



NSW Police Force

Application by a **GOVERNMENT AGENCY** for a **MASTER LICENCE** under the *Security Industry Act 1997*

P642

OFFICE USE ONLY												
Application No:	-											
Receipt No:	-											
Trim No:												

This application can only be used by Government Agencies or Public Authorities.

Please use a **BLACK** or **BLUE PEN**. Print clearly within the boxes in **CAPITAL LETTERS**.

1 AGENCY DETAILS

1.1 Provide the full name of the agency.

AGENCY NAME

1.2 Provide the agency's Australian Business Number (ABN).

AUSTRALIAN BUSINESS NUMBER (ABN)

1.3 If the agency will use a registered Business/Trading Name in connection with security activities, provide the relevant name.

REGISTERED BUSINESS/TRADING NAME

1.4 Provide the Head Office address of the agency.

HEAD OFFICE ADDRESS (PO BOX not acceptable)

SUBURB/TOWN

STATE

POSTCODE

1.5 Provide the postal address of the agency. All mail in connection with this licence will be sent to this address.

POSTAL ADDRESS (IF SAME AS HEAD OFFICE ADDRESS, WRITE 'AS ABOVE').

SUBURB/TOWN

STATE

POSTCODE

DAYTIME CONTACT NUMBER

EMAIL ADDRESS (IF APPLICABLE)

2 NOMINATED PERSON DETAILS

2.1 The Nominated Person is required to complete Sections 2 and 3, and sign the Declaration and Consent in Section 8.

Are you, or will you be, involved in the day-to-day conduct of the agency's security activities?

NO You are **not eligible** to be the Nominated Person

YES (Provide details below)

Provide your full last name and any given name(s).

LAST NAME

GIVEN NAME(S)

2.2 Provide your position in the agency.

POSITION IN THE AGENCY

2.3 Have you ever been known by any other name(s) (eg: maiden name)?

NO
 YES (Provide details below, including when you stopped using the name)

LAST NAME	GIVEN NAME(S)	DATE CEASED
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

LAST NAME	GIVEN NAME(S)	DATE CEASED
<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

2.4 Provide your current residential address (NOT a PO Box) and your postal address (if different from your residential address).

RESIDENTIAL ADDRESS

SUBURB/TOWN	STATE	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>

POSTAL ADDRESS
 (IF SAME AS RESIDENTIAL ADDRESS WRITE 'AS ABOVE')

SUBURB/TOWN	STATE	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>

2.5 Provide your date of birth in the format dd/mm/yyyy. You must also provide your:

Country of birth	Telephone number during business hours & mobile number
Gender (M = Male; F = Female)	Email address (if applicable)

DATE OF BIRTH	COUNTRY OF BIRTH	GENDER (M or F)
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>

If you were born in Australia, provide the State/Territory and Suburb/Town.

STATE/TERRITORY	SUBURB/TOWN
<input type="text"/>	<input type="text"/>

TELEPHONE NO (BUSINESS HOURS)	MOBILE OR OTHER	EMAIL ADDRESS (IF APPLICABLE)
<input type="text"/>	<input type="text"/>	<input type="text"/>

2.6 Provide your Driver Licence number and State/Territory of issue (if applicable).

DRIVER LICENCE NUMBER	STATE/TERRITORY OF ISSUE
<input type="text"/>	<input type="text"/>

3 NOMINATED PERSON - EVIDENCE OF AUSTRALIAN WORK RIGHTS

3.1 You must provide details of Australian or New Zealand citizenship OR permanent Australian residency OR evidence of a visa that entitles you to work in Australia (other than a student or working holiday visa). To do this, you must supply ONE of the following:

- an original certified copy of a full Australian Birth Certificate (**NOT an extract**); OR
- an original certified copy of your Certificate of Australian Citizenship; OR
- an original certified copy of your Australian Passport; OR
- original certified copies of your non-Australian passport and visa pages (clearly showing name, date of birth, photograph, passport number, expiry date, country of issue and relevant visa).

If the name on your evidence of permanent residency document is **different** to your current name, you **must** provide an original certified copy of acceptable documentary evidence of your change of name.

If you are not a permanent Australian resident or citizen of Australia/New Zealand, you must provide a police certificate from each country you have lived in for 12 months or more over the previous 10 years since turning 16. Each certificate must be translated into English (if necessary) **and** verified by the relevant country's embassy/consulate in Australia. Police certificates submitted with this application must have been issued within the last six months.

Do you have work rights in Australia?

YES Go to Section 5
 NO You are **not eligible** to be the Nominated Person.

4 LICENCE CLASS & ACTIVITY

4.1 The licence class determines the number of persons that a Master licence holder is authorised to provide on any one day to carry on security activities. NOTE: Class MA (self employed with no other provided persons) is not available to a government agency applicant.

Tick the class of licence you require.

