NSW GOVERNMENT | NSW Police Force

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

OFFICE USE ONLY	
Application 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 your security licence details as currently held by the Security Licensing & Enforcement Directorate (SLED).

LICENCE NO: IDENTITY NO: CLASS: EXPIRY DATE (dd/mm/yyyy) / /

1.2 Provide your full last name and any given name(s) as they appear on your licence certificate.

LAST NAME GIVEN NAME(S)

1.3 Provide your registered Business name as it appears on your licence certificate, if applicable.

REGISTERED BUSINESS/TRADING NAME

1.4 Provide your 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 Name	$65.00*	Go to Section 4.1
Change of Business Address and/or Contact Details	No fee*	Go to Section 4.2
Change, Add and/or Delete Business Name / ABN	$65.00*	Go to Section 4.3
Change of Name of Current Close Associate	$65.00*	Go to Section 4.4
Add Close Associate	$65.00*	Go to Section 4.5
Delete Current Close Associate	$65.00*	Go to Section 4.6
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 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.

- MB Provide no more than 3 persons
- 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 Name

Provide the full last name and any given name(s) by which you are NOW known and provide an original certified copy of acceptable evidence of your name change.

LAST NAME

GIVEN NAME(S)

4.2 Change of Business Address and/or Contact Details

Provide only those details that you want to change.

PRINCIPAL BUSINESS ADDRESS

SUBURB/TOWN

STATE

POSTCODE

POSTAL ADDRESS
(IF SAME AS PRINCIPAL BUSINESS ADDRESS WRITE 'AS ABOVE')

SUBURB/TOWN

STATE

POSTCODE

TELEPHONE NO (BUSINESS HOURS)

MOBILE OR OTHER

EMAIL ADDRESS)

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

Provide the registered business name/ABN now required on the Master Licence.

BUSINESS NAME

ABN

Provide the registered business name/ABN to be deleted from the Master Licence.

BUSINESS NAME

ABN

4.4 Change of Name of Current Close Associate

Provide the full last name and any given name(s) by which the current Close Associate is NOW known and provide an original certified copy of acceptable evidence of the name change.

LAST NAME

GIVEN NAME(S)

DATE OF BIRTH

POSITION (DIRECTOR, MANAGER, ETC)

4.5 Add Close Associate

Do you want to add a Close Associate(s)?

YES ☐ Complete and attach a "Close Associate Nomination Form" (Form P644) for each new close associate to be included on the Master licence.

4.6 Delete Current Close Associate

Provide the details of the current Close Associate you are deleting from your Master licence.

LAST NAME

GIVEN NAME(S)

DATE OF BIRTH

POSITION (DIRECTOR, MANAGER, ETC)

5 REPLACE LOST, STOLEN OR DAMAGED LICENCE

5.1 Complete this section **ONLY** if your 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 your 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 your licence certificate has been destroyed, defaced, mutilated or become illegible, you must first report the incident to the SLED Call Centre 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 your 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.**

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 0.44% merchant fee.**

MasterCard ☐ Visa ☐

Credit Card number

Expiry Date / Amount $

Cardholder's Name (BLOCK LETTERS)

Cardholder's Signature

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;
- 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) / /

8 APPLICATION CHECKLIST

Please tick that you have:

☐ Completed all relevant sections;

☐ Provided, if applicable, an acceptable change of name document.
(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, a "Close Associate Nomination Form" (Form P644) for any additional close associate(s);

☐ 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.