

# 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?

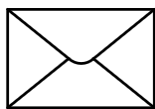
- You can complete this form in an Adobe Acrobat Browser or download and complete the form in the Adobe Acrobat Application, using your phone/tablet/computer by typing in the text fields.
- You will then be required to print the form and complete all signature sections using a blue or black pen.

#### OR

- Print out the form and write clearly in the boxes in capital letters and complete all signature sections 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.

---

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

---



--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## 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:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Given Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Second Given Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Third Given Name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Birth:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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.

#### Section 3 - Town/Country of Birth

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

Town of Birth:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Country of Birth:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>Section 4 - Residential Address</b> You are required to provide your Residential Address Information.																													
Property Name: (if applicable) <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"></table>																													
Flat / Unit Number: <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"></table>										Street Number: <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"></table>										Lot Number: <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"></table>									
Street Name: <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"></table>																													
Street Type: <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"></table>										Town / Suburb: <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"></table>																			
State: <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"></table>					Postcode: <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"></table>																								
Is your Postal Address the same as your Residential Address? <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Yes <input type="checkbox"/> Go to <b>Section 6 - Contact Information</b></span> <span>No <input type="checkbox"/> Go to <b>Section 5 - Postal Address</b></span> </div>																													

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																								
Box / Bag / Number:																								
<table border="1" style="display: inline-table; width: 100%; height: 30px;"><tr><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table>																								
Flat / Unit / Lot Number:	Street Number:																							
<table border="1" style="display: inline-table; width: 100%; height: 30px;"><tr><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table> /								<table border="1" style="display: inline-table; width: 100%; height: 30px;"><tr><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table>																
Street Name:																								
<table border="1" style="display: inline-table; width: 100%; height: 30px;"><tr><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table>																								
Street Type:	Town / Suburb:																							
<table border="1" style="display: inline-table; width: 100%; height: 30px;"><tr><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table>								<table border="1" style="display: inline-table; width: 100%; height: 30px;"><tr><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td></tr></table>																
State:	Postcode:																							
<table border="1" style="display: inline-table; width: 100%; height: 30px;"><tr><td style="width: 33.3%;"></td><td style="width: 33.3%;"></td><td style="width: 33.3%;"></td></tr></table>				<table border="1" style="display: inline-table; width: 100%; height: 30px;"><tr><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td><td style="width: 25%;"></td></tr></table>																				

You are required to provide your Contact Information.

[illegible]

## Part 1 - Personal Information (Continued)

### Section 7 - Identification Information

Please provide the details from your Identification Documentation.

Medicare Card:

--	--	--	--	--	--	--	--	--	--

Drivers Licence:

--	--	--	--	--	--	--	--	--	--

Passport Number:

--	--	--	--	--	--	--	--	--	--

Passport Nationality:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

#### **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:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Fingerprint Appointment Date:

				/				/							
--	--	--	--	---	--	--	--	---	--	--	--	--	--	--	--

## 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**

Licence Number:

--	--	--	--	--	--	--	--	--	--

Expiry Date:

				/				/				
--	--	--	--	---	--	--	--	---	--	--	--	--

Authorised Security Activities:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

State / Territory / New Zealand:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Part 3 - Current Licence Details (Continued)

Section 9 - Current Licence Details

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

Licence Details 2

Licence Number: 

--	--	--	--	--	--	--	--	--	--

Expiry Date: 

--	--

 / 

--	--

 / 

--	--	--	--

Authorised Security Activities:


State / Territory / New Zealand:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Licence Details 3

Licence Number: 

--	--	--	--	--	--	--	--	--	--

Expiry Date: 

--	--

 / 

--	--

 / 

--	--	--	--

Authorised Security Activities:


State / Territory / New Zealand:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Licence Details 4

Licence Number: 

--	--	--	--	--	--	--	--	--	--

Expiry Date: 

--	--

 / 

--	--

 / 

--	--	--	--

Authorised Security Activities:


State / Territory / New Zealand:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## Part 3 - Current Licence Details (Continued)

### Section 9 - Licence History

You are required to complete every question in this section.

#### 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?

Yes ☐

No ☐

#### Question 2

Is your licence 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 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 Adviser

☐

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 style="border: 1px solid black; height: 80px; width: 100%;"></div>									
Date of Signature:		<div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div>		/		<div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div>		/		<div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div> <div style="border: 1px solid black; width: 30px; height: 30px;"></div>	
<p><b>Privacy Statement:</b> 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 <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>.</p>											



## 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.

☐

#### 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 Fingerprint 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).