

Private Security Mutual Recognition

Victorian Individual Operator Licence Application

Instruction Pages

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

Who should complete this form?

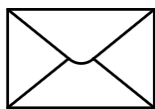
This application is to be completed by individuals currently holding an authority to work in the private security industry, seeking to move to Victoria from another Australian State/Territory, or from New Zealand, with the intention of undertaking the same activities under mutual recognition principle. 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 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 or contact Licensing and Regulation Division.



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Private Security Mutual Recognition Victorian Individual Operator Licence Application

This application is to be completed by individuals currently holding an authority to work in the private security industry, seeking to move to Victoria from another Australian State/Territory, or from New Zealand, with the intention of undertaking the same activities under 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 - Personal Information

Section 1 - Current Name

You are required to provide your Current Name(s) as per your Primary Identification Documentation.

Family Name:

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First Given Name:

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Second Given Name:

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Third Given Name:

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Date of Birth:

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Sex: ☐ Male ☐ Female ☐ Other

Section 2 - Previous Name(s)

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:

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Previous Given Name:

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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.

Section 3 - Town/Country of Birth

You are required to provide your Town and Country of Birth.

Town of Birth:

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Country of Birth:

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Section 4 - Residential Address																													
You are required to provide your Residential Address Information.																													
Property Name: (if applicable)																													
<div style="border: 1px solid black; height: 25px;"></div>																													
Street Number:										Flat / Unit Number:										Lot Number:									
<div style="border: 1px solid black; width: 100%; height: 25px;"></div>										<div style="border: 1px solid black; width: 100%; height: 25px;"></div>										<div style="border: 1px solid black; width: 100%; height: 25px;"></div>									
Street Name:																													
<div style="border: 1px solid black; height: 25px;"></div>																													
Street Type:										Town/Suburb:																			
<div style="border: 1px solid black; width: 100%; height: 25px;"></div>										<div style="border: 1px solid black; width: 100%; height: 25px;"></div>																			
State:					Postcode:																								
<div style="border: 1px solid black; width: 100%; height: 25px;"></div>					<div style="border: 1px solid black; width: 100%; height: 25px;"></div>																								
<p>Is your Postal Address the same as your Residential Address?</p> <p>Yes <input type="checkbox"/> Go to Section 6 - Contact Information No <input type="checkbox"/> Go to Section 5 - Postal Address</p>																													
Section 5 - Postal Address																													
You are required to provide your Postal Address Information.																													
<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																													
Street Number:										Flat / Unit / Lot Number:										Box / Bag / Number:									
<div style="border: 1px solid black; width: 100%; height: 25px;"></div>										<div style="border: 1px solid black; width: 100%; height: 25px;"></div>										<div style="border: 1px solid black; width: 100%; height: 25px;"></div>									
Street Name:																													
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Street Type:										Town/Suburb:																			
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State:					Postcode:																								
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Section 6 - Contact Information																													
You are required to provide your Contact Information.																													
Mobile Contact Number:										Work Contact Number:										Home Contact Number:									
<div style="border: 1px solid black; width: 100%; height: 25px;"></div>										<div style="border: 1px solid black; width: 100%; height: 25px;"></div>										<div style="border: 1px solid black; width: 100%; height: 25px;"></div>									
One Email Address:																													
<div style="border: 1px solid black; height: 25px;"></div>																													
<div style="border: 1px solid black; height: 25px;"></div>																													
<p>All applicants <u>must</u> provide the following:</p> <ul style="list-style-type: none"> • One Contact Number • One Email Address <p>Failure to provide your contact information may result in your application not being considered.</p>																													

Part 1 - Personal Information (Continued)

Section 7 - Identification Information

Please provide the details from your Identification Documentation.

Medicare Card:

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Drivers Licence:

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Passport Number:

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Passport Nationality:

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Important

If you do not have the following Identification Details, you will be required to provide other Identification Documents.

Please refer to the **Instruction Pages** for a full list of acceptable Identification Documentation.

Part 2 - Fingerprints

Section 8 - Victorian Fingerprints

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

Booking Reference Number:

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Fingerprint Appointment Date:

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Part 3 - Current Licence Details

Section 9 - Current Licence Details

I currently hold the following equivalent Private Security Licence(s).

Important

- You **must** provide a **certified** copy of each current licence (both front and back) held and include them in your submission. If you hold a TAS, WA and NZ licence you are also required to provide a certified copy of your paper-based licence.
- If you are applying for recognition of a **New Zealand** licence, you must supply a certified copy of your **criminal history check**, as provided by you by the Department of Immigration and Border Protection during your Australian Visa Application.

