

# Instruction Pages for Temporary Interstate Visitor Permit – Business Application

*Licensing Activities: Security Guard, Crowd Controller, Bodyguard, Investigator*

## How do I submit my application?

- Complete the form in blue or black pen only.
- Ensure that you print clearly in capital letters.
- Do not send original identification documents with this application.
- Attach copies of supporting documentation securely to your application and forward to:  
Licensing Services Division  
GPO Box 2807  
Melbourne VIC 3001

If you have any queries regarding your application, you can contact Licensing Services Division by telephone on 1300 651 645 or by e-mail at [licensingervices@police.vic.gov.au](mailto:licensingervices@police.vic.gov.au). Alternatively you can access our Internet site at [www.police.vic.gov.au](http://www.police.vic.gov.au).

## Who should complete this Temporary Interstate Visitor Permit - Business Application?

This form should be completed by a person that ordinarily operates a business in another State or Territory and is applying to provide the services of other persons to carry on the activities of security guards, crowd controllers, bodyguards and/or investigators temporarily in Victoria for the duration of a special event (see definition of special event below).

If the business is structured as a body corporate, a nominated person on behalf of the body corporate must complete this application. If the business is operated by a natural person, the owner of the business must complete this application.

## What is a special event?

A special event is defined as an event of social, cultural, sporting, political or economic significance to the State of Victoria that takes place for a specific period of time.

For any activity other than that of a bodyguard:

The circumstances of the event must be such that the resources of the Victorian Private Security Industry are not sufficient to service the event, unless the need for specific or specialised skills can be proven.

For the activity of bodyguard:

The nature of the event is such that bodyguard services cannot be provided by any other person than the applicant of this permit.

## What documents must be provided with my application?

You must provide the following documentation with your permit application:

- 140-points of identification certified by an Acceptable Referee
- A letter from the event management confirming your contract to provide the private security services at the special event and the dates of the special event

If it is applicable to your application, you must provide the following documentation with your permit application:

- A certified copy of your Certificate of Registration of a Company if the business is structured as a body corporate
- A certified copy of your Certificate of Registration of a Business Name (if applicable)
- A certified copy of your interstate security licence/registration equivalent to the security activities being applied for
- A copy of your resume and any relevant qualification and documents if licensing/registration is not required in your state/territory

To ensure the processing of your application is not delayed, make sure you answer all of the questions and supply the required information to support your application.

## How do I make a payment?

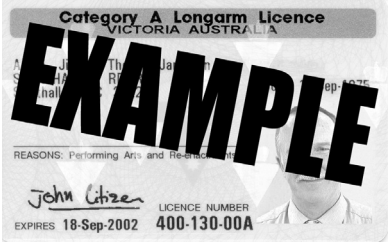
Do not send any form of payment with your application. A 'Payment Notice' will be sent to you for immediate attention upon receipt of your application. The 'Payment Notice' will provide you with advice as to how to make payment. The total fee payable includes a **non-refundable** application fee. If your application is withdrawn, abandoned or refused, you will receive a refund for the permit fee but not for the application fee. **Your application will not be assessed until you have made payment.**

All fees are GST exempt under Division 81. For a schedule of fees you can contact the Licensing Services Division by telephone on 1300 651 645 or by e-mail at [licensingervices@police.vic.gov.au](mailto:licensingervices@police.vic.gov.au) or accessing the website at [www.police.vic.gov.au](http://www.police.vic.gov.au).

## How do I certify documents?

Documents must be certified by an Acceptable Referee as a "true copy of the original". A list of Acceptable Referees is provided below. The Acceptable Referee certifying your identification documents must also complete the identification reference in Part 3 of the application form.

An example of how to certify an identification document is provided below.

	<p>I certify that the document presented for certification is a true copy of the original. The document was signed by the person in my presence.</p> <p>John Citizen 01/01/03  <i>John Citizen</i> 01/01/03          ACCOUNTANT          PH: 9111 1111</p>
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## Who can certify documentation?

Documents must be certified by an Acceptable Referee. **The referee must not be related to you by birth or marriage and must have known you for at least 12 months.** The **same** person that certifies your identification document must also complete the identification reference in Part 3 of the application. The table below is a list of Acceptable Referees.

