



Application to **AMEND, VARY or REPLACE AN EXISTING MASTER LICENCE held by a GOVERNMENT AGENCY** under the *Security Industry Act 1997*

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

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

1 CURRENT MASTER SECURITY LICENCE DETAILS

- 1.1 Provide the security licence details of the agency as currently held by the Security Licensing & Enforcement Directorate (SLED).
- LICENCE NO:
- IDENTITY NO:
- CLASS:
- EXPIRY DATE (dd/mm/yyyy) / /
- 1.2 Provide the full name of the agency.
- GOVERNMENT AGENCY NAME
- 1.3 Provide the agency's Registered Business/Trading Name as it appears on the licence certificate (if applicable).
- REGISTERED BUSINESS/TRADING NAME
- 1.4 Provide the daytime contact number for this application (including area code, if applicable).
- DAYTIME CONTACT NUMBER

2 REASON FOR APPLICATION

- 2.1 What is the reason for this application? Please tick one or more of the following:
- Licence Upgrade Refer to Schedule of Fees Go to Section 3
- Change of Agency Name \$65.00* Go to Section 4.1
- Change of Address and/or Contact Details No fee* Go to Section 4.2
- Change, Add and/or Delete Business/Trading Name \$65.00* Go to Section 4.3
- Change of Nominated Person \$65.00* Go to Section 4.4
- Replacement Licence Certificate (no changes) \$65.00* Go to Section 5
- *For any combination of these amendments, the fee is \$65.00.

3 LICENCE UPGRADE

- 3.1 Complete this section only if you require an increase in the number of persons you are authorised to provide on any one day to carry on security activities. The fee for the licence upgrade is the difference between the application fees for the current licence class and the new licence class. **You cannot alter the term of the licence.** NOTE: If you only require a short-term increase in the number of provided persons, you may apply for a Temporary Excess Provision of Services Permit (Form P1122).
- NEW LICENCE CLASS REQUIRED**
- Tick the appropriate box for the licence class you require.
- MC Provide between 4 and 14 persons
- MD Provide between 15 and 49 persons
- ME Provide 50 or more persons

4 CHANGE OF LICENCE PARTICULARS

- 4.1 Change of Agency Name
- Provide the name by which the government agency is NOW known and provide an original certified copy of evidence of the name change.
- GOVERNMENT AGENCY NAME

4.2 Change of Business Address and/or Contact Details

Provide only those details that you have changed.

HEAD OFFICE ADDRESS

SUBURB/TOWN

STATE

POSTCODE

POSTAL ADDRESS

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

SUBURB/TOWN

STATE

POSTCODE

TELEPHONE NO (BUSINESS HOURS)

MOBILE OR OTHER

EMAIL ADDRESS (IF APPLICABLE)

4.3 Change, Add and/or Delete Business/Trading Name

Provide the registered Business/Trading name now required on the Master licence.

REGISTERED BUSINESS/TRADING NAME

Provide the registered Business/Trading name to be deleted from the Master licence.

REGISTERED BUSINESS/TRADING NAME

4.4 Change of Nominated Person

Provide the full last name and any given name(s) of the current Nominated Person (as held by SLED).

LAST NAME

GIVEN NAME(S)

The new Nominated Person must be:

- involved in the day-to-day conduct of the agency's security activities; **and**
- an Australian or New Zealand citizen OR have permanent Australian residency status; or
- hold a visa that entitles them to work in Australia (other than a student or working holiday visa).

Does the new Nominated Person meet the above criteria?

NO The person is **not eligible** to be the Nominated Person.

YES The new Nominated Person is required to complete Section 4.5 and sign the Declaration and Consent in Section 7.

4.5 To be completed by the Nominated Person

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

LAST NAME

GIVEN NAME(S)

Provide your position in the agency

POSITION IN THE AGENCY

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

LAST NAME

GIVEN NAME(S)

DATE CEASED

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

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

SUBURB/TOWN

STATE

POSTCODE

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

- Country of Birth
- Gender (M = Male; F = Female)
- Daytime telephone number and mobile number
- Email address (if applicable)

DATE OF BIRTH

COUNTRY OF BIRTH

GENDER (M OR F)

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

STATE/TERRITORY

SUBURB/TOWN

TELEPHONE NO (BUSINESS HOURS)

MOBILE or OTHER

EMAIL ADDRESS (if applicable)

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

DRIVER LICENCE NUMBER

STATE/TERRITORY OF ISSUE

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.

5 REPLACE LOST, STOLEN OR DAMAGED LICENCE

5.1 Complete this section **ONLY** if the licence certificate has been lost, stolen, destroyed, defaced, mutilated or become illegible and you require a replacement with **NO** changes to the details that appear on the licence.

NOTE: If the licence certificate has been lost or stolen, you must first report the incident to the Police Assistance Line on 131 444 and obtain an Event Reference Number.

If the licence certificate has been destroyed, defaced, mutilated or become illegible, you must first report the incident to the SLED on 1300 362 001.

I require a replacement licence certificate with **NO** changes because my licence has been:

- Lost or Stolen (you **MUST** provide the Event Reference Number) E
- Destroyed, defaced, mutilated or become illegible

6 APPLICATION FEE

6.1 Full payment **MUST** accompany this application. Applicable fees are shown in Section 2 of this application. Payment can be made by cheque, money order or credit card. Cheques and money orders are to be made payable to NSW Police Force. **DO NOT SEND CASH.**

Insert fee payable.

FEE PAYABLE \$

6.2 Indicate payment method.

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

7 DECLARATION AND CONSENT

7.1 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;
- consent to and do request Australian police agencies to release, to the NSW Police Force, information held by them regarding any convictions, findings of guilt (either with or without conviction) and any matters still outstanding against me and any other matters deemed relevant that are recorded against me, whether in my current name or a previous name;
- 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 understand and acknowledge that, unless my Master licence certificate was lost or stolen, I must surrender my old Master licence certificate to the Security Licensing & Enforcement Directorate within 14 days of receiving my new Master licence certificate by posting it to Locked Bag 5099, Parramatta, NSW, 2124.

SIGNATURE

DATE (dd/mm/yyyy)

Nominated Person

 / /

8 APPLICATION CHECKLIST

Please tick that you have:

- Completed all relevant sections;
- Provided, if applicable, acceptable evidence of the name change of the government agency;
- Provided, if applicable, acceptable evidence of Australian or New Zealand citizenship OR 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 the Nominated Person has 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, if applicable, **identical** names on all forms and documents of the Nominated Person;
- Provided, if applicable, an acceptable change of name document(s);
(Acceptable change of name documents must show a clear link between all your names and are limited to the following:
 - Marriage certificate(s) issued by the NSW Registry of Births, Deaths & Marriages or, if you were 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 your name at birth and your 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)
- Signed the Declaration and Consent;
- Attached all relevant supporting documentation – Ensure that you provide 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.**