



Application for a Licence

SECURITY AND 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.**

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

Section 1 - Personal Details

- Record your full name, residential address, postal address, date and place of birth and all telephone numbers and email addresses
- Complete details of your physical description
- Enter the year and state you arrived in Australia
- Enter your Motor Driver Licence number

Section 2 - Licence Category

- Select which category of licence you wish to obtain and tick the corresponding box
- Select the term of licence required

Section 3 - Personal History

Disciplinary Action

Record the details of any Security Industry licences previously refused, suspended, disqualified and revoked. Detail the state, reason for the decision and date the disciplinary action occurred.

Conviction History

Record any details of any findings of guilt and penalty imposed by a court, whether within Australia or overseas.

This encompasses Criminal or Children's Court convictions (include Spent Convictions or where a non conviction was recorded).

Previous Names

Provide details of any other names that you have been known by.

Employment History

Provide details of your employment history for the past five (5) years.

Sections 4 and 5 - Endorsement

- Select the endorsement(s) that you wish to have included on your Security Officer Licence and tick the corresponding box
- Firearm endorsements require an accompanying letter from a licensed Security Agent who holds a Corporate Firearms licence
- Baton endorsements require proof that you have successfully completed an approved Baton course within the past six months
- Baton endorsements also require an accompanying letter from a licensed Security Agent stating that it is required for security duties

Section 6 - Signing the Declaration

- Do not sign this without a Member of the Western Australia Police Force present to witness your signature

Penalties Apply for Omissions, False or Misleading Information

Application Checklist

- | | |
|--|--|
| <input type="checkbox"/> Correct licences types nominated | <input type="checkbox"/> All relevant documentation provided |
| <input type="checkbox"/> All application details completed including Code of Conduct | <input type="checkbox"/> Full application fees payable |
| <input type="checkbox"/> Full particulars of personal history, including criminal record | <input type="checkbox"/> 4 Passport size photos |

Qualification Requirements for Different Licence Types

Crowd Controller/ Security Officer/ Investigator/ Security Bodyguard

- Applicants for these licence types must have completed an approved training course prior to lodging the application.

Security Installer

- Class 1: Install, maintain or repair safes, vaults and locks of a kind prescribed in Regulation 6. Must be a trade qualified Locksmith to obtain this licence
- Class 2: Install, maintain or repair security alarms, CCTV for security purposes, equipment and devices prescribed in Regulation 8. A course in Technical Security must be completed prior to lodging the application
- Class 3: Install, maintain or repair security doors as prescribed in Regulation 7. A pre-licence test based on AS5040 must be completed with a minimum of 80% to pass the test
- Class 4: Install locks of a kind prescribed in Regulation 6. No pre-licence test or trade certificate is required

Security Consultant

- Class 1: Consult in safes, vaults and locks of a kind prescribed in Regulation 6. No pre-licence test or trade certificate is required
- Class 2: Consult in security alarms, CCTV for security purposes, equipment and devices prescribed in Regulation A course in Technical Security must be completed prior to lodging the application
- Class 3: Consult in security doors as prescribed in Regulation 7. A pre-licence test based on AS5040 must be completed with a minimum of 80% to pass the test
- Class 4: Consult in matters relating to watching, guarding and protecting of property. Must have completed an approved training course in Security Risk Management prior to lodging an application



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DOCUMENTS TO SUPPORT APPLICATION

If you apply for a licence under the Security and Related Activities (Control) Act 1996, you must support your application with the correct documentation. This will explain what documents are required and where such documentation may be obtained.

**If you have any enquiries regarding applying for a licence,
contact Licensing Services Security on 1300 171 011**

In all cases, the documents presented must be:

- Original documents and have a copy attached
- In English or have an official translation attached

DOCUMENTS REQUIRED FOR A LICENCE APPLICATION

PROOF OF AGE AND IDENTITY

Applicants must provide evidence of age and identity to accompany this application. It is to consist of the original and a certified copy of either:

Two (2) documents referred to in the Category 1 list; or

One (1) document referred to in the Category 1 list and two (2) documents referred to in the Category 2 list.

CATEGORY 1:

- Current motor driver's licence bearing the name, date of birth and photograph of the applicant that has been issued under a law of the Commonwealth or a State or Territory
- Current passport or a passport that has not been expired for more than two (2) years, bearing the name, date of birth and photograph of the applicant
- Proof of age card bearing the name, date of birth and photograph of the applicant
- Identification card (other than a proof of age card) bearing the name, date of birth and a photograph of the applicant that has been issued by an agency of the Commonwealth or a State or Territory to provide evidence of the person's identity
- Birth certificate bearing the name and date of birth of the applicant issued under a law of the Commonwealth or a State or Territory
- Diplomatic document bearing the name, date of birth and photograph of the applicant that has been issued by a government agency to provide evidence of a person's legal entitlement to enter Australia

CATEGORY 2:

- Current licence (other than a motor driver's licence) or current permit bearing the name and date of birth of the applicant that has been issued under a law of the Commonwealth or a State or Territory
- Current identity card or licence bearing the name and date of birth of the applicant that has been issued by a government agency outside Australia
- Identification card bearing the name of the applicant that has been issued by an agency of the Commonwealth or a State or Territory to provide evidence of the person's entitlement to a health benefit or pensioner concession
- Identification card bearing the name of the applicant that has been issued within the last five (5) years by an Australian educational institution

NOTE: If insufficient proof of age and identity is received, your application will not be accepted.

PERSONAL REFERENCES/TESTIMONIALS

Two (2) personal references are required. These references need to be about your character, not your work history.

- The referee needs to have known the applicant for a period of five (5) years or longer prior to making this application
- Contain the full name of the referee
- Contain the address and contact details of the referee
- Nature of relationship (referee to applicant)
- Where and when the relationship was
- How long the referee has known the applicant
- Must refer to the applicant's honest, integrity, character, etc...

You need to have known the person supplying the reference for a five year period or longer prior to the application date

NOTE: The referee cannot be related to you by birth or marriage (includes partner/ defacto)

PASSPORT PHOTOS

A set of four (4) passport size photographs are to be included with each application. Photographs provided by an applicant are to:

- Display the head and shoulders (full face), and be on a *white* or *very light* background.
- No eye-altering contact lenses or shaded glasses are to be worn.



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CRIMINAL RECORD

If you have not been a resident of Australia for the last 5 years OR you are an Australian resident who has spent more than 12 consecutive months outside Australia in the past 5 years, you must supply relevant documents from the countries you have resided in to prove you have no criminal record. If you are unsure of what this means, contact Licensing Services Security for further information.

Police Clearance Certificates (PCCs) issued at a village or town or issued by a District Superintendent are unacceptable as they do not cover the country on a national basis.

PROOF OF COURSE COMPLETION/QUALIFICATIONS

If you are applying for a non-agent licence, you may be required to have completed a particular training course with an authorised Registered Training Organisation before lodging your application.

- Security Officer: Certificate II in Security Operations with specific elective units
- Security Officer Guarding with Dog: Certificate II in Security Operations with specific elective units
- Crowd Controller: Certificate II in Security Operations with specific elective units
- Armed Security Officer: Certificate III in Security Operations
- Security Bodyguard: Certificate III in Security Operations
- Investigator: Certificate III in Investigative Services
- Batons endorsement: Control Person Using Baton Certificate
- Installer/Consultant: See above for specified pre requisites

Details of approved courses can be obtained on Licensing Services website www.police.wa.gov.au

FIREARMS ENDORSEMENT MEDICAL CERTIFICATE

Applicants for firearms endorsements are required to provide a medical certificate to demonstrate that they are fit to carry a firearm. This medical is to state:

- That in the opinion of the Medical Practitioner, the person is physically and psychologically fit for the use and carriage of firearms
- That the examination included the person's hearing and eyesight
- A statement from the Medical Practitioner as to the period the Medical Practitioner has known the person

Additionally, a new medical certificate is to be supplied on an annual basis to maintain the firearms endorsement.

All medical certificates are to be provided to Licensing Services Security within one month of being prepared by the Medical Practitioner.

If you have any questions relating to the documents required to support a licence or endorsement application, you should obtain a copy of:

The Security and Related Activities (Control) Act 1996 and the Security and Related Activities (Control) Regulations 1997.

These can be obtained from the State Law Publisher at legislation.wa.gov.au

PLEASE MAKE SURE YOU HAVE READ AND FULLY UNDERSTOOD THESE INSTRUCTIONS

PLEASE COMPLETE THE FOLLOWING 3 PAGE APPLICATION FORM

DISCLAIMER

Your **FINGERPRINTS** taken as a result of this application may be compared with or put in a Forensic database within the meaning of the *Criminal Investigation (Identifying People) Act 2002*;

Completed applications are to be lodged at:

Licensing Services Security
303 Sevenoaks Street
CANNINGTON WA 6107
Or
if outside a 50km radius of Perth GPO
your nearest country police station



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APPLICANT MUST PERSONALLY COMPLETE THIS ENTIRE APPLICATION FORM IN CAPITAL LETTERS

Section 1: Personal Details

Surname Date of Birth

First Names Gender

Postal Address

Street Number Street Name Street Type

Suburb State Postcode

Residential Address Residential Address same as Postal Address?

Street Number Street Name Street Type

Suburb State Postcode

Mobile Phone Other Phone Drivers Licence

Email Address

Country of Birth Date arrived in Australia State of Arrival

Eye Colour Hair Colour Height Complexion

Section 2: Licence Category

TERM OF LICENCE

1 Year 3 Years

- Security Officer Investigator Crowd Controller
- Security Monitoring Officer Installer (tick class) Locksmith Alarms/CCTV Doors Locks only
- Bodyguard Consultant (tick class) Locksmith Alarms/CCTV Doors Sec Risk Mgt

Section 3: Personal History

Have you ever been refused any Security Industry licence, or had such licences suspended, disqualified or revoked?

YES - Provide details below NO

Type of Licence State

Reason Date

Have you ever been found guilty of an offence in a court? Including all criminal, children's court, spent convictions, or findings of guilt where a non-conviction was recorded?

YES - Provide details below or attach evidence NO



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Offence	State	Country	Year of Outcome

Have you been known by any other name?

Surname	First Name	Reason for former name

Employment History (last 5 years, include any education and periods of unemployment)

Employer/Establishment	Location	Position/Role	Years

FIREARM AND BATON ENDORSEMENT (If Applicable)

Section 4: Endorsement

Firearms Batons

Section 5: Employer Details

Include all companies for which you wish to be endorsed to carry firearms for - (A letter must be attached from each company that wishes to employ you in an armed capacity)

1

Corporate Firearms Licence Number

2

Corporate Firearms Licence Number

IT IS AN OFFENCE UNDER SECTION 51 OF THE SECURITY & RELATED ACTIVITIES (CONTROL) ACT 1996 TO PROVIDE INFORMATION THAT YOU KNOW TO BE FALSE OR MISLEADING

Section 4 Declaration

I, Certify that the information contained in this application has been provided by myself and is true and correct in every particular and that I completed this application in my own handwriting. 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

Applicants Signature	<input type="text"/>	Date	<input type="text"/>
WA Police Force Witness Signature	<input type="text"/>	Date	<input type="text"/>
Print name, PD and contact details	<input type="text"/>		