### List of Acceptable Identification Referees (Authority Types)

<p>An individual employed as an officer or employee by one or more of the following:</p> <ul style="list-style-type: none"> <li>the Commonwealth, a State or Territory</li> <li>an authority of the Commonwealth, a State or Territory</li> <li>a local government body of a State or Territory</li> </ul> <p>who has been so employed continuously for a period of at least 5 years, whether or not the individual was employed for part of the period as an officer and for part as an employee.</p>	<p>An individual registered or licensed as:</p> <ul style="list-style-type: none"> <li>a dentist</li> <li>a medical practitioner</li> <li>a pharmacist</li> <li>a veterinary surgeon</li> </ul>	<p>An individual employed as a full-time teacher or as a principal at one or more of the following educational institutions:</p> <ul style="list-style-type: none"> <li>A primary or secondary school forming part of the education system in State or Territory</li> <li>An institution listed in section 4 or paragraphs 34(4)(b)-(j) (inclusive) of the <i>Higher Education Funding Act 1988</i>.</li> </ul> <p>who has been so employed continuously for a period of at least 5 years</p>
<p>An officer within the meaning of the <i>Defence Act 1903</i>.</p>	<p>A member of a municipal, city, town, district or shire council of a State or Territory</p>	<p>A notary public.</p>
<p>A justice of the peace of a State or Territory.</p>	<p>A member of the Parliament or a State Parliament.</p>	<p>A minister of religion who is authorised as a marriage celebrant.</p>
<p>A registered nurse within the meaning of the <i>Nurses Act 1993</i> of any corresponding law of another state or Territory of the Commonwealth.</p>	<p>A member of the Australian Federal Police, or of the police force of a State or Territory, who in the normal course of his or her duties, is in charge of a police station.</p>	<p>A member of:</p> <ul style="list-style-type: none"> <li>the Institute of Chartered Accountants in Australia</li> <li>the Australian Society of Certified Practising Accountants</li> <li>the National Institute of Accountants</li> </ul>
<p>A legal practitioner of a Federal, State or Territory court</p>	<p>An officer of a Federal, State or a Territory court.</p>	<p>A holder of an office established by a law of the Commonwealth, a State or Territory in respect of which annual salary is payable.</p>
<p>An employee of a financial institution who is authorised by the financial institution to open accounts with the institution.</p>	<p>An agent of a financial institution who is authorised by the financial institution to open accounts with the institution.</p>	<p>A full-time employee of a company carrying on insurance business who has been employed continuously for at least 5 years by one or more companies of that type.</p>

## Who can certify documentation? (continued)

### List of Acceptable Identification Referees ( Authority Types)

A judge or master of a federal, State or Territory court.	A stipendiary magistrate of the Commonwealth or of a State or Territory	A member of the Australian Federal Police, or of the police of a State or Territory, of or above the rank of sergeant.
A member of the Chartered Institute of Company Secretaries in Australia Limited	A manager of a post office	A Commissioner for oaths of a State or Territory
An individual who is registered as a tax agent under part VIIA of the <i>Income Tax Assessment Act 1936</i> .	A member or fellow of the Association of Taxation and Management Accountants	A member of the Institution of Engineers Australia, other than a member with the grade of student
A full-time employee of:  a financial institution  a corporation that is a registered corporation within the meaning of the <i>Financial Corporation Act 1974</i> .  who has been employed continuously for at least 5 years by one or more financial bodies.	An employee of a bank carrying on business outside Australia:  that does not have an authority under <i>Section 9</i> of the <i>Banking Act 1959</i> .  that is engaged in a transaction with a cash dealer  who is authorised by the bank to open accounts with the bank	An individual who is an agent of a totalisator agency board if:  the individual conducts an agency of the totalisator agency board at particular premises  The agency is not ancillary to any other business conducted at those premises
A fellow member of the national Tax and Accountants Association Limited.	A diplomatic or consular officer of an Australian Embassy, High Commission or Consulate, in Australia or overseas.	An individual who, in relation to an Aboriginal community:  is recognised by the members of the community to be a community elder  If there is an elected Aboriginal council that represents the community – is an elected member of the council
A member of the Legislative Assembly of the Australian Capital Territory, the Northern Territory or Norfolk Island		

## What identification documents are accepted?

To prove your identity, you (the applicant or the nominated person on behalf of a body corporate) must provide one form of primary identification and multiple forms of secondary identification totalling to 140 points or more. One of the secondary identification documents provided must include your current residential address. An Acceptable Referee is required to certify copies of your identification documents.

### List of Identification Documents and Points

Primary Identification (only one allowed)	Points
Full Birth Certificate (A Birth Extract is <u>not</u> accepted)	70
Current passport	70
Passport which has not been cancelled and was current within the preceding 2 years	70
Citizenship Certificate	70
Diplomatic documents	70
<b>Secondary Identification</b>	
Public Service ID including photograph and/or signature	40
Any licence issued under Australian law (ie. Driver licence) including photograph and/or signature	40
Social Security Card including photograph and/or signature	40
Identification Card issued by a Tertiary education institution including photograph and/or signature	40
Identification Card from an Authorised Deposit Taking Institution of which you have been a customer of at least 12 months including photograph and/or signature	40
Mortgage Documents	35
Land Titles Office Document	35
Letter from Employer within last 2 years confirming name & address	35
Municipal Council Rates Notice	35
Credit Card statement	25
Medicare Card	25
Telephone Account	25
Electoral Roll compiled by Australian Electoral Office	25
Records of a Public Utility (ie. water, gas, electricity)	25
Statement from a primary, secondary, or tertiary institution that you attended in the last 10 years confirming your name and address	25
Records from a professional or trade association (union or trade/professional body) confirming your name and address	25



