

# Personal Information Form

## Private Security Business Licence

### Instruction Pages

Please **remove** Instruction Pages before submitting your form.

#### Who should complete a Personal Information Form?

- The Nominated Person of a Body Corporate.
- All Officers of the Body Corporate.
- A Sole Trader.
- All Partners in a Partnership; or
- Any Close Associate of the Business.

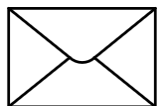
This form must be submitted with the related Private Security Business Application Form. Current Business Licence or Registration holders can use this form to notify Licensing & Regulation Division of the details of a new person relevant to the business.

#### How do I complete this form?

- Print out the form and write clearly in the boxes in capital letters using a blue or black pen.

#### How do I send this form?

- Do not send original identification documents with the form. If you need to send identification documents, send certified copies of the documents.
- Post the completed form and all attachments to:

**Postal Address:**

Licensing and Regulation Division,  
GPO Box 2807,  
Melbourne, VIC, 3001

If you have any queries about your application, visit our website at [www.police.vic.gov.au](http://www.police.vic.gov.au) or contact Licensing and Regulation Division.

#### Fingerprint Requirement

You must have your fingerprints taken for the purpose of obtaining a Private Security Licence.

- Fingerprints can be taken at the Docklands location or at a number of regional fingerprinting locations throughout Victoria.
- Visit our website at [www.police.vic.gov.au/fingerprinting](http://www.police.vic.gov.au/fingerprinting) to make an appointment.
- Your licence application will not be approved until you have had your fingerprints taken.

**Important:** You do not need to have your fingerprints taken if you hold a current Private Security Licence or have previously had your fingerprints taken in relation to a current Private Security Business Licence for which your involvement remains.

## Which identification documents are acceptable?

If you do not currently hold a Victorian Firearm Licence, Victorian Security Licence or Registration, or a Victorian Chief Commissioner of Police Weapon Approval, you must provide proof of your identity.

To prove your identity, you are required to provide 100 points of identification (see list below). The documents must be clear, easy to read, of high quality and total at least 100 points, in the form of:

- One certified copy of a primary identification document, and
- At least one certified copy of secondary identification document(s).

Primary Identification	Points
Full birth certificate (or name change certificate if applicable)	70
Current passport	70
Passport which has not been cancelled and was current within the last 2 years	70
Australian citizenship certificate	70
Diplomatic documents and official documents issued to refugees	70

Secondary Identification	Points
Public service ID including photograph and/or signature	40
Any licence issued under Australian law including photograph and/or signature, e.g. driver licence	40
A Government issued ID showing entitlement to financial benefit including signature, e.g. Health Care Card issued by the Department of Health and Human Services	40
ID card issued by a tertiary education institution including photograph and/or signature	40
Records from an employer (within the past 2 years) showing current address, e.g. letter on company letterhead or a payment summary	35
Council rates notice showing current address	35
Mortgage documents showing current address	35
Land Titles Office record showing current address	35
Bank or credit card statement showing current address	25
Department of Veteran's Affairs Health Care Card	25
Medicare card	25
Telephone account	25
Credit card	25
Statement from a primary, secondary or tertiary education institution (attended within the last 10 years) showing date of birth	25
Membership records from a professional or trade association showing date of birth	25
Records of a Public Utility showing current address, e.g. gas, electricity or water bill	25
Confirmation of enrolment issued by the Australian Electoral Commission showing current address	25
Victorian Proof of Age card (Keypass is not acceptable)	25
Rental agreement document confirming your tenancy of a property	25
Working with Children Check card	25

## How do I get my documents certified

- Documents must be certified by an Acceptable Identification Referee as a "true copy of the original".
- The Identification Referee certifying your documents must view the original document at the same time as the copy.
- The same Acceptable Identification Referee that certifies your identification documents must also complete the Identification Reference section of the form.
- You must also sign in the Identification Reference section in the presence of the Acceptable Identification Referee.

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



I certify that the document presented for certification is a true copy of the original. This document was sighted by me on:

21/12/2021

Signature: *J Person*

Print Name: Jane A Person

Type of Referee: Accountant

### Who can certify documentation?

- Documents must be certified by an Acceptable Identification Referee who has known you for at least 12 months.
- The same referee that certifies your identification documents must also complete the Identification Reference section of this application.

**Important:** the Acceptable Identification Referee is verifying your identification only and in no way substantiates your suitability or otherwise for a licence.

### List of Acceptable Referees (Authority Types)

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



<b>Section 5 - Previous Name(s)</b>	
You are required to provide your Previous Name(s).	

