



Application to Renew 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 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's Court convictions (include Spent Convictions or where a conviction was not recorded)
- Declare if you have been known by any other legal name

Agents:

- need to 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 size 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

Agents:

- 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 are to be lodged at:

Licensing Services
303 Sevenoaks Street
CANNINGTON WA 6107
Or nearest country Police Station



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THIS APPLICATION MUST BE RECEIVED BY THE LICENSING OFFICER 28 DAYS PRIOR TO EXPIRY OF CURRENT LICENCE

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

Section 2: Licence Category

Security Licence Number

- Security Agent Inquiry Agent Crowd Control Agent
- 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 found guilty of an offence in a court in the last 3 years? Include all criminal, children's court, spent convictions, or findings of guilt where a non conviction was recorded

- YES - Provide details below NO

Offence	State	Country	Year of Outcome
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Have you been known by any other name?

Surname	First Name	Reason for former name
<input type="text"/>	<input type="text"/>	<input type="text"/>



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WESTERN AUSTRALIA POLICE FORCE
LICENSING SERVICES
Licensing Enforcement Division
303 Sevenoaks St, CANNINGTON WA 6107
MAIL TO: Locked Bag 9, EAST PERTH WA 6892
TELEPHONE: 1300 171 011

Have you ever been declared Bankrupt since your original application? (Agents only)

YES - Provide details below NO

Are you still an undischarged bankrupt?

YES NO

Have you updated any company/business information on your licence since your original application? (This includes all changes to trading address, storage address and company structure)

YES - Provide details below NO

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 myself. 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.

Applicant Signature

Date

Witness Signature

Date

Witness name and contact details

Security Officer/ Security Bodyguard/ Crowd Controller: a copy of your current first aid certificate must accompany your renewal application. Note that renewal applications will not be approved by the Licensing Officer if your first aid expires during the time of processing.

All Agents: a current accountant's letter confirming that the business you are an agent on behalf of, is financially sound, must be provided at renewal. If any business details have changed, evidence to support the change. In some instances a new application may be required.

Renewal payments cover a 3 year period for all licence types.