

# Application for Security Trainer Licence

## Security and Investigations Agents Act 2002

Occupational Licensing  
Phone 1300 654 499  
Email [CAFT.Licensing@justice.tas.gov.au](mailto:CAFT.Licensing@justice.tas.gov.au)  
Web [www.consumer.tas.gov.au](http://www.consumer.tas.gov.au)

STARS Product Code:  
404 - Licence fee  
408 - Police check & fingerprints  
406 - Police check only  
RPOST - Registered Post

SERVICE TAS USE ONLY

- ID sighted  
 Photos attached  
 Training certificates attached

### IMPORTANT INFORMATION

This form is to be completed if you are applying for a **SECURITY TRAINER LICENCE**.

Before applying, applicants should be aware of their responsibilities under the *Security and Investigations Agents Act 2002*. The legislation can be viewed at [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au).

### WHAT YOU WILL NEED TO PROVIDE

To be eligible for a trainer licence, you must have completed the prescribed training course (or higher qualification) you propose to teach **AND** a Certificate IV in Assessment and Workplace Training. You will be required to provide documentary proof that you have attained competency in those qualifications from the Registered Training Organisation that trained you. Refer [www.consumer.tas.gov.au/security\\_agents](http://www.consumer.tas.gov.au/security_agents) for training requirements.

You will also need to provide:

- Identification and evidence of Australian citizenship or permanent residency. Refer Section 7 - Applicant's Identification
- Two coloured passport photos that have been witnessed by a person who has known the applicant for more than 12 months. Refer Section 8 - Photographs
- Current first aid certificate
- National Police Check consent
- Fingerprints (if not already supplied)
- Full payment for this application.

### NATIONAL POLICE AND FINGERPRINT CHECK

#### NATIONAL POLICE CHECK

All applicants are required to consent and pay for a National Police Check. The Police Check will be sent directly to Consumer Affairs and Fair Trading. You will need to sign the Statement of Consent and Indemnity in Section 9 of this form.

#### FINGERPRINTS

It is a legislative requirement for all applicants to be fingerprinted.

Have you already supplied fingerprints as part of a previous security licence application?  Yes  No

**If yes, you will not need to re-supply fingerprints if you have already submitted them as part of a previous security licence application.**

To obtain fingerprints you will need to:

- pay the relevant fee at Service Tasmania;
- contact Tasmania Police to make an appointment to have your fingerprints taken, and
- take your Service Tasmania receipt with you to the police station to have your fingerprints taken.

If you do not show your Service Tasmania receipt, Tasmania Police may not take your fingerprints and which could delay the processing of your application. Photographic identification must also be presented.

#### FEES FOR POLICE CHECK AND FINGERPRINTS

- National Police Check only - \$45.00
- National Police Check (\$45.00) and Fingerprints (\$75.00) - Total - \$120.00

All fees can be paid at Service Tasmania.

## SECTION 1 - APPLICANT DETAILS

Surname

Given Name(s)

Have you ever changed your name?  No  Yes

If yes, please provide your previous name. If you have changed your name, proof of the name change must be provided with this application ie change of name certificate or marriage certificate.

Previous Name

Residential Address

Suburb

State

Pcode

Postal address

Suburb

State

Pcode

If you have lived at your current residential address for **less than** 3 years, please provide your previous address information.

Previous Address

Suburb

State

Pcode

Email

Work

Home

Mobile

Place of Birth

State

Country

Date of Birth

Gender

Male

Female

Were you born overseas?  No  Yes If yes, period of time in Australia

## SECTION 2 - TYPE OF LICENCE

If you are applying to train the following activities:

### - Security Guarding with Firearm

- You must hold a current full Security General Guarding licence.
- You will also need to provide a copy of your current Firearms licence with this application.

### - Body Guard

- You must hold a current full Security General Guarding licence.

### - Crowd Control

- Please ensure you complete the Crowd Controller Code of Conduct section of this form.