- MB - Provide no more than 3 persons
- MC - Provide between 4 and 14 persons
- MD - Provide between 15 and 49 persons
- ME - Provide 50 or more persons

4.2 Tick the type of security operatives that will be provided under the Master licence.

- | | | |
|--|--|---|
| <input type="checkbox"/> Unarmed Guards | <input type="checkbox"/> Crowd Controllers | <input type="checkbox"/> Guard Dog Handlers |
| <input type="checkbox"/> Armed Guards | <input type="checkbox"/> Monitoring Centre Operators | <input type="checkbox"/> Security Sellers |
| <input type="checkbox"/> Bodyguards | <input type="checkbox"/> Security Consultants | <input type="checkbox"/> Security Equipment Specialists |
| <input type="checkbox"/> Security Trainers | | |

5 LICENCE TERM & APPLICATION FEE

5.1 Indicate the term of licence required.

- | | | | | |
|---------|--|--|---|---|
| 1 YEAR | <input type="checkbox"/> MB \$410.00 | <input type="checkbox"/> MC \$1,250.00 | <input type="checkbox"/> MD \$2,800.00 | <input type="checkbox"/> ME \$5,225.00 |
| 5 YEARS | <input type="checkbox"/> MB \$1,640.00 | <input type="checkbox"/> MC \$5,000.00 | <input type="checkbox"/> MD \$11,200.00 | <input type="checkbox"/> ME \$20,900.00 |

5.2 Insert fee payable.

FEE PAYABLE \$

5.3 Indicate payment method. Cheques and Money Orders are to be made payable to NSW Police Force. **DO NOT SEND CASH.**

Payment by: Cheque Cheque Number

Money Order Money Order Number

Credit Card **ONLY MasterCard and Visa are acceptable. Credit Card payments are subject to a 0.4% merchant fee.**

MasterCard Visa

Credit Card number

Expiry Date Amount \$

Cardholder's Name (BLOCK LETTERS)

Cardholder's Signature

6 PREVIOUS SECURITY LICENCE HISTORY

6.1 You must inform the Security Licensing & Enforcement Directorate (SLED) if the agency has ever previously held a NSW security licence. Has the agency previously held a NSW security licence?

NO

YES (Provide details below)

Licence Number (if known) Identity Number (if known)

Expiry Date (if known)

7 PUBLIC LIABILITY INSURANCE

7.1 If the agency intends to provide persons to carry on security activities involving the possession or use of firearms, the use of horses or the use of dogs, it must obtain and maintain public liability insurance cover totalling at least \$10,000,000.

Does the agency intend to provide persons to carry on security activities involving the possession or use of firearms, the use of horses or the use of dogs?

NO

YES (Complete details below)

NAME OF PUBLIC LIABILITY INSURER	POLICY NUMBER
<input type="text"/>	<input type="text"/>
AMOUNT OF COVER	EXPIRY DATE OF POLICY
<input type="text"/>	<input type="text"/>

8 DECLARATION AND CONSENT

8.1 The Nominated Person must complete and sign the Declaration and Consent. There are severe penalties for providing information that is false and/or misleading.

I, (Print full name) :

- am the nominated person for the government agency;
- certify that the information contained in this application is true and correct in every detail;
- understand that giving false or misleading information is a serious offence;
- consent to the disclosure by the relevant authority of information needed to verify any details I have given in this application;
- authorise disclosure to the NSW Police Force by New Zealand Police of ANY information that may be held by NZ Police, including any interaction I have had with NZ Police in any context or any information received by NZ Police. I understand that this is not limited to conviction information. Where that information relates to any record of criminal convictions I might have, I understand that it will automatically be concealed if I meet eligibility criteria stipulated in section 7 of the *NZ Criminal Records (Clean Slate) Act 2004*;
- have attached all documents where requested by this application; and
- have attached a cheque or money order or supplied credit card details for the correct fee.

I acknowledge and agree:

- (a) that the NSW Police Force relies on other State and Commonwealth jurisdictions (Other Agencies) to provide information to it (Other Agency Information);
- (b) to release the NSW Police Force from any liability arising from any errors or omissions contained in that Other Agency Information; and
- (c) to release and indemnify those Other Agencies from any actions and demands that I may have available against them arising out of the release by them of Other Agency Information to the NSW Police Force.

The above acknowledgment does not alter any rights I may have under legislation.

SIGNATURE

DATE (dd/mm/yyyy)

 / /

9 APPLICATION CHECKLIST

Please tick that you have:

- Provided acceptable evidence of Australian or New Zealand citizenship, permanent Australian residency or a visa that entitles the Nominated Person to work in Australia (other than a student or working holiday visa);
- Provided, if applicable, a recently issued police certificate from each country that you have lived in for 12 months or more over previous 10 years since turning 16 that has been translated into English (if necessary) and verified by the relevant country's embassy/consulate in Australia;
- Provided **identical** names on all forms and documents of the Nominated Person; or
- Provided, if applicable, an acceptable change of name document(s);
(Acceptable change of name documents must show a clear link between all the names and are limited to the following:
 - Marriage certificate(s) issued by the NSW Registry of Births, Deaths & Marriages or, if married elsewhere, a certified copy of the marriage certificate issued by the celebrant or church
 - Change of Name certificate issued by the NSW Registry of Births, Deaths & Marriages
 - Full birth certificate showing the name at birth and the new name (Extracts and Commemorative certificates are NOT acceptable)
 - Divorce decree
 - Deed poll registered with the relevant authority
 - Instrument evidencing change of name registered in the Land Titles Office)
- Chosen the correct licence class, activities and term of licence required;
- Provided original certified copies of all documents. **EACH PAGE that has been photocopied must be signed** by a Justice of the Peace, Legal Practitioner or Public Notary as a true and correct copy of the original; and
- Provided the correct payment.

Forward the completed application form to:

Security Licensing & Enforcement Directorate
NSW Police Force
Locked Bag 5099
PARRAMATTA NSW 2124

**IMPORTANT:
YOUR APPLICATION WILL BE DELAYED IF IT IS NOT FULLY COMPLETED AND/OR YOU
HAVE NOT PROVIDED THE REQUIRED DOCUMENTATION AND FEE PAYMENT.**