



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

OFFICE USE ONLY												
Application 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 Name in connection with security activities, provide the relevant name.

REGISTERED BUSINESS NAME

1.4 Provide the Head Office address of the agency. (PO BOX not acceptable)

HEAD OFFICE ADDRESS

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

## 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

LAST NAME

GIVEN NAME(S)

DATE CEASED

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

POSTAL ADDRESS

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

SUBURB/TOWN

STATE

POSTCODE

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

Country of birth

Gender (M = Male; F = Female)

Telephone number during business hours & mobile number

Email address

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

2.6 You must provide copies of **two (2)** documents from the following list **one of which must contain your photograph**.

- **Australian Passport** clearly showing your name, date of birth, photograph, passport number and expiry date (may be expired within last 2 years)
- **Australian Birth Certificate** (not an extract)
- **Australian Citizenship Certificate** (front and back page)
- **Australian Driver Licence**
- **Australian Marriage Certificate**
- **Health Card**
- **Immigration Card** (Immicard)
- **Medicare Card**
- **Pensioner Concession Card**
- **Senior's Health Card**
- **Health Care Card**
- **Australian Certificate of Registration by Descent**
- **Foreign Passport** clearly showing your name, date of birth, photograph, passport number, expiry date and country of issue (an original certified copy only)
- **Veteran Seniors Health Card** (an original certified copy only)
- **Veteran Gold Card** (an original certified copy only)
- **Veteran Pension Concession Card** (an original certified copy only)
- **NSW Photo Card / Proof of Age Card** (an original certified copy only)

### 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 or 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 12 months.

Do you have work rights in Australia?

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

### 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 no more than 14 persons
- MD - Provide no more than 49 persons
- ME - Provide 50 or more persons

### 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.

TOTAL 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 0.44% merchant fee.**

MasterCard  VISA

Credit Card number	Expiry Date	Amount \$
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="text"/>
Cardholder's Name (BLOCK LETTERS)	Cardholder's Signature	
<input type="text"/>	<input type="text"/>	

## 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)

Expiry Date (if known)

## 7 PUBLIC LIABILITY INSURANCE

7.1 if the agency intends to provide 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

AMOUNT OF COVER

EXPIRY DATE OF POLICY

## 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:

- 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)

## 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 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, an original certified copy of an acceptable change of name document.
- Change of Name certificate issued by the NSW Registry of Births, Deaths & Marriages
  - 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
  - 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 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.

**Mail 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.**