**Please select which licence activities you are applying for:**

- |   |   |
|---|---|
| <input type="checkbox"/> Security General Guarding  | <input type="checkbox"/> Monitoring Room Operator       |
| <input type="checkbox"/> Security Guarding with Dog | <input type="checkbox"/> Inquiry Agent                  |
| <input type="checkbox"/> Commercial Agent           | <input type="checkbox"/> Security Guarding with Firearm |
| <input type="checkbox"/> Crowd Control              | <input type="checkbox"/> Body Guard                     |

### SECTION 3 - PREVIOUS LICENCE IN TASMANIA

Have you previously held a licence in Tasmania under the *Security Agents and Investigations Agents Act*?  No  Yes

If yes, please provide your previous Licence Number

### SECTION 4 - MUTUAL RECOGNITION (INTERSTATE LICENCE HOLDER)

Are you the holder of a current interstate licence, applying for a Tasmanian licence under the provisions of the [Mutual Recognition Act](#)?  No  Yes

If yes, please provide your interstate Licence Number

State

### SECTION 5 - EMPLOYMENT DETAILS

Please supply details of the Registered Training Organisation where you will be working.

RTO Name

Contact Name

Business Address

Suburb

State

Pcode

Email

Work

Mobile

### SECTION 6 - SUITABILITY

Have you ever been charged, found guilty (without a conviction recorded) or convicted of an offence involving assault or violence in any country?  No  Yes

If yes, please specify when and where

Have you ever been the subject of a restraint order / family violence order or interim restraint order / interim family violence order?  No  Yes

If yes, please specify when and where

Have you ever been charged, found guilty (without a conviction recorded) or convicted of an offence involving dishonesty, fraud or theft in any country?  No  Yes

If yes, please specify when and where

Have you ever been charged, found guilty (without a conviction recorded) or convicted of an offence involving burglary or stealing in any country?  No  Yes

Please specify when and where

Have you ever been charged, found guilty (without a conviction recorded) or convicted of a firearms or weapons offence in any country?  No  Yes

If yes, please specify when and where

Have you ever been charged, found guilty (without a conviction recorded) or convicted of a drug offence in any country?  No  Yes

if yes, please specify when and where

Have you ever been subject to a court or police diversion for any offence?  No  Yes

If yes, please provide evidence of participation in program

Do you have ANY charges pending against you or have you been convicted of ANY offence anywhere in the world? (Not traffic charges)  No  Yes

if yes, please specify when and where

Are you an undischarged bankrupt or have you entered into any composition or arrangement with your creditors that is still continuing?  No  Yes

If yes, please specify when and where

## SECTION 7 - APPLICANT IDENTIFICATION

You must establish your identity by providing identification from the following lists. You must provide at least one primary document and one or more secondary documents to make up 100 points.

Documents presented at Service Tasmania must be originals or certified copies.

If you are lodging by mail, you will need to supply certified copies of your identification.

### Primary documents

- |  |    |
|--|----|
| <input type="checkbox"/> Australian Birth Certificate  | 70 |
| <input type="checkbox"/> Document of identity issued by Passport Office (DFAT)   | 70 |
| <input type="checkbox"/> Australian or Overseas Passport   | 70 |
| <input type="checkbox"/> Naturalisation/citizenship/immigration/Immicard paper issued by the Department of Immigration | 70 |

### Secondary documents

- |  |    |
|--|----|
| <input type="checkbox"/> Australian Photo Driver Licence                             | 40 |
| <input type="checkbox"/> Public service employee ID card                             | 40 |
| <input type="checkbox"/> Security / Crowd Controller ID card                         | 40 |
| <input type="checkbox"/> Social security / Centrelink card                           | 40 |
| <input type="checkbox"/> Firearms licence  | 40 |
| <input type="checkbox"/> Tertiary education student identity card                    | 20 |
| <input type="checkbox"/> ID card issued by the Commonwealth, State or Territory Govt | 40 |
| <input type="checkbox"/> Utility bill (eg electricity, gas, telephone)               | 35 |
| <input type="checkbox"/> Council rates   | 35 |
| <input type="checkbox"/> Plastic bank / credit card with signature                   | 25 |
| <input type="checkbox"/> Marriage certificate  | 25 |
| <input type="checkbox"/> Medicare card   | 25 |
| <input type="checkbox"/> Change of name certificate                                  | 25 |

Were you born overseas?  No  Yes If you were born overseas, you must also provide evidence of Australian citizenship or permanent residency.

## SECTION 8 - PHOTOGRAPHS

Two (2) recent passport size photographs must accompany this application. The photographs should be placed in an envelope or plastic bag and stapled to this application form.

The reverse side of each photograph must be certified and signed by a person who has known the applicant for at least 12 months, using the following wording: **This is a true photograph of <insert applicant's name>.**

The person who certifies the reverse side of the photographs must also supply their details and sign this application.

Witness Name

Residential Address

Suburb  State  Pcode

Witness signature \_\_\_\_\_ Date signed

## SECTION 9 - DECLARATION and STATEMENT OF CONSENT

### POLICE CHECK

You are consenting to a Police Check for the purposes of this licence application. The Police Check will be sent directly to Consumer Affairs and Fair Trading.

### 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.

### DECLARATION

I confirm that the information supplied in this application is true and accurate and understand that if I wilfully supply details that are incorrect or omit to furnish particulars that are required, I may be ineligible to obtain a licence and can be fined under the *Security and Investigations Act 2002*. I/WE consent to the disclosure to the relevant authority of information needed to verify any details I/WE have given in this application.

### STATEMENT OF CONSENT

I hereby consent to a check of the records of Tasmania Police and other Australian police jurisdictions and to the release of police records recorded against my name. In consideration of Tasmania Police releasing police records, I hereby indemnify the services of the CrimTrac Agency, other police jurisdictions and the State of Tasmania, its servants and agents including all members of the Department of Police and Emergency Management, against all actions, suits, proceedings, causes of action, costs, claims and demands whatsoever that may be brought or made against it or them by anybody or person by reason of, or arising out of, the release of police records recorded against my name or purporting to either relate to or concern me.

Applicant Signature \_\_\_\_\_ Date signed \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date signed \_\_\_\_\_

Full name of witness \_\_\_\_\_

Full address of witness \_\_\_\_\_

## PAYMENT DETAILS

The full fee must be paid when this application form is lodged. Click here to check the fees or go to [www.consumer.tas.gov.au/payments#security](http://www.consumer.tas.gov.au/payments#security).

- If you wish to receive your licence via registered post, please indicate here. A registered post fee will apply.

## HOW TO APPLY

### In Person:

You may lodge the form at any Service Tasmania shop. Click here for a list of [Service Tasmania shops](#).

### Processing Times:

Average processing times to complete an application is between 2 - 6 weeks. Incomplete applications will delay this process.

### Enquiries:

If you require further information or assistance completing this form, please see our website - [www.consumer.tas.gov.au](http://www.consumer.tas.gov.au), phone 1300 654 499 or email us [CAFT.Licensing@justice.tas.gov.au](mailto:CAFT.Licensing@justice.tas.gov.au).

## CHECKLIST

Prior to submitting your application please check that you have provided the following:

- Identification and evidence of Australian citizenship or permanent residency
- Two coloured passport photos witnessed by a person who has known you for more than 12 months
- Current first aid certificate
- Consent and payment for a National Police Check
- Fingerprints (if not already supplied as part of a previous security licence application)
- Evidence that you have completed the prescribed training
- Full payment for this application

## PERSONAL INFORMATION PROTECTION STATEMENT

In line with the *Personal Information Protection Act 2004*, Consumer Affairs and Fair Trading 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 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 purpose 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 CAFT. You may be charged a fee for this service.