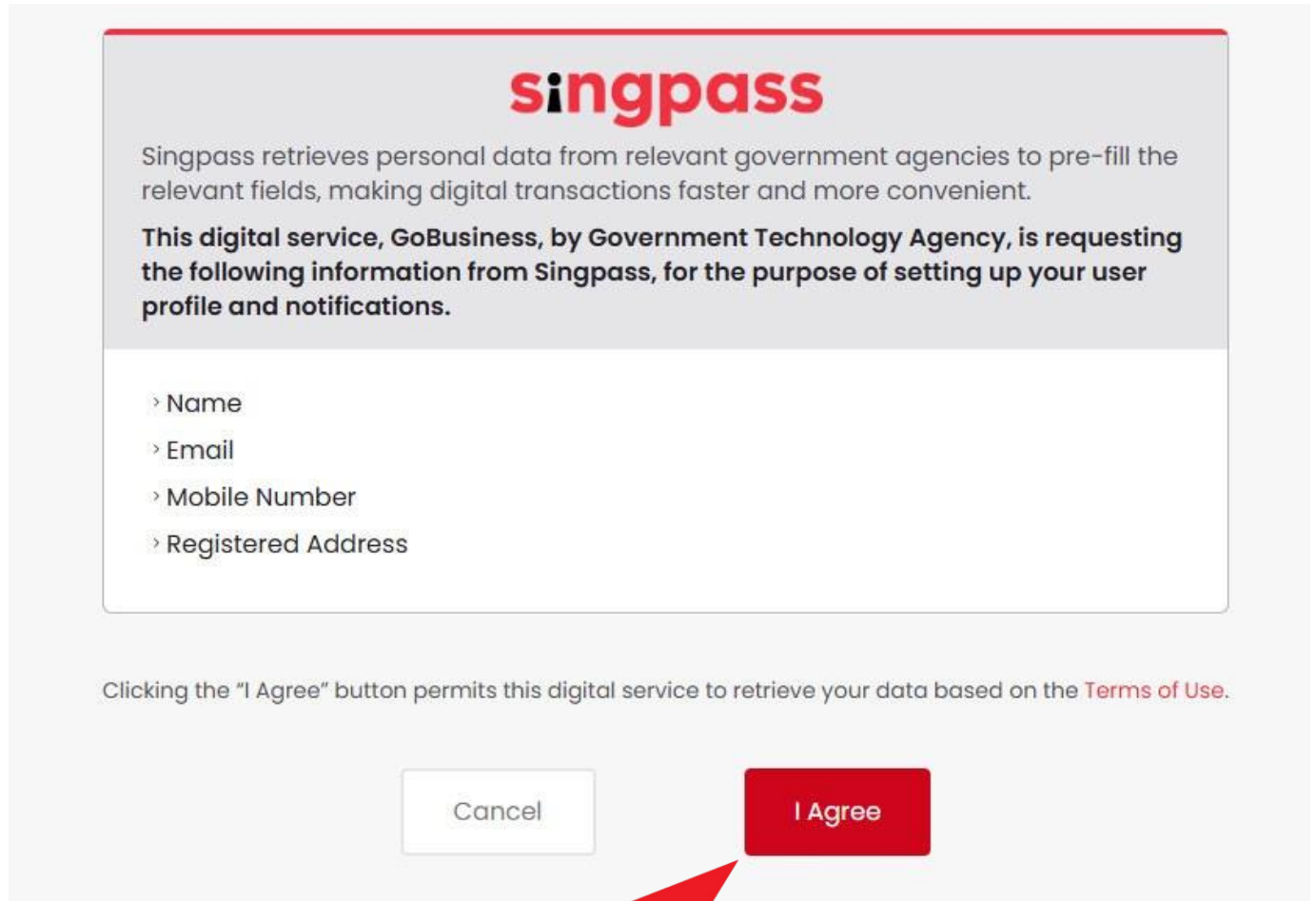
Select Action [REDACTED]

Amend

[? Wondering what each status means? View Your Licence Statuses Table in our FAQ](#)

Step 5: Scan QR Code again and login. You will see the following screen.

Click **I AGREE**.



Step 6: You will see the following screen.

Please proceed to complete your personal information.

You are applying to amend Security Officer Licence (SPF)
All fields are mandatory unless stated as optional. Please note that processing time may be delayed if incomplete or inaccurate information is submitted.
🕒 Estimated 15 Minutes to complete

STEP 1
General Information
Review and fill the following details for application.

Profile
I am applying

Upon completing your particulars, click **APPLICATION DETAILS**.

[Save Draft](#) [Application Details →](#)

Step 7: You will see the following screen.

Select **UPDATE OF COURSES ATTENDED** and **BASIC SECURITY COURSE**

Type of Amendment

Please select the type of amendment

Update of Biodata

Update of Courses Attended

Update of Experience

Update of Workforce Skills Qualifications Course

Update of Courses Attended

Courses Attended

Advance Security Course Conducted By APRO Asian Protection Pte Ltd (before 1 January 1996)

Airport Police Division (APD) Security Screening Certified - AVSO/Former AVSO

Airport Police Division Front Loader (ASA) Certified

Basic Auxilliary Police Officer Course Conducted By CISCO Or AETOS APF Training School

Basic Protection Officer Course Conducted By APRO Asian Protection Pte Ltd (before 1 November 2002)

Basic Security Course (before 1 November 2002)

Basic Security Training Conducted By APRO Asian Protection Pte Ltd (before 1 November 2002)

CAMS Operator

Certificate In Hotel Security Management Organised By SHATEC (before 1 January 1998)

Diploma In Management & Police Studies By Temasek Polytechnic

Diploma In Police Studies And Security Management Offered By Temasek Polytechnic

Diploma In Police & Security Studies By Temasek Polytechnic

Step 8: CLICK to UPLOAD your ISP or PSDWLF certificate. You can only upload 1 certificate at a time.

Next **CLICK REVIEW FORM** and will lead you to the last page. **TICK the declaration box and SUBMIT.**

Supporting Documents

Training Certificate(s)
Only 1 file at 5 MB or less.
File name must have no more than 130 characters. Only letters (a-z), numbers (0-9), underscores (_), and hyphens (-) are allowed. Spaces in file names will be automatically replaced with underscores (_).
Scanned Copy of the Training Certificate(s)

File format: jpg, doc, docx, pdf, png, gif

Drop a file here or click to upload

← General Information Save Draft Review Form →

The End