

Instruction Pages

Victorian (Individual) Operator Private Security Licence/Registration Mutual Recognition Application

Application Checklist

Before posting your application to Licensing & Regulation Division make sure that you:

- Read** all the explanatory notes in the Instruction Pages.
- Answer **all** the questions that apply to you.
- Attach all requested documents to the back of the application (ensure relevant copies are **certified**).

Who should complete this application?

This application is to be completed by individuals **currently** holding an **authority to work in the private security industry**, seeking to move to Victorian from another Australian State/Territory, or from New Zealand, with the intention of undertaking the same activities under the mutual recognition principle. This application is made under section 19 of the *Mutual Recognition Act 1992* (Cth) or section 18 of the *Trans-Tasman Mutual Recognition Act 1997* (Cth).

How do I submit my application?

- This form is to be completed in black or blue pen only;
- Print clearly and in capital letters;
- Under no circumstances should liquid paper be used on application forms or other documents;
- Ensure all relevant copies of documents are **certified**;
- High quality copies of documents must be provided or your application will be returned;
- **Do not send**: original identification documents, cash, cheques or money orders;
- Attach the **original** National Police Records Check Certificate (licence applicants only);
- Attach a **certified** copy of each current licence/registration (both front and back) held to the back of this application;
- Attach original and copies of supporting documents securely to your application and post to:

Licensing & Regulation Division
GPO Box 2807
Melbourne 3001.

How do I make payment?

A payment notice will be sent to you upon receipt of your application. A schedule of fees is available online at: www.police.vic.gov.au/privatesecurity. Payment is not an indication the application has been approved and the payment notice is not an interim licence/registration. Your application will not be assessed until you have made payment and had your photo taken. (See Payment Notice instructions).

How long does it take to process my application?

You will be advised of the outcome of your application within 4 weeks of lodgement.

- Applications are normally processed within 28 calendar days of receipt;
- The following factors can increase the time it takes to process an application:
 - A person has an adverse history;
 - Application is incomplete;
 - Complexity of the application;
- Licensing & Regulation Division are unable to respond to enquiries relating to the processing status of applications received within the last 28 days;
- If 28 calendar days have elapsed and you require an update on the status of your application, please contact us via email with your full name, date of birth, type of application, date sent and licence number (if available).

Who do I contact for assistance to complete this application?

If you have any queries regarding your application, you can contact Licensing & Regulation Division by telephone on 1300 651 645 or by email at licensingregulation@police.vic.gov.au or alternatively, you can access visit the Victoria Police website: www.police.vic.gov.au/privatesecurity

How do I certify documents?

1. Photocopies of original documents must be certified as a 'true copy of the original' by stating 'I certify that the document presented for certification is a true copy of the original'.
2. The original document must be sighted by the certifying person.
3. The certifying person must sign, date and provide their authority number/identification details.

Who can certify documentation?

The following list includes the classes of persons who witness documentation:

<p>A member of:</p> <ul style="list-style-type: none"> • the Chartered Accountants Australia and New Zealand; or • the Australian Society of Accountants; or • the Institute of Public Accountants. 	<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>An individual who is an agent of a totalisator agency board if:</p> <ul style="list-style-type: none"> • the individual conducts an agency of the totalisator agency board at a particular premises; and <p>the agency is not ancillary to any other business conducted at those premises.</p>
<p>An individual who, in relation to an Aboriginal community:</p> <ul style="list-style-type: none"> • is recognised by the members of the community to be a community elder; or <p>if there is an elected Aboriginal council that represents the community – is an elected member of the council.</p>	<p>An individual registered or licensed as:</p> <ul style="list-style-type: none"> • a dentist; • a medical practitioner; • a pharmacist; or • a veterinary surgeon; <p>under a law of a State or Territory providing for that registration or licensing.</p>	<p>An employee of a bank carrying on a business outside Australia:</p> <ul style="list-style-type: none"> • that does not have an authority under Section 9 of the Banking Act 1959; and • that is engaged in a transaction with a cash dealer; <p>who is authorised by the bank to open accounts with the bank.</p>
<p>An individual employed as an officer or employee by one or more of the following:</p> <ul style="list-style-type: none"> • the Commonwealth, a State or Territory; • an authority of the Commonwealth; a State or Territory; or • a local government body of a State or Territory; <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 that period as an officer and for part as an employee.</p>	<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"> • a primary or secondary school forming part of the education system in a State or Territory; or • an institution listed in section 4 or paragraphs 34(4)(b)-(j) (inclusive) of the Higher Education Funding Act 1988; <p>who has been so employed continuously for a period of at least 5 years.</p>	<p>A full time employee of:</p> <ul style="list-style-type: none"> • a financial institution; or • a corporation that is a registered corporation within the meaning of the Financial Sector (Collection of Data) Act 2001; <p>who has been employed continuously for at least 5 years by one or more financial bodies.</p>
<p>An officer within the meaning of the Defence Act 1903.</p>	<p>A judge or master of a Federal, State or Territory Court.</p>	<p>A member of the Federal Parliament or a State Parliament.</p>
<p>A stipendiary magistrate of the Commonwealth or of a State or Territory.</p>	<p>A minister of religion who is registered as a marriage celebrant.</p>	<p>A legal practitioner of a Federal, State or Territory Court.</p>
<p>An employee of a financial institution who is authorised by the financial institution to open accounts with the institution.</p>	<p>A diplomatic or consular officer of an Australian Embassy, High Commission or Consulate, in Australia or overseas.</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 individual who is employed and registered as a nurse under the law of a State or Territory providing for that registration.</p>	<p>A member of the Legislative Assembly of the Australian Capital Territory, the Northern Territory or Norfolk Island.</p>	<p>A member of the Australian Federal Police, or of the police of a State or Territory, of or above the rank of sergeant.</p>
<p>A manager of a post office.</p>	<p>A notary public.</p>	<p>A justice of the peace of a State or Territory.</p>
<p>An individual who is registered as a tax agent under part VIIA of the Income Tax Assessment Act 1936.</p>	<p>A member of the Institution of Engineers Australia, other than a member with the grade of student.</p>	<p>An agent of a financial institution who is authorised by the financial institution to open accounts with the institution.</p>
<p>A member of the Chartered Institute of Company Secretaries in Australia Limited.</p>	<p>A member or fellow of the Association of Taxation and Management Accountants.</p>	<p>A fellow member of the National Tax and Accountants' Association Limited.</p>
<p>A member of a municipal, city, town, district or shire council of a State or Territory.</p>	<p>A Commissioner for oaths of a State or Territory.</p>	<p>A registrar, clerk, sheriff or bailiff of a Federal, State or Territory Court.</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>		

Part 1 – Type of Application (All applicants must complete this part)

You must tick the relevant box to indicate whether you are applying for a licence or registration.

The following activities are those which require a **licence** in Victoria:

- Security Guard
- Crowd Controller
- Investigator
- Trainer
- Bodyguard

The following activities are those which require a **registration** in Victoria:

- Security Advisor
- Security Equipment Installer

Further information regarding security licence and registration activities can be found on the Victoria Police website:
www.police.vic.gov.au/privatesecurity

Note: If you are applying for both a licence and a registration, you must complete (2) separate application forms.

Part 2 – Personal Information (All applicants must complete this part)

You must state your name exactly as it appears on your **primary identification** documents, i.e. full birth certificate, current passport, citizenship certificate, or diplomatic documents.

If you have ever changed your name in an official capacity you must provide a certified copy of a Change of Name Certificate, Marriage Certificate or Full Birth Certificate that includes a schedule of all name changes.

Part 3 – Contact Details (All applicants must complete this part)

List your current residential and postal address. Provide as many other contact details as you can.

Part 4 – Drivers Licence Details (If applicable)

If you hold a current Victorian Drivers Licence you must provide the licence number. By providing this information you authorise Victoria Police to obtain information that relates to your identity that is kept by the Roads Corporation (Vic Roads).

Part 5 – Fingerprints (For licence applicants only)

Fingerprints are required for any private security licence. Applicants must have their fingerprints taken and provide a copy of the National Police Records Check Certificate with this application. Call 1300 881 596 between 8am and 4pm, Monday to Friday to make an appointment (for both metropolitan and country applicants). Your application will not be approved until you supply the certificate.

Part 6 – Residency Status (Applicants must complete this part)

If you are **not** an Australian or New Zealand permanent resident, you must provide **certified** copies of your **current passport** and **visa**. Your visa must be valid for 12 months and provide you with entitlements to work in the security industry.

Part 7 – Security Activities (All applicants must complete this part)

Please indicate which activities you wish to apply for. If you request the activity of Security Guard, you will also need to indicate which sub-activity / sub activities you are applying for.

Part 8 – Licence/Registration Details (All applicants must complete this part)

You must provide a **certified** copy of each current licence/registration (both front and back) held.

If applying for recognition of a **New Zealand** licence/ registration, you must supply a certified copy of your **criminal history check**, as provided by you to the Department of Immigration and Border Protection during your Australian visa application

Part 9 – Employment Details (All applicants must complete this part)

If you have already arranged confirmed employment in the private security industry, please provide details of your prospective employer.

Part 10 – Consent (All applicants must complete this part)

You must read and tick the 'Consent' box or your application cannot be processed.

Part 11 – Acknowledgement (All applicants must complete this part)

You must read, sign and date the Acknowledgement.

Post your completed application to:
Licensing & Regulation Division
GPO Box 2807
MELBOURNE 3001
Phone: 1300 651 645
Web: www.police.vic.gov.au



VICTORIA POLICE

Victorian (Individual) Private Security Licence/Registration Mutual Recognition Application Form

This application is to be completed by individuals currently holding an authority to work in the private security industry, seeking to move to Victorian from another Australian State/Territory, or from New Zealand, with the intention of undertaking the same activities under the mutual recognition principle. This application is made under section 19 of the *Mutual Recognition Act 1992 (Cth)* or section 18 of the *Trans-Tasman Mutual Recognition Act 1997 (Cth)*.

Part 1 – Type of Application (All applicants must complete this part)

This is an application for (cross the relevant box):

Note: If you are applying for both a licence and a registration, you must complete (2) separate application forms.

- Licence
- Registration

Part 2 – Personal Information (All applicants must complete this part)

Current Name – ON PRIMARY DOCUMENTATION

Surname Name

[Grid of 26 boxes for Surname Name]

First Given Name

[Grid of 26 boxes for First Given Name]

Second Given Name

[Grid of 26 boxes for Second Given Name]

Third Given Name

[Grid of 26 boxes for Third Given Name]

Sex: Male Female

Date of Birth / /
(Day) (Month) (Year)

Previous Name(s)

1. Have you ever changed your name in an official capacity?
 - Yes (Attach a certified copy of your change of name certificate to the back of this application)
 - No

2. Have you ever been known by another name (not including official name changes)?
 - Yes (Attach a list of names you have been known by to the back of this application)
 - No

Part 3 –Contact Details (All applicants must complete this part)

Residential Address

Property name (if applicable)

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Flat / Unit Number

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Street Number

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Lot Number

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Street Name

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Street Type (RD, ST, AVE etc.)

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Town / Suburb

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State

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Postcode

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Postal Address (only complete this section if your postal address is different to your residential address)

GPO Box
 PO Box
 Locked Bag
 Private Bag
 RSD
 RMB

Box / Bag / Street number

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Street Name

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Street Type (RD, ST, AVE etc.)