## Part 2 - Business Information (continued)

<b>Postal Address</b> <small>(only complete this section if you want your correspondence forwarded to an address different to your business address)</small>						<b>Box/Bag Number</b>			
<input type="checkbox"/> GPO Box	<input type="checkbox"/> PO Box	<input type="checkbox"/> Locked Bag	<input type="checkbox"/> Private Bag	<input type="checkbox"/> RSD	<input type="checkbox"/> RMB	<input type="text"/>			
<b>Street Name</b>						<b>Street Type</b> (RD, ST, AVE, etc)			
<input type="text"/>						<input type="text"/>			
<b>Town / Suburb</b>					<b>State</b>		<b>Postcode</b>		
<input type="text"/>					<input type="text"/>		<input type="text"/>		

<b>Business Telephone Numbers</b>											
<input type="text"/>						<input type="text"/>					
<i>(Business)</i>						<i>(Facsimile)</i>					
<input type="text"/>						<input type="text"/>					
<i>(Mobile)</i>						<i>(After Hours)</i>					

<b>Business E-mail and Internet</b>											
E-mail Address (When providing your e-mail address, please indicate the exact case, punctuation and location of the @ symbol)											
<input type="text"/>											
Internet Address											
<input type="text"/>											

## Part 3 - Identification Reference

<b>Proof of Identity – Must be completed by the applicant or a nominated officer of a Body Corporate.</b> You <b>MUST</b> provide 140 points of identification documents <u>certified</u> by an Acceptable Referee and arrange for the same Acceptable Referee to complete the declaration below.		
Refer to instruction pages for a list of Acceptable Referees and a list of identification documents and points.		
<b>Declaration by Referee</b> The <u>Acceptable Referee</u> must complete the statement below.		
I, <input type="text"/>	declare that I have known	
<input type="text"/>	by that name for a period of	
<input type="text"/> years and <input type="text"/> months	and vouch for his/her identity. I certify that the above details are true and correct, the applicant's signature below was completed in my presence and the Identification Documents I have signed are a true copy of the original.	
The Identification documents certified were the following:	<input type="text"/>	
<b>Signature of Referee</b> <input type="text"/>	<b>Date</b> <input type="text"/> / <input type="text"/> / <input type="text"/>	
Type of authority <input type="text"/>		
Address <input type="text"/>		
Telephone: <input type="text"/> <i>(Home)</i>	<input type="text"/> <i>(Business)</i>	<input type="text"/> <i>(Mobile)</i>
<b>Signature of Applicant</b> You must sign and date in spaces below <u>in the presence</u> of the above Acceptable Referee.		
<b>Signature of Applicant</b> <input type="text"/>	<b>Date</b> <input type="text"/> / <input type="text"/> / <input type="text"/>	

## Part 4 - Evidence

### Evidence of Contract

You must provide a letter from the event management confirming the contract to provide the private security services at the special event in Victoria. The letter must:

- Be dated;
- Contain the name and contact details of the event manager;
- Confirm the special event you have been contracted to provide private security services;
- Confirm the special event meets the definition of 'special event' as detailed in the instruction pages;
- Confirm the dates that you will be required to provide private security services at the special event; and
- Be signed by the event manager.

### Interstate Licence

1. Do you hold a current interstate business security registration equivalent to the one being applied for?

Yes

No

If you answered "yes", please attach a **certified** copy of your Interstate Business Security Licence and indicate details below:

State

Licence Number

Expiry Date

If you answered "no", you must attach a copy of your resume detailing your experience in the private security industry and attach copies of any relevant qualifications and/or documentations

### Other Relevant Information

1. Is there any other supporting information that you believe should be considered by the Licensing Services Division when assessing your application?

Yes

No

If you answered "yes", you must attach a written submission and/or the relevant documentation

## Part 5 - Criminal History

1. Have you ever been convicted of any offence in Australia or Overseas? (not traffic charges)  Yes  No
2. Have you ever been found guilty of any offence *without a conviction being recorded?* (not traffic charges)  Yes  No
3. Do you have any charges pending against you? (not traffic charges)  Yes  No

If you answered "yes" to any of the above please provide details below.

<b>Date</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Court</b>	<input type="text"/>
<b>Offence</b>	<input type="text"/>			<b>Result</b>	<input type="text"/>
<b>Country</b>	<input type="text"/>			<b>State</b>	<input type="text"/>

<b>Date</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Court</b>	<input type="text"/>
<b>Offence</b>	<input type="text"/>			<b>Result</b>	<input type="text"/>
<b>Country</b>	<input type="text"/>			<b>State</b>	<input type="text"/>

**Note:** If you require further space, please photocopy the above section and attach to the application.

## Part 6 - Acknowledgement

I acknowledge that the particulars in this application and any attachments are true and correct and I make this acknowledgement knowing that it is an offence against Section 135 of the Private Security Act 2004 to wilfully supply details which are incorrect or omit to furnish particulars (Maximum penalty of \$6,000).

**Signature:**

**Full Name** (please print):

**Position:**

**Date:**

 /  / 

**Privacy Statement;** The information collected in this application is being collected by Victoria Police. It will be used in accordance with the provisions of the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990* and the *Information Privacy Act 2000*. Your information may be disclosed to employers, approved bodies and other statutory authorities by Victoria Police for the purpose of law enforcement and the administration of justice. Applicants may gain access to their information through application to the Victoria Police Freedom of Information Unit. Failure to provide information requested in this application may result in this application being denied or delayed.