



# Application by an **INDIVIDUAL FOR A NSW SECURITