



Application to Renew a Licence

SECURITY AND RELATED ACTIVITIES (CONTROL) ACT 1996

WESTERN AUSTRALIA
POLICE FORCE
LICENSING SERVICES

LICENSING ENFORCEMENT DIVISION
303 Sevenoaks Street Cannington, Western Australia 6107
Post: Locked Bag 9 East Perth WA 6892
Email: securitylicensing@police.wa.gov.au
Telephone: 1300 171 011

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

If you have any queries regarding the completion of this application, contact Licensing Services on 1300 171 011

Section 1. Personal Details

- Record your full name, residential address, postal address, date of birth and all telephone numbers and email addresses.
- Enter your Motor Driver Licence number.

Section 2. Licence Category

- Enter your existing licence number.
- Select which category of licence you wish to renew and tick the corresponding box.

Section 3. Personal History

ALL APPLICANTS

- Record the details of any findings of guilt in the past 3 years and penalty imposed by a court, whether within Australia or overseas. This encompasses Criminal or Children Court convictions (include Spent Convictions or where a conviction was not recorded).
- Declare if you have been known by any other legal name.

Agents

- Enter the details of any bankruptcy in the last 3 years. You must disclose whether you are still an undischarged bankrupt.
- If any information relating to your business has changed, provide details (include address changes, business structure or officeholders).

Section 4. Signing the Declaration

- Do not sign this without a person who is an Australian resident over the age of 18 years present to witness your signature.

Section 5. Relevant Documentation

ALL APPLICANTS

- Four (4) passport photographs (Must display head and shoulders and be on white or very light background, no eye-altering contact lenses or shaded glasses to be worn).
- Renewal fee.

Security Officer, Security Bodyguard and Crowd Controller

- Current First Aid Certificate.

Agent Licence Holders only

- Current letter from accountant.

PENALTIES APPLY FOR OMISSIONS, FALSE OR MISLEADING INFORMATION

Application Checklist

- Correct licence types nominated
- Full particulars of personal history, including criminal record or bankruptcy completed
- All relevant documentation provided
- Full renewal fees payable

AN APPLICATION FOR RENEWAL MUST BE RECEIVED 28 DAYS PRIOR TO EXPIRY DATE OF EXISTING LICENCE. FAILURE TO DO SO MAY RESULT IN REFUSAL TO RENEW YOUR LICENCE.

For people wishing to submit their application via the post, a money order or cheque made payable to "The Commissioner of Police" is required for the total amount on the renewal notification:

Licensing Services
Locked Bag 9
EAST PERTH WA 6892

Completed applications can be lodged in person at:

Licensing Services
303 Sevenoaks Street
CANNINGTON WA 6107

Country applicants may attend their nearest police station



Application to Renew a Licence

SECURITY AND RELATED ACTIVITIES (CONTROL) ACT 1996

**WESTERN AUSTRALIA
POLICE FORCE
LICENSING SERVICES**

LICENSING ENFORCEMENT DIVISION
303 Sevenoaks Street Cannington, Western Australia 6107
Post: Locked Bag 9 East Perth WA 6892
Email: securitylicensing@police.wa.gov.au
Telephone: 1300 171 011

*THIS APPLICATION MUST BE RECEIVED BY THE
LICENSING OFFICER 28 DAYS PRIOR TO EXPIRY OF CURRENT LICENCE.
APPLICANT MUST PERSONALLY COMPLETE THIS ENTIRE APPLICATION IN CAPITAL LETTERS*

Section 1. Personal Details

LICENCE HOLDER DETAILS

Family Name

All Given Names

Date of Birth
DD/MM/YYYY

Gender

Driver's
Licence

CONTACT ADDRESS - Postal

Unit / Street Number	Street Name	Street Type
Suburb	State	Postcode

CONTACT ADDRESS - Residential

Tick if Postal Address is the same as Residential Address

Unit / Street Number	Street Name	Street Type
Suburb	State	Postcode

CONTACT DETAILS

Mobile Phone Other Phone

Email

Section 2. Licence Category

Licence Number

		Security Installer (tick class)	Security Consultant (tick class)
Security Agent	Crowd Control Agent	Locksmith	Locksmith
Security Officer	Crowd Controller	Alarms/CCTV	Alarms/CCTV
Security Monitoring Officer	Inquiry Agent	Doors	Doors
Security Bodyguard	Investigator	Locks only	Security Risk Management

Section 3. Personal History

Have you been found guilty of an offence by a court by the last 3 years? Include all criminal, children's court, spent convictions, or findings of guilt where a non conviction was recorded No Yes (*Provide details below*)

Conviction	State	Country	Year of Outcome
-------------------	--------------	----------------	------------------------

