

## How to Verify MULTIPLE Security Worker Licences

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You may verify more than one security worker licence at a time by uploading a properly formatted text document (.txt) that lists all the licence numbers you want to check at once.

Steps to create the text document:

1. **Before uploading** create a .txt document in a program like Notepad or Wordpad and give the document a name that will allow you to locate it on your computer.
2. Start your .txt. document by entering the security worker licence numbers exactly as the number would appear on the licence itself, e.g. **E12345**.
3. Only enter **one licence number per line** and do not use any punctuation. Note: the order of the licence numbers does not matter.

Your list will look something like this:

```
E12345  
E3456st  
E45678  
E56788  
E399
```

Steps to upload the text document:

1. Select '**Verify a Security Licence**' from the grey navigation bar on the Security Industry and Licensing home page.
2. Select '**Verify Multiple Security Worker Licences**' in the left-hand menu.
3. Browse to the text document of security worker licence numbers you saved on your computer.
4. Select how many licences per page you would like to view in the results by adjusting the drop-down menu. If you do not adjust it the web page will display 25 results per page.
5. Then select 'Submit'. The results page will advise which licence numbers are valid, not valid or not found.