

# Application to Amend Registered Details Agent Individual and Employee Licence

Security and Investigations Agents Act 2002

**FEE: \$53.55**

Department of Justice  
Consumer, Building and Occupational Services  
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Phone: 1300 65 44 99

Email: [licensing@justice.tas.gov.au](mailto:licensing@justice.tas.gov.au) Web: [www.justice.tas.gov.au/licensing\\_and\\_accreditation](http://www.justice.tas.gov.au/licensing_and_accreditation)

SERVICE TAS USE ONLY	
Service Tasmania product code: 427	
ID sighted	<input type="checkbox"/>
Photos attached	<input type="checkbox"/>
Training certificates attached	<input type="checkbox"/>

## Part 1 - Licence Details

Surname	Given names	Licence number	Expiry date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You must provide your full name and licence number

## Part 2 - Type of Amendment (Please tick). There is one fee for any combination of amendments.

Change of address & contact details	<input type="checkbox"/>	No Fee	Parts 1, 3 & 10 complete on this form
Change of name	<input type="checkbox"/>	\$53.55	Parts 1, 4 & 10 complete on this form
Remove condition of provisional	<input type="checkbox"/>	\$53.55	Parts 1, 5 & 10 complete on this form
Baton endorsement	<input type="checkbox"/>	\$53.55	Parts 1, 6 & 10 complete on this form
Adding or removing an activity	<input type="checkbox"/>	\$53.55	Parts 1, 7 & 10 complete on this form
Appoint or change manager	<input type="checkbox"/>	No Fee	Parts 1, 8 & 10 complete on this form
Replacement licence or certificate	<input type="checkbox"/>	\$53.55	Parts 1, 9 & 10 complete on this form

Please indicate the type of amendment you require in relation to your licence details. Complete the appropriate sections on this form.

Part 10 - Declaration must be signed for all amendments.

## Part 3 - Address and Contact Details. A fee is not required if only completing 1, 3 and 10.

Residential Address	Phone (Home)
<input type="text"/>	<input type="text"/>
Postal Address	Phone (Mobile)
<input type="text"/>	<input type="text"/>
Business Address	Phone (Business)
<input type="text"/>	<input type="text"/>
Email Address	
<input type="text"/>	

Complete if any part of your residential, business or postal address or contact details have changed.

## Part 4 - Change of Name

Previous name	New name
<input type="text"/>	<input type="text"/>

Proof of the name change must be sent with this form (eg, marriage certificate or a change of name certificate).

## Part 5 - Remove Condition of Provisional

Training provider	Course completed	Date of completion
<input type="text"/>	<input type="text"/>	<input type="text"/>

Following verification of completion of ALL the approved units of competency, applicants will be issued with a replacement identity card.

The new card will not display provisional.

Please attach a copy of your Statement of Attainment as evidence of completion.

### Part 6 - Baton Endorsement

I would like to have Baton Endorsed on my licence. I have completed the required course and have a letter giving exemption from Tasmania Police.

Trading provider	Course completed	Date of completion
<input type="text"/>	<input type="text"/>	<input type="text"/>

You must attach:

A letter from Tasmania Police granting an exemption under the *Police Offences Act 1935* Section 15C (1A)

Evidence you have completed the baton training course (required yearly).

### Part 7 - Adding or Removing an Activity from a Licence (Please tick)

Select the type of licence currently held  Agent Individual  
 Employee

- I would like to add an activity to my licence  
 I would like to remove an activity from my licence

- Crowd Control #  
 Security General Guarding  
 Monitoring Room Operator  
 Security Guarding with Dog  
 Commercial / Commercial Sub-Agent  
 Inquiry (agent individual licence holders only)

The following 2 activities cannot be added unless you hold a full Security General Guarding licence

- Bodyguard  
 Security Guarding with Firearm \*\*

Please indicate if you are an agent or an employee licence holder.

The licence period for new activities will be aligned with the commencement date of your current licence and will expire on the same date.

**IMPORTANT** You must meet any prerequisite training requirement to have a licensed activity added to a licence.

You must provide a Statement of Attainment that meets the prerequisite standards with this application.

# must sign a Crowd Control Code of Conduct  
\*\* must provide a copy of a current firearms licence issued by Tasmania Police.

Please note: for Employee licence holders, when adding an activity, you need to complete Part 8 to add a manager for the new activities.

### Part 8 - Change or Appoint a Manager (Please tick) A fee is not required if only sections 1, 8 and 10 completed

Manager details for:	<input type="checkbox"/> Security General Guarding
	<input type="checkbox"/> Security Guarding with Dog
	<input type="checkbox"/> Security Guarding with Firearm
	<input type="checkbox"/> Monitoring Room Operator

Manager name	Manager licence number
<input type="text"/>	<input type="text"/>

Manager business address (Not PO Box)

Manager signature \_\_\_\_\_

Manager details for:	<input type="checkbox"/> Crowd control #	<input type="checkbox"/> Bodyguard
	<input type="checkbox"/> Commercial Sub-Agent	

Manager name	Manager licence number
<input type="text"/>	<input type="text"/>

Manager business address (Not PO Box)

Manager signature \_\_\_\_\_

The person/corporation appointed as manager must have a current Tasmanian licence to undertake the activities ticked or be a liquor licensee with Liquor and Gaming, Department of Treasury and Finance, Tasmania.

If they do not hold a licence to undertake an activity they cannot be recorded as your manager. Manager must sign the form.

\* Crowd Control Agent or a Liquor Licensee holder can be appointed as a crowd controller manager.

Liquor licensee must state the licence number issued by Liquor and Gaming in the Manager Licence number box.

You may only appoint one (1) manager per activity at a time. The person you do the most hours for should be the one recorded.

# A new Crowd Control Code of Conduct needs to be completed and endorsed by the new manager.

## Part 9 - Replacement of Photo Licence or Certificate (Please tick)

I require a replacement photo licence

I require a replacement certificate

Provide details why the licence or certificate needs replacing

Complete this section only if your licence or certificate has been lost, stolen, damaged or destroyed and you require a replacement.

## Part 10 - Declaration

I confirm that the information supplied in this application is true and correct. I understand that if I supply details that are incorrect or do not provide information that is required, I may be unable to get a licence. I can be fined under the *Security and Investigations Agents Act 2002*.

Applicant Signature: \_\_\_\_\_ Date:

Witness Signature: \_\_\_\_\_ Date:

Full name of witness:

Full address of witness:

### Penalty for supplying any false or misleading information

Section 27D - *Security and Investigations Agents Act 2002*

A person must not, in giving any information under this Act -

(a) make a statement knowing it to be false or misleading; or

(b) omit any matter from a statement knowing that without that matter that statement is false or misleading

## Instructions for applying to amend registered details (*Agent Individual and employee licence*)

You must complete all relevant parts of the application and provide all requested documentation before your application will be processed. Applications will be returned if they are not fully completed, which will delay the processing time. Applicants should be aware of their responsibilities under the *Security and Investigations Agents Act 2002*. You can view the legislation and its regulations or download them from [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au).

You may also get information at [www.justice.tas.gov.au/licensing\\_and\\_accreditation](http://www.justice.tas.gov.au/licensing_and_accreditation)

## Processing time

Average processing time frame for a complete application is approximately 5 days. Please allow 14 days from the date of lodgement before enquiring on the progress of the application.

## Licence application fee and lodgement

The full payment of the application fee (\$53.55) must accompany this form. All application fees are GST exempt. The application fee is not refundable if your application is refused or withdrawn for any reason. Please read the application carefully and check the requirements before applying. Applications are required to be lodged with payment through Service Tasmania outlets. Visit [www.service.tas.gov.au](http://www.service.tas.gov.au)

NO FEE is required if only changing contact details (Part 3) or have only appointed a manager (Part 8).

## Personal information protection statement

In line with the *Personal Information Protection Act 2004*, the Consumer, Building and Occupational Services Division of the Department of Justice, is collecting this information so that it can determine your eligibility to obtain the requested licence. You are required to provide this information by the *Security and Investigations Agents Act 2002*. If you do not provide all of the information requested then your application may not be processed. Your personal information will be used for the primary source for which it is collected and may be disclosed to law enforcement agencies, courts and other organisations authorised to collect it. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to Consumer, Building and Occupational Services. You may be charged a fee for this service.