



## APPLYING FOR A LICENCE

Security & Related Activities (Control) Act 1996

**Instructions to all applicants – follow all of these steps to complete your application.**

**You must carefully complete all sections and attach all required documents. Incomplete applications will not be accepted for processing. If you have any enquiries regarding the completion of this application, contact Commercial Agents on (08) 9231 7199.**

### ◆ Section 1

#### Personal Details

- Enter your complete Name, Residential Address, Postal Address, Date and Place of Birth and all Telephone Numbers.
- Enter your Physical Description Details.
- Enter the year you arrived in Australia.
- Enter your Motor Driver Licence and Passport Details.

### ◆ Section 2

#### Employer Details

- List all employers to be endorsed on the licences that are being requested.
- Ensure that there is an accompanying Offer of Employment for each employer that you are requesting to be endorsed on these licences.

### ◆ Section 3

#### Licence Category

- Refer to “Licence Categories” documents for a full explanation.
- Select which category of licences that you wish to obtain and mark the corresponding box.

### ◆ Section 4

#### Personal History

- Enter the details of any conviction and penalty imposed by a court anywhere.
- This includes Criminal, Traffic, Children’s Court and Spent Convictions.
- Provide details of any employment in a Police Force or Police Service, including civilian employment.
- Include if you have been known by another name.
- Enter details of your employment history for the previous five (5) years.
- If you have not resided in Australia for the past 5 years you must either have a police clearance or documentation.

### ◆ Section 5

#### Signing the Declaration

- Do not sign this without a Member of the Police Service to witness.

**Penalties apply for omissions, false or misleading information.**

### ◆ Section 6

#### Relevant Documentation

- Refer to “Documents Required to Support Application” for a full explanation.
- Proof of Age and Identity (Passport, Birth Certificate, Marriage Certificate, Deed Poll)
- Proof of Residency / Working Visa
- Two (2) Character References (must be signed dated and have address and contact details)
- Four (4) Passport Photographs
- Police clearance or documentation from the country if you have not been in Australia for less than five (5) years.

### ◆ Application Checklist

- All Personal Details completed
- Correct licences types nominated
- Full particulars of personal history, including criminal record or Police employment.
- All relevant documentation
- Full application fees

**Completed applications are to be lodged at :**

Commercial Agents  
297 Hay Street  
EAST PERTH WA 6004

Or

The nearest Country Police Station



CF2

# WESTERN AUSTRALIA POLICE

## APPLICATION FOR A LICENCE

Security & Related Activities (Control) Act 1996  
Application must be completed in own handwriting

### 1 PERSONAL DETAILS

SURNAME: \_\_\_\_\_ GIVEN NAMES: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

WORK: \_\_\_\_\_ HOME: \_\_\_\_\_ MOBILE: \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_ Male / Female

COMPLEXION: \_\_\_\_\_ EYE COLOUR: \_\_\_\_\_ HAIR COLOUR: \_\_\_\_\_

HEIGHT (CMS): \_\_\_\_\_ NATIONALITY: \_\_\_\_\_ PASSPORT No.: \_\_\_\_\_ DRIVERS LICENCE No.: \_\_\_\_\_

IF NOT AUSTRALIAN BORN, YEAR OF ARRIVAL IN AUSTRALIA : \_\_\_\_\_

### 2 EMPLOYER DETAILS

Include all companies that you wish to have endorsed on your licences  
(An offer of employment must be attached for each company)

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

### 3 LICENCE CLASS

SECURITY OFFICER       CROWD CONTROLLER       INVESTIGATOR

SECURITY CONSULTANT

SECURITY INSTALLER

TERM OF LICENCE       1 YEAR       3 YEARS

**APPLICANT TO COMPLETE FOLLOWING IN PERSON**

**4 PERSONAL HISTORY**

4.1 Have you ever been refused a Security, Crowd Control or Investigator licence, or had such a licence suspended, cancelled or revoked anywhere?

NO  YES  provide details below

Type of licence  Where?  When?

Reason for refusal/suspension/cancellation/revocation

If you appealed against the decision, provide details below

Court  Result  Date

4.2 Have you been convicted of any offences anywhere? (Include all criminal, traffic, children's court and spent convictions.)

NO  YES  provide details below

Do you have any charges currently pending before the courts? YES  NO

4.3 If YES, provide details below:

4.4 Are you a former member of any Police Force or Police Service? (Include civilian positions)

NO  YES

4.5 Have you been known by any other name?

YES  NO

If YES, provide details below

4.6 History of employment (last five years)

Employer	Period	State / Country	Position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**5 Declaration**

I,  Certify that the information contained in this application has been provided by myself and is true and correct in every particular. I am aware that it is an offence under Section 51 of the Security and Related Activities (Control) Act, 1996 to provide false or misleading information, punishable by a fine up to \$10,000

Applicant's Signature

Date

Witness Signature

Date

Print Name, witnessing authority and contact details