

Instruction Pages for Temporary Overseas Bodyguard Visitor Permit Application

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. Alternatively you can access our Internet site at www.police.vic.gov.au.

Who should complete this Temporary Bodyguard application?

This form should be completed by a person that ordinarily resides overseas and will be acting as a bodyguard at a special event in Victoria, Australia. A bodyguard is defined as a person who is employed or retained to provide a close personal protection service.

An application should be made and a permit issued prior to acting as a bodyguard in Victoria at the special event.

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.

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

How do I make a payment?

You must send your payment by cheque or money order with your application. Cheques and money orders are to be made out to Licensing Services Division. The total fee payable for this application is \$179.40 (Australian Dollars) and includes a non-refundable application fee of \$92.30 (Australian Dollars). If your application is withdrawn, abandoned or refused, you will receive a refund for the permit fee but not for the application fee.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 if you do not include payment with this application.**

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 or accessing the website at www.police.vic.gov.au.

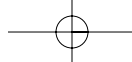
What documents must I provide with my application?

You must provide the following documentation with your permit application:

- A copy of your passport
- Copies of two forms of identification from the list below.
 - Birth Certificate
 - Drivers Licence
 - Social Security Card
 - Student Card
 - Bank Card
 - Credit Card Statement
 - Letter from your employer within last 2 years confirming name and address
 - Records from a professional or trade association (union or trade/professional body) confirming your name and address.
- A letter from your employer confirming your offer of employment and providing details as to the special event that you will be employed at.
- Copy of your overseas bodyguard licence (if applicable)
- If a bodyguard licence is not required to operate as a bodyguard in your country of origin you must supply copy of your resume and any relevant qualifications or documents.

You must provide an official English translation for any documents that are not in English

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.



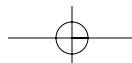
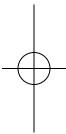
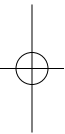
How do I obtain my permit if my application is approved?

If your application is approved, you can obtain your permit by post or in person.

Part 2 of this application allows you to nominate the way you would like to obtain your permit.

If you nominate for your permit to be forwarded to you by post to an overseas address, you must ensure that your application has been made far enough in advance for Licensing Services Division to forward it to you in this way. Licensing Services Division will not take responsibility for permits that are not received by post internationally by the required date. Your permit can be forwarded to you care of an Australian address if you nominate one as your postal address in part 2.

If you nominate to collect your permit in person from the Licensing Services Division, you must have identification with you. If someone else collects your permit on your behalf, they must have a letter of authorisation signed and dated by you.



Part 2 - Personal Information (continued)

Postal Address

Please complete this section if you would like your permit forwarded to a different address to your residential address. For example, care of an address in Australia

<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	Box/Bag Number
						<input type="text"/>
Street Name						
<input type="text"/>						
Street Type (RD, ST, AVE, ETC)			City, suburb or town			
<input type="text"/>			<input type="text"/>			
State or Territory					Postcode/Zip Code	
<input type="text"/>					<input type="text"/>	
Country						
<input type="text"/>						

Contact details

Telephone

(Home)

(Work)

(Mobile)

(Fax)

E-mail Address

When providing your e-mail address, please indicate the exact case, punctuation marks and location of the '@' symbol.

Communication

1. How would you like Licensing Services Division to correspond with you regarding any issues with your application?

Post Email Fax

2. How would you like to obtain your permit if your application is approved?

Post Collect the Permit in person from Licensing Services Division

Please note: If you are collecting the permit in person, you must have identification with you. If someone is collecting your permit on your behalf, they must have a letter of authorisation signed and dated by you. If you nominated for your permit to be sent by post, it will be sent to the postal address listed in Part 2.

Part 3 - Supporting Evidence

Proof of Identity

You must provide proof of identity by supplying a copy of your passport and two other forms of identification with your application. Place a cross in the relevant boxes to confirm that you have attached the required identification documents.

A copy of your passport

Copies of two forms of identification from the list below:

<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Bank Card
<input type="checkbox"/> Drivers Licence	<input type="checkbox"/> Credit Card Statement
<input type="checkbox"/> Social Security Card	<input type="checkbox"/> Letter from your employer within last 2 years confirming name and address
<input type="checkbox"/> Student Card	<input type="checkbox"/> Records from a professional or trade association (union or trade/professional body) confirming your name and address

Part 4 - 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.

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

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

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

Part 5 - 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:

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.