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Town / Suburb

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State

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Postcode

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Telephone (include area code where applicable)

Home

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Mobile

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Work

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Facsimile

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E-mail Address (indicate exact case)

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Part 4 – Drivers Licence Details (If applicable)

Drivers Licence Number: State of Issue:

Part 5 – Fingerprints (For licence applicants only)

All individuals applying for a Victorian Private Security Licence must provide a full set of fingerprints taken in Victoria.

Have you been fingerprinted, or made an appointment to be fingerprinted within Victoria?

Yes If 'Yes', attach the **original** National Police Records Check Certificate; **or** if you are currently awaiting the certificate, provide the date of your fingerprint appointment,

Appointment Date (if applicable) / /

No If 'No', your application will not be accepted until such time as you submit the **original** National Police Records Check Certificate.

Note: To make an appointment to have your fingerprints taken call 1300 881 596 between 8am and 4pm Monday to Friday. Access www.police.vic.gov.au/policecheck for further information regarding the fingerprint/ National Police Records Check process.

Part 6 – Residency Status (All applicants must complete this part)

Are you a citizen or permanent resident of Australia/New Zealand?

Yes If 'Yes', proceed to Part 7. No If 'No', attach a **certified** copy of your **passport, visa** and **evidence** of appropriate **work rights**.

Part 7 – Security Activities (All applicants must complete this part)

I wish to apply under the mutual recognition principle to be recognised in Victoria for the following activities:
(Cross the relevant boxes)

Licence Activities (These activities require a licence in Victoria):

Investigator Bodyguard Crowd Controller Trainer

Security Guard (If you have selected Security Guard, you **must** select the sub-activity / activities you require).

Security Guard sub-activities:

Armed Guard* Cash in Transit* Unarmed Guard Guard with a dog

Control Room Operator Monitoring Centre Operator

* Individuals wishing to perform these sub-activities with a firearm will require a current Victorian General Category Handgun licence for security industry purposes in addition to their private security licence.

Registration Activities (These activities require a registration in Victoria):

Security Advisor Security Equipment Installer

Part 8 – Licence/Registration Details (All applicants must complete this part)

I currently hold the following equivalent private security licence(s) or registration(s):

Licence Details

State/Territory or New Zealand	Authorised Security Activities	Licence Number	Expiry Date

Registration Details

State/Territory or New Zealand	Authorised Security Activities	Registration Number	Expiry Date

- You **must** provide a **certified** copy of each current licence/registration (both front and back) held and attach them to the back of this application.
- If applying for recognition of a **New Zealand** licence/ registration, you **must** supply a certified copy of your **criminal history check**, as provided by you to the Department of Immigration and Border Protection during your Australian visa application.

Are you the subject of any disciplinary proceedings (including preliminary investigations or action that might lead to disciplinary proceedings) in relation to your private security licence/registration?

Yes (Please provide the details below) No

Is your licence/registration cancelled or currently suspended as a result of any disciplinary action?

Yes (Please provide the details below) No

Part 10 – Consent (All applicants must complete this part)

By ticking this box, I give consent to Victoria Police to make any necessary inquiries and exchange information with other authorities of Australia or New Zealand in relation to this application.

Part 11 – Acknowledgement (All applicants must complete this part)

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 Section 135 of the *Private Security Act 2004* to wilfully supply details which are incorrect or omit to furnish particulars.

Signature

Date

 / /

Privacy Statement: The personal and health information requested is being collected and used by Victoria Police for the purposes of assessment of an application for a licence, registration, permit or approval. It will be used in accordance with relevant legislation, including the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990*, *Health Records Act 2001* and the *Privacy and Data Protection Act 2014*. The information may be disclosed to employers, approved bodies and other statutory authorities for the purposes of law enforcement and the administration of justice. To gain access to personal and health information held by Victoria Police, you must apply in writing to the Freedom of Information Division of Victoria Police, at www.police.vic.gov.au.