



# WESTERN AUSTRALIA POLICE

## RENEWING A LICENCE Security & Related Activities (Control) Act 1996

### Instructions to 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 Police Licensing Services on 1300 171 011

#### Section 1

##### Personal Details

- Record your full complete name, residential address, postal address, date and place of birth and all current telephone numbers and email address.
- Enter your motor driver licence and passport details.

#### Section 2

##### Licence Category

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

#### Section 3

##### Personal History

- **3.1** - Record details of any conviction and penalty imposed by a court, whether within Australia or overseas since your original licence application. This includes criminal, traffic or children's court convictions (include Spent convictions or where a conviction was not recorded).
- **3.2** - Agents need to enter the details of any bankruptcy since your original application.
- You must disclose whether you are still an undischarged bankrupt.

#### Section 4

##### Signing the Declaration

- Do not sign this without a person who is an Australian resident over the age of 18 years and who has known the applicant for a minimum period of five years, present to witness your signature.

#### Section 5

##### Relevant Documentation

- 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.
- Current First Aid Certificate (Security Officer, Security Bodyguard and Crowd Controller only)
- Current letter from accountant (all Agent licences)

**Penalties Apply for Omissions, False or Misleading Information.**

##### Application Checklist

- All application details completed including Code of Conduct (if not yet provided).
- Correct licence type nominated.
- Full particulars of personal history, including criminal record or bankruptcy completed.
- All relevant documentation provided.
- Full renewal fees payable.

**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 Publishers, 10 William Street, Perth; or  
➤ On-Line at <http://www.slp.wa.gov.au/Index.html>

**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**

**ONCE YOU HAVE READ THESE INSTRUCTIONS PLEASE COMPLETE THE FOLLOWING 2 PAGE APPLICATION FORM IN YOUR OWN HANDWRITING**

#### COMPLETED APPLICATIONS ARE TO BE LODGED AT

Police Licensing Services  
Mason Bird Building, 303 Sevenoaks Street  
CANNINGTON WA 6107  
Or  
The nearest country Police Station



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

**1 PERSONAL DETAILS**

Surname

Given Names

Residential Address

Suburb  State  Postcode

Postal Address (If different to the above)

Suburb  State  Postcode

Contact: Daytime Phone  Mobile Phone

Email Address

Date of Birth  /  /   Motor Drivers Licence No

Passport No

**2 LICENCE CATEGORY**

Type of Licence -

SECURITY AGENT      CROWD CONTROL AGENT      INQUIRY AGENT  
 SECURITY OFFICER      CROWD CONTROLLER      INVESTIGATOR  
 SECURITY BODYGUARD  
 SECURITY CONSULTANT - CLASS   
 SECURITY INSTALLER - CLASS

Security Licence No:

**3 PERSONAL HISTORY**

**3.1 - Have you ever been convicted of any offence by a court in Western Australia or elsewhere since your original application? (This includes all criminal, traffic and children's court convictions - include current charges, Spent convictions or findings of guilt where a conviction was not recorded) 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.**

- NO      - YES – Provide details below

Offence/Charge	Court	Date



# WESTERN AUSTRALIA POLICE APPLICATION FOR RENEWING A LICENCE

(Security & Related Activities (Control) Act 1996)

**3.2 - Have you been declared bankrupt since your original application? (Agents only)**

- NO                       - YES – Provide details below


Are you still an undischarged bankrupt?

- NO                       - YES

## 4

### DECLARATION

I, \_\_\_\_\_

*certify that the information contained in this application has been provided by myself and that it is true and correct in every detail.*

*I am also fully aware that it is an offence under Section 51 of the Security & Related Activities (Control) Act 1996 to provide information that I know to be false or misleading.*

*Applicants signature*

*Date*

*Witness signature*

*Date*

*Witness Name and Contact Details*

If you have not previously had your fingerprints taken, you are now required, in compliance with Section 48 of the Act, as a condition of your licence, to have your fingerprints taken. A fee of \$98.00 applies for fingerprinting.

- **Security Officer / Security Bodyguard / Crowd Controller:** a copy of your current first aid certificate must accompany your renewal application. If your first aid has expired we are unable to process your renewal.
- **All Agents:** a current accountant's letter confirming the business you are an agent on behalf of, is financially sound, must be provided at renewal.
- **All Licence Holders:** if you have not previously signed a Code of Conduct form, you must provide one with your renewal.

**Cheques and money orders are to be made payable to the 'COMMISSIONER OF POLICE'.**

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