



APPLICATION TO RENEW A SECURITY LICENCE FOR AN INDIVIDUAL

Security Industry Act 2003
Security Industry Regulation 2003

IMPORTANT INFORMATION

Applicants should be aware of their responsibilities under the *Security Industry Act 2003*. You can view the legislation and its regulations or download them from www.legislation.act.gov.au. You may also obtain information and relevant forms at www.ors.act.gov.au.

PRIVACY INFORMATION

The *Information Privacy Act 2014* applies in the ACT. The *Security Industry Act 2003* authorises the Commissioner for Fair Trading (the Commissioner) to collect the information required by this form for the purpose of **issuing a licence**. The JACS Privacy Policy can be found on the JACS website at <http://www.justice.act.gov.au/privacy>. The *Security Industry Act 2003* also authorises the Commissioner, pursuant to Section 34 and 35 of the Act, to keep a register of licences issued under that Act. The Commissioner may provide additional information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.

CONTACT INFORMATION

Lodge in person at the Office of Regulatory Services	255 Canberra Avenue, Fyshwick ACT 2609
Office Hours:	9:00am to 4:30pm Monday to Friday
General enquiries telephone number:	(02) 6207 3000
Fax number:	(02) 62070424
Website address:	www.ors.act.gov.au

IMPORTANT INFORMATION

- You can only use this form if you hold a current security licence issued under the ACT *Security Industry Act 2003*. If your licence has lapsed, or was suspended/cancelled you must complete the full application form. If you hold a security licence in another jurisdiction, and are applying for mutual recognition, you must complete the mutual recognition form.
- You must complete and submit **ALL parts** of this application form and provide the required supporting documentation before your application will be processed and a decision made on the application.
- Before submitting this form you **MUST** have obtained a **name only Police check**. More details below.
- The licence will only be issued if you prove that you are, or will be, employed by the holder of an ACT Security Master Licence.
- You will need to attend our office to have your photograph and signature recorded to be reproduced on your photo ID Security Employee Licence.
- A security licence issued in the ACT is only valid for carrying on security activities in the ACT.

POLICE CERTIFICATES

Each individual must provide a name only police check. Please note that you must have previously provided a fingerprint-verified Police certificate issued by the Australian Federal Police (AFP) or State Police force. Fingerprints can be taken at a **Police Station or by officers at the ORS Fyshwick office**. You will need to provide the image of the fingerprints to the AFP/Police when applying for the police certificate.

The application form and details of fees can be found on the AFP website at: www.afp.gov.au/business/national_police_checks.html.

Police certificates must not be dated more than 2 months before the date of lodging the licence application with us.

MANDATORY DISQUALIFYING OFFENCES

The Commissioner must refuse an application if you have been convicted in the last 10 years, or found guilty in the last 5 years of an offence:

- involving robbery;
- against the *Criminal Code Act 1995* (Commonwealth) schedule, Part 5.3 (Terrorism);
- committed outside of the ACT involving terrorism that is an offence against a law of that place;
- involving assault, violence against another person, dishonesty or theft (penalty must have been imprisonment, a fine of \$500 or more, or both);
- relating to the possession, storage or use of a firearm or other weapon (penalty must have been imprisonment, a fine of \$500 or more, or both);
- other than for possession, involving a controlled drug, controlled plant or controlled precursor within the meaning of the *Criminal Code 2002* (penalty must have been imprisonment, a fine of \$500 or more, or both).

A finding of guilt means that a Court found you guilty of a charge but did not record a conviction against you (for example – you may have been released on a bond or similar, without conviction).

If you think you may be affected by these provisions please talk to our staff.



PART A – APPLICATION TO RENEW A SECURITY LICENCE FOR AN INDIVIDUAL

Security Industry Act 2003
Security Industry Regulation 2003

YOU MUST PROVIDE ALL OF THE FOLLOWING AS PART OF YOUR APPLICATION

All applicants MUST provide	<input type="checkbox"/>	A name only Police Certificate from the Australian Federal Police or State Police force issued not more than 2 months before the application is made
	<input type="checkbox"/>	Evidence of Citizenship if you were not born in Australia (Naturalisation, passport, certificate or evidence of residential status), or a current Visa. These must be certified copies or originals sighted by an ORS officer
Applicant for a Temporary Licence	<input type="checkbox"/>	Evidence of your <u>current</u> ACT training contract

RENEWAL INFORMATION

TYPE OF LICENCE			LICENCE NUMBER
<input type="checkbox"/> Employee	<input type="checkbox"/> Trainer	<input type="checkbox"/> Temporary	

REQUESTED LICENCE PERIOD

<input type="checkbox"/> 1 Year	<input type="checkbox"/> 3 Years (not available to temporary employee visitor licenses)
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SUBCLASS OF LICENCE (if applicable) Tick current classes requiring renewal

<input type="checkbox"/> 1A Patrol, guard, watch or protect property (including cash in transit)	<input type="checkbox"/> 1FP Guard with a firearm for protecting property
<input type="checkbox"/> 1B Act as a bodyguard	<input type="checkbox"/> 2A Act as a security consultant
<input type="checkbox"/> 1C Act as a Crowd Controller	<input type="checkbox"/> 2B Sell security equipment
<input type="checkbox"/> 1D Guard with a dog	<input type="checkbox"/> 2C Carry out surveys and inspections of security equipment
<input type="checkbox"/> 1E Act as a monitoring centre operator	<input type="checkbox"/> 2D Give advice about security equipment
<input type="checkbox"/> 1FC Guard with a firearm for cash in transit	<input type="checkbox"/> 2E Install, maintain, monitor, repair or service security equipment

TITLE	FIRST NAME	SECOND NAME	FAMILY NAME / SURNAME

RESIDENTIAL ADDRESS DETAILS (Property Name, Unit, Flat, Room No, Street Number, Street Name)

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CITY / SUBURB	STATE	POSTCODE	COUNTRY

RESIDENTIAL STATUS

<input type="checkbox"/> Australian Citizen (Evidence required if not born in Australia)	<input type="checkbox"/> Permanent Resident (Evidence required)	<input type="checkbox"/> Other (Evidence required)
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POSTAL ADDRESS DETAILS (If different to residential address)

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CITY/ SUBURB/ TOWN

STATE

POSTCODE

COUNTRY

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HOME TELEPHONE NUMBER

MOBILE TELEPHONE NUMBER

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WORK TELEPHONE NUMBER

EMAIL ADDRESS

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PREFERRED METHOD OF CONTACT

 POSTAL ADDRESS EMAIL ADDRESS

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ACT EMPLOYER (MASTER LICENSEE NAME)

MASTER LICENCE NUMBER

	1750
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MASTER LICENCE REGISTERED ADDRESS

CONTACT PHONE NUMBER

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Complete the information in relation to training only if applying for renewal of a temporary security licence

TRAINING INSTITUTION ATTENDED (for Temporary Security Licence applicant ONLY)

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TRAINING COURSE BEING COMPLETED

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DECLARATION BY APPLICANT

I confirm that the information supplied in this application is true and accurate and understand that the provision of false or misleading information is an offence.

I am aware the Commissioner for Fair Trading has the ability to consider all relevant information, including criminal intelligence, when assessing my application.

Applicant Signature _____

Dated _____ / _____ / 20

Date Received Details (ORS Stamp)



PART B – APPLICATION TO RENEW A SECURITY LICENCE FOR AN INDIVIDUAL

Security Industry Act 2003

Security Industry Regulation 2003

STATUTORY DECLARATION - APPLICANT

Statutory Declarations Act 1959 (C'with)

I, Name in full

of Full residential address

whose current occupation is

make the following declaration under the *Statutory Declarations Act 1959* in support of an application for a licence under the *Security Industry Act 2003*;

- That I will give true answers to all questions in this statutory declaration by ticking the corresponding YES or NO box indicating my answer; and
- That for each question I answer YES, I will provide full and accurate details of the facts or matters specified or associated with the question, attaching additional details on an annexure form.

1	Do you have any conviction(s) or finding(s) of guilt for <u>any offence(s)</u> recorded against your name, either in Australia or any other country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Are you the subject of any charge(s) for <u>any offence(s)</u> still pending before a court, either in Australia or any other country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Have you been convicted of, had a finding of guilt or a pecuniary penalty imposed, had an order made against you or been issued with a reprimand or direction, in relation to a "relevant offence" (as defined on the next page) before a court, tribunal, board or similar, either in Australia or any other country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Are charges still pending against you in relation to a "relevant offence"* before a court, tribunal, board or similar, either in Australia or any other country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Are you now, or have you been, either in Australia or any other country, a director, secretary, executive officer or manager of a company which has been the subject of a conviction, finding of guilt or pecuniary penalty, or has charges still pending against it, before a court, tribunal or board, for any offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Have you previously applied for a security industry licence or registration in the ACT or any other State or Territory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Have you ever been refused a security industry licence or registration in the ACT or any other State or Territory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Have you ever had a security industry licence or registration suspended, cancelled or revoked, in the ACT or any other State or Territory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Have you lived outside of Australia for a continuous period of 1 year, in the last 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If renewing a temporary security licence:

10	Are you currently employed by an ACT Master Security Licensee and being directly supervised as a trainee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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I declare that I will advise the Commissioner for Fair Trading if I am convicted or found guilty of, or commit without being convicted, a 'relevant offence' under the *Security Industry Act 2003* and of any incidents or charges that may disqualify me from holding a security licence or affect my suitability to hold a security licence.

I have read the privacy statement in this form and agree that the Commissioner for Fair Trading provide my information to law enforcement agencies and authorised organisations that have legal authority to request information under circumstances prescribed by law. I consent to the Australian Federal Police providing information to the Commissioner for Fair Trading in relation to criminal charges that may be laid against me. I understand that this may affect my continued eligibility to hold a security industry licence.

I understand that a **person who intentionally makes a false statement** in a statutory declaration is **guilty of an offence** under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements I have made in this declaration are true in every particular.

✘

Signature of person making the declaration

Declared at _____ On the _____ Day of _____ 20____

Before me ✘

Signature of witness

Full name of witness

Of Full residential address

whose qualification is _____

*Note: A person who makes a false statement in a statutory declaration is guilty of an offence under the *Statutory Declarations Act 1959* (C'wlth) and the *Criminal Code 2002* (ACT). A Court can impose substantial fines and/or a term of imprisonment for these offences.*

The list of persons before whom a statutory declaration may be made are in schedule 2 of the *Statutory Declarations Regulation 1993*, found at:

<http://www.comlaw.gov.au/comlaw/legislation/legislativeinstrumentcompilation1.nsf/current/bytitle/BAF4F2D92E09F45ACA256F71004C14F1?OpenDocument&mostrecent=1>

***'RELEVANT OFFENCE' under the *Security Industry Act 2003* means an offence prescribed in Section 21**

Section 21(3):

- (a) *if the stated circumstances apply—an offence involving assault, violence against a person, dishonesty or theft;*
- (b) *if the stated circumstances apply—an offence relating to the possession, storage or use of a firearm or other weapon;*
- (c) *if the stated circumstances apply—an offence, other than for possession, involving a controlled drug, controlled plant or controlled precursor within the meaning of the *Criminal Code 2002*;*
- (d) *an offence involving robbery;*
- (e) *an offence against the *Criminal Code Act 1995* (Cwlth), schedule, part 5.3 (Terrorism);*
- (f) *an offence committed outside the ACT involving terrorism that is an offence against a law of the place where the offence is committed.*

"Stated circumstances" for an offence listed above means that:

- *a penalty is imposed on the applicant for the offence; and*
- *the penalty is imprisonment, a fine of \$500 or more, or both.*

A '**Relevant offence**' also includes other offences under the *Security Industry Act 2003*, the *Criminal Code*, the *Crimes Act 1900*, the *Firearms Act 1996*, the *Crimes Act 1914* (Cwlth) or as prescribed under other prescribed Commonwealth and State legislation.

"PUBLIC INTEREST" –

In deciding whether it is in the **public interest** to issue a licence to an applicant, the Commissioner **must** consider any 'relevant offences' and **may** consider any other relevant matter.



PART C - APPLICATION TO RENEW A SECURITY LICENCE FOR AN INDIVIDUAL

Security Industry Act 2003
Security Industry Regulation 2003

STATUTORY DECLARATION - EMPLOYER

Statutory Declarations Act 1959 (C'wlth)

This statutory declaration is to be completed by your employer to endorse your application

Statutory Declarations Act 1959 (C'wlth)

I, Name in full
of Full residential address
whose current occupation is _____,
whose ACT master licence number is _____
as the authorised person of the company / master licensee, make the following Statutory Declaration under the *Statutory Declarations Act 1959*:

The information below relates to the Employee Security licence application for: applicant name

1 I have employed the applicant to provide security services in the ACT; or Yes No

2 I will employ the applicant to provide security services in the ACT if their Security Employee licence is approved; and Yes No

3 The use of a firearm is required in carrying out their role Yes No

The applicant will be performing the following role(s)

4 Patrol, guard, watch or protect property (including cash in transit) Yes No

5 Guard with a dog Yes No

6 Act as a bodyguard Yes No

7 Act as a security consultant Yes No

8 Act as a crowd controller Yes No

9 Sell security equipment , or carry out surveys and inspections of security equipment, or give advice about security equipment, or Install, maintain, monitor, repair or service security equipment Yes No

10 Act as a Monitoring Centre Operator Yes No

I understand that a **person who intentionally makes a false statement** in a statutory declaration is **guilty of an offence** under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

✘
Signature of person making the declaration

Declared at _____ On the _____ Day of _____ 20____

Before me ✘
Signature of witness _____ Full name of witness _____

of Full residential address

whose qualification is _____

Note: A person who makes a false statement in a statutory declaration is guilty of an offence under the *Statutory Declarations Act 1959 (C'wlth)* and the *Criminal Code 2002 (ACT)*. A Court can impose substantial fines and/or a term of imprisonment for these offences. The link to the list of persons before whom a statutory declaration may be made can be found on page 7 of this form.



**PART D - APPLICATION FOR RENEWAL OF A SECURITY LICENCE
FOR AN INDIVIDUAL**

Security Industry Act 2003
Security Industry Regulation 2003

PAYMENT AUTHORITY

PAYER DETAILS

Name/Corporation:

Provide a mailing address for the tax invoice:

LICENSING FEE QUERIES

There is an initial fee, plus additional fee for further subclasses. For queries regarding the relevant licence fee, please contact ORS Business and Industry Licensing during business hours quoting 'Security Licensing Fee'.
Office of Regulatory Services Telephone: (02) 6207 0562
255 Canberra Avenue, Email: ors.bil@act.gov.au
FYSHWICK, ACT 2609

The fee for this licence is \$ _____ .00 (GST exempt) The JACS ABN is: 41 562 230 918

APPLICATION SUBMISSION DETAILS

In Person
Office of Regulatory Services
255 Canberra Avenue
FYSHWICK ACT 2609

CREDIT CARD PAYMENT AUTHORITY

This part is provided for your convenience for payment of the relevant licence fee when the application has been approved. You will be advised of the actual fee to be paid.
Please note that the licence fee is GST exempt.

Please charge payment of the application fee to my: VISA card MasterCard

Credit Card Number Expiry date
□ □ □ □ □ □ □ □ □ □ □ □ □ □ / □ □

CARD HOLDER'S AUTHORISATION: I consent to the Office of Regulatory Services debiting the following amount from my credit card to the value of \$ □ □, □ □ □ .00

Card holder's full name _____
Card holder's signature / /
Date