Have you ever changed your name in an official capacity? Yes ☐ No ☐

If you have answered **Yes**, you are required to list your previous name in the below field(s):

Previous Family Name:

Previous Given Name:

**Important**

- If you have answered "**Yes**" you are required to provide a copy of your Official "**Change of Name Certificate**" within your submission.
- If you have had more than **One Name Change**, you will be required to provide all name changes in a separate document included in your submission.

<b>Section 6 - Business Address</b>	
You are required to provide your Business Address Information.	

Property Name:

Street Number: 



 / Flat / Unit Number: 



 / Lot Number:

Street Name:

Street Type: 



 Town/Suburb:

State: 



 Postcode:

<b>Section 7 - Residential Address</b>	
You are required to provide your Residential Address Information.	

Property Name:

Street Number: 



 / Flat / Unit Number: 



 / Lot Number:

Street Name:

Street Type: 



 Town/Suburb:

State: 



 Postcode:

Is your Postal Address the same as your Residential Address?

Yes ☐ Go to **Section 9 - Contact Information**      No ☐ Go to **Section 8 - Postal Address**

## Part 3 - Personal Information (Continued)

### Section 8 - Postal Address

You are required to provide your Postal Address Information.

☐ GPO Box ☐ PO Box ☐ Locked Bag ☐ Private Bag ☐ RSD ☐ RMB

Street Number:

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Flat / Unit / Lot Number:

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Box / Bag / Number:

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Street Name:

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Street Type:

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Town/Suburb:

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State:

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Postcode:

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### Section 9 - Contact Information

You are required to provide your Contact Information.

Mobile Contact Number:

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Work Contact Number:

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Home Contact Number:

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One Email Address:


All applicants **must** provide the following:

- One Contact Number
- One Email Address

Failure to provide your contact information may result in your application not being considered.

## Part 4 - Identification Reference

### Section 10 - Identification Requirements

You are required to confirm if you have a current Licence.

Do you hold a Victorian Firearm Licence, Security Licence or Chief Commissioner of Police Weapon Approval that is current or has expired in the last 6 months?

Yes ☐

No ☐

If you have answered 'Yes', please provide your Licence Details below:

Licence Type:

- ☐ Firearms Licence
- ☐ Private Security Licence
- ☐ CCP Weapons Approval

Licence Number:

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Expiry Date:

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#### Identification Documentation

If you have answered 'No', you must provide 100 points of Identification Documentation and have copies certified by an Acceptable Referee.

You and your Acceptable Referee will be required to complete 'Part 4 - Identification Reference' in this application.

#### Copy of your Plastic Licence

If you have answered 'Yes', you are required to provide your licence details in this application and provide a scanned copy of your Plastic Licence.

You will not be required to complete 'Part 4 - Identification Reference' in this application.

Part 4 - Identification Reference (Continued)

Section 11 - Declaration of the Referee

The Acceptable Identification Referee and Applicant must complete this section.

This declaration must be made by an "Acceptable Identification Referee" as listed in the Instruction Pages.

- The Acceptable Identification Referee must have known the applicant for at least **12 months**.
- The Acceptable Identification Referee must provide all Person Details in the required fields.
- The applicant must sign this declaration in the presence of the Identification Referee.
- The same referee must also certify the copies of your identification documents that you have nominated in your application.

Referee's Person Details

Family Name:

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First Given Name:

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Type of Authority:

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Authority Number:

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Referee's Contact Details

Work Contact Number:

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Mobile Contact Number:

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Referee's Declaration

Declare that I have known  
(Print Applicants Name)

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I, the Referee, also certify that the above details are true and correct, the applicant's signature was completed in my presence, and the identification documents I have signed are a true copy of the original.

Referee's Signature:

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Date of Signature:

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Applicant to sign and date in the presence of Referee:

Applicant's Signature:

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Date of Signature:

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## Part 5 - Medical History of Applicant or Nominated Person

### Section 12 - Medical Suitability

This part must be completed by the Nominated Person, Sole Trader or Partner of a Business licence application only. Officers of the Body Corporate and Close Associates of the business are not required to complete this part.

#### Question 1

Do you currently have any medical or psychiatric conditions or impairments that may directly impact your ability to hold a licence or approval for the reasons or activities being applied for or renewed?

Yes ☐

No ☐

#### Question 2

In the past 5 years have you been treated for mental health conditions including but not limited to, depression or stress?

Yes ☐

No ☐

#### Question 3

In the past 5 years have you had any alcohol or drug related problems?

