



# Application for a **CLASS 1 and/or CLASS 2 LICENCE** under the *Security Industry Act 1997*

OFFICE USE ONLY												
Application No:	-											
Trim No:												

To apply for a NSW security licence, you **MUST** satisfy the following two personal identification requirements:

1. You **MUST** hold either a NSW Driver Licence **OR** an RMS Customer Number issued by Roads & Maritime Services (RMS) showing your current name; **AND**
2. **ALL** documentation submitted with your application that displays your name **MUST** show your name written and spelt in exactly the same way (unless you provide acceptable evidence of a change of name).

**DO NOT PROCEED WITH THIS APPLICATION UNLESS YOU MEET BOTH OF THESE REQUIREMENTS.**

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

## 1 IDENTIFICATION

1.1 Provide your personal details.

LAST NAME

GIVEN NAME(S) GENDER  
 MALE  FEMALE

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

1.3 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

1.4 Provide your date of birth (dd/mm/yyyy) and location:

DATE OF BIRTH COUNTRY OF BIRTH

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

STATE/TERRITORY SUBURB/TOWN

1.5 Provide your contact details:

TELEPHONE NO (BUSINESS HOURS) MOBILE EMAIL ADDRESS

1.6 Provide your RMS issued identification number.

NSW DRIVER LICENCE NUMBER RMS CUSTOMER NUMBER  
 OR

## 2 LICENCE TERM & APPLICATION FEE

2.1 Have you ever had your finger/palmprints taken for a NSW security licence OR a NSW CAPI licence?

YES  Go to Section 2.2  
NO  Go to Section 2.3

2.2 Indicate the term of licence required.

1 YEAR \$160.00   
5 YEARS \$640.00

2.3 Indicate the term of licence required (Fee payable includes finger/palmprint fee).

1 YEAR \$200.00   
5 YEARS \$680.00

2.4 Indicate your 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 0.44% merchant fee.**

MasterCard  Visa

Credit Card number  Expiry Date  Amount \$

Cardholder's Name (BLOCK LETTERS)  Cardholder's Signature

## 3 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 your 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 current Australian passport, or which has expired within the last two years; OR
- an original certified copy of your current non-Australian passport (clearly showing name, date of birth, photograph, passport number, expiry date and country of issue) which is linked to a current electronic visa record (VEVO); OR
- an original certified copy of your ImmiCard, linked to a current electronic visa record (VEVO).

If the name on your evidence of Australian work rights 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 12 months.

Do you have work rights in Australia?

YES  Go to Section 4      NO  You are not eligible to apply for a NSW security licence

## 4 PREVIOUS SECURITY LICENCE HISTORY

4.1 You must inform the Security Licensing & Enforcement Directorate (SLED) if you have previously held a NSW security licence.

Have you previously held a NSW security licence?

NO   
YES  (Provide details below)

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

Expiry Date (if known)

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

Expiry Date (if known)

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

Expiry Date (if known)

## 5 LICENCE CLASS(ES)

5.1 Select the licence subclass(es) you wish to apply for:

Class 1 (excluding 1E Monitoring Centre Operator) applicants **must**:

- Provide with this application, or within 42 days of lodging this application, original certified copies of acceptable training documents, clearly showing your name, issue date and units of competency as specified in the document "Competency Requirements for Class 1 Licences" on the SLED website [www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled).
- Provide evidence (certified copy) of a current First Aid Certificate clearly showing your name, issue date and the unit competency HLTAID011 (Apply First Aid), or HLTAID014 (Provide Advanced First Aid).

### CLASS 1 LICENCE

- |  |  |
|--|--|
| <input type="checkbox"/> 1A Unarmed Guard    | <input type="checkbox"/> 1D Guard Dog Handler          |
| <input type="checkbox"/> 1B Bodyguard        | <input type="checkbox"/> 1E Monitoring Centre Operator |
| <input type="checkbox"/> 1C Crowd Controller | <input type="checkbox"/> 1F Armed Guard                |

### CLASS 2 LICENCE

- 2A Security Consultant

2A applicants **must**:

- Provide evidence of relevant competency and experience requirements as published on the SLED website [www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled).

- 2B Security Seller
- 2C Security Equipment Specialist
- 2D Security Trainer

2D applicants **must**:

- Provide evidence of relevant competency and experience requirements as published on the SLED website [www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled).

## 6 PERSONAL HISTORY

6.1 You must answer **ALL** questions in this section. Penalties apply for omissions, false or misleading information. If you have more than one matter to declare for any question, attach a separate sheet showing details.

Have you ever had an application for a security licence refused or had a security licence suspended, cancelled or revoked in New South Wales or elsewhere?

NO  YES  (Provide details below)

TYPE OF LICENCE	WHERE	WHEN
<input type="text"/>	<input type="text"/>	<input type="text"/>

REASON FOR REFUSAL / SUSPENSION / CANCELLATION / REVOCATION

If you appealed against the decision, provide details below.

DATE	COURT	APPEAL OUTCOME
<input type="text"/>	<input type="text"/>	<input type="text"/>

6.2 Within the last 10 years, have you been to court in New South Wales or elsewhere and been convicted of an offence?

NO  YES  (Provide details below)

OFFENCE	PENALTY
<input type="text"/>	<input type="text"/>
COURT	DATE OF CONVICTION
<input type="text"/>	<input type="text"/>

6.3 Within the last five years, in New South Wales or elsewhere, have you been found guilty of an offence (other than a minor traffic offence) where the court has decided to record no conviction (eg: s10)?

NO  YES  (Provide details below)

OFFENCE	COURT	DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 6 PERSONAL HISTORY

6.4 You must state if you have ever been a Police Officer and include the jurisdiction. Former **INTERSTATE** and **OVERSEAS** Police Officers **MUST** provide a statement of satisfactory service and honourable discharge from the relevant Police authority.

Are you now or have you previously been a Police Officer?

NO  YES  (Provide details below)

DATE FROM

DATE TO

JURISDICTION

Police Registered Number

## 7 DECLARATION AND CONSENT

7.1 You 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)

- 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 having my fingerprints and palmprints taken by a police officer in NSW in order to confirm my identity;
- consent to and do request Australian police agencies to release, to the NSW Police Force, information held by any of 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 the 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:

- that the NSW Police Force relies on other State and Commonwealth jurisdictions (Other Agencies) to provide information to it (Other Agency Information);
- to release the NSW Police Force from any liability arising from any errors or omissions contained in that Other Agency Information; and
- 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)

## 8 APPLICATION CHECKLIST

Please tick that you have:

- Provided your NSW Driver Licence or RMS Customer Number details;
- Provided acceptable evidence of Australian or New Zealand citizenship, permanent Australian residency or a visa that entitles you to work in Australia (other than a student or working holiday visa);
- Provided, if applicable, a 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; or
- 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)
- Provided, if applicable, evidence of attainment of the required units of competency;
- Provided, if applicable, evidence of a current First Aid Certificate with the unit of competency HLTAID011 or HLTAID014;
- Chosen the correct licence class(es), subclass(es) and term of licence required;
- Completed all required sections;
- 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.**