Licence Details 1

Assigned Number:

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Expiry Date:

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Authorised Security Activities:

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State / Territory / New Zealand:

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Part 3 - Current Licence Details (Continued)

Section 9 - Current Licence Details

I currently hold the following equivalent Private Security Licence(s).

Licence Details 2

Assigned Number:

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Expiry Date:

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Authorised Security Activities:

State / Territory / New Zealand:

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Licence Details 3

Assigned Number:

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Expiry Date:

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Authorised Security Activities:

State / Territory / New Zealand:

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Licence Details 4

Assigned Number:

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Expiry Date:

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Authorised Security Activities:

State / Territory / New Zealand:

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Part 3 - Current Licence/Registration Details (Continued)

Section 9 - Licence/Registration Details

I currently hold the following equivalent Private Security Licence(s).

Question 1

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 ☐

No ☐

Question 2

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

Yes ☐

No ☐

Question 3

Are you prohibited from carrying on private security activities or subject to any special conditions in carrying out these duties as a result of criminal, civil or disciplinary proceedings?

Yes ☐

No ☐

Question 4

Is your current licence/registration the subject of any special conditions?

Yes ☐

No ☐

Important

- If you have answered '**Yes**' to any of the above questions, you are required to provide a document summary detailing the information required.

Part 4 - Security Activities

Section 10 - Security Activities

I wish to apply under the mutual recognition principle to be recognized in Victoria for the following activities.

☐

Security Guard

☐

Crowd Controller

☐

Bodyguard

☐

Security Trainer

☐

Investigator

☐

Security Advisor

☐

Security Equipment Installer

Security Guard

- If you have selected Security Guard, you must select one Sub-Activity in **Section 11 - 'Security Guard' Sub Activities**.

Section 11 - Security Guard Sub-Activities

If you have selected Security Guard, you must select at least One Sub-Activity.

☐

Unarmed Guard

☐

Control Room Operator

☐

Guard with a Dog

☐

Monitoring Centre Operator

☐

Cash in Transit

☐

Armed / Unarmed Guard

Armed / Unarmed Guard and/or Cash In Transit

- Individuals wishing to perform 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.

[illegible]

Section 15 - Acknowledgement	
You must sign and date again to confirm that all the information you have supplied is true and correct.	
<input type="checkbox"/>	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 <i>Private Security Act 2004</i> to willfully supply details which are incorrect or omit to furnish particulars.
<input type="checkbox"/>	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.
Applicants Signature:	<div></div>
Date of Signature:	<div><div></div><div></div><div>/</div><div></div><div></div><div>/</div><div></div><div></div><div></div><div></div></div>
<hr/>	
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 <i>Firearms Act 1996</i> , <i>Private Security Act 2004</i> , <i>Control of Weapons Act 1990</i> , <i>Health Records Act 2001</i> and the <i>Privacy and Data Protection Act 2014</i> . 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 .	

Part 9 - 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.

☐

Statement of Results

You must provide a certified/attested copy of your "Statement of Results" document/certificate (dated within the past 12 months) for all activities applied for, including details of units completed.

☐

Identification Requirements

Depending on your responses in your application, you may be required to provide the following documentation:

☐

You **must** provide a **certified** copy of each current licence (both front and back) held and include them in your submission. If you hold a TAS, WA and NZ licence you are also required to provide a certified copy of your paper-based licence.

☐

If you are applying for recognition of a **New Zealand** licence, you must supply a certified copy of your **criminal history check**, as provided by you by the Department of Immigration and Border Protection during your Australian Visa Application.

☐

Victorian Fingerprints Requirements

You must supply the Booking Reference Number and date that your fingerprints were taken in your application.

☐

Acknowledgement

You must sign and date the Acknowledgement Section.

End of Application

How do I make payment?

- **Do not send any payment with your application.**
- A Payment Notice will be sent with a total fee that includes a non-refundable administration fee.
- If your application is abandoned, withdrawn or refused, you will receive a refund for the licence fee, but not for the administration fee. All application fees are GST exempt.
- For a schedule of fees, contact Licensing & Regulation Division or visit our website.

How do I track the progress of my application after submission?

To track the progress of your application, please refer to the Victoria Police - Private Security Page for our current processing timeframes.

The following factors can increase the time it takes to process an application:

- A person has adverse history;
- An application is incomplete;
- Complexity of the application.

Licensing & Regulation Division is unable to respond to enquiries relating to the processing status of applications 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).