Yes ☐

No ☐

#### Question 4

In the past 5 years have you had a physical disability or any other medical condition (e.g. neurological, stroke or brain injury) which could impact your ability to hold a licence or approval?

Yes ☐

No ☐

If you have answered '**Yes**' to one or more of the above questions, you **must** obtain a medical report.

The medical report must:

- Be legible and written on a registered medical doctor's letterhead by a medical doctor who has treated you for the relevant condition(s);
- Outline the medical condition(s) for which you are being, or have been, treated;
- State whether, in his/her professional opinion, your medical condition(s) do or do not prevent you from being a fit and proper person to hold a private security licence for the security activities being renewed; and
- Be signed and dated by the relevant registered medical practitioner.

## Part 6 - Previous History of Applicant or Nominated Person

### Section 13 - Criminal History

You are required to complete every question in this section.

#### Question 1

Have you ever been found guilty of, been convicted of, or have charges pending for any offence in Australia or Overseas? (not traffic charges)

Yes ☐

No ☐

#### Question 2

Have you ever been found guilty of any offence without a conviction being recorded? (not traffic charges)

Yes ☐

No ☐

#### Question 3

Do you have any charges pending against you? (not traffic charges)

Yes ☐

No ☐

#### Question 4

Have you ever received a diversion at court? (not traffic matter)

Yes ☐

No ☐

If you have answered '**Yes**' you are required to provide information of the offence(s) on the following page.

Part 6 - Previous History of Applicant or Nominated Person (Continued)

Section 14 - Offence History

You are required to complete every question in this section.

Offence 1

Date:

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Court: (if applicable)

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Offence:

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Result:

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Offence 2

Date:

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Court: (if applicable)

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Offence:

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Result:

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Offence 3

Date:

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Court: (if applicable)

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Offence:

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Result:

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Offence 4

Date:

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Court: (if applicable)

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Offence:

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Result:

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If you have more offences than the sections provided above,  
please duplicate a copy of this page and provide in your submission.

## Part 6 - Previous History of Applicant or Nominated Person (Continued)

### Section 15 - Previous History

You are required to complete every question in this section.

#### Question 1

Have you ever been subject of any refusal, cancellation, suspension or prohibition of a private security licence/registration in Australia or Overseas?

Yes ☐

No ☐

If you have answered **Yes**, please provide a short letter stating the Country, State and Year it took place, as well as a short description that led to this decision.

### Section 16 - Bankruptcy and Other Information

You are required to complete every question in this section.

#### Question 1

Are you currently, or have you been insolvent or under administration?

Yes ☐

No ☐

#### Question 2

Have you ever been declared bankrupt?

Yes ☐

No ☐

If you have answered **Yes**, please provide details in a short letter and provide this in your submission.

#### Question 3

Have you served as a member of the Victoria Police Force within the last ten years?

Yes ☐

No ☐

If you answered '**Yes**' a **certified** certificate of service is required in your submission.

## Part 7 - Acknowledgement

### Section 17 - Acknowledgement

You must sign and date again to confirm that all the information you have supplied is true and correct.

☐

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 willfully supply details which are incorrect or omit to furnish particulars.

Applicants Signature:

Date of Signature:

 /  / 

**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, 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](http://www.police.vic.gov.au).

## Part 8 - Application Checklist

### Application Summary

How do I complete my application?

- Please refer to the Instruction Pages for more information on how to finalise and submit your application.
- Prepare all supporting documents listed in the below Application Checklist.
- If required, you must complete the Declaration by Referee. This section must be signed by an acceptable referee and yourself.
- You must sign and date the Acknowledgement Section.

### **This part is a requirement for the nominated person, sole trader or partner of a Business Licence application only.**

If you are a nominated person, sole trader or partner you must provide evidence that you meet the competency requirement as specified in section 26(3) of the *Private Security Act 2004*.

You must provide at least **one** of the following:

- ☐ A detailed resume outlining your experience in the private security industry, particularly in relation to the security activity (or activities) being applied for, and copies of any relevant qualifications and/or documentation; or
- ☐ A certified copy of an approved Training Course completion certificate which is relevant to the security activity (or activities) being applied for; or
- ☐ A certified copy of your membership to an approved Security Industry Organisation relevant to the security activity (or activities) being applied for.

For further details regarding which organisations are Approved Security Industry Organisations or what the approved Training Courses are for licensing purposes, access the Licensing and Regulation Division website at [www.police.vic.gov.au/privatesecurity](http://www.police.vic.gov.au/privatesecurity).

### ☐ **Acknowledgement**

You must sign and date the Acknowledgement Section.

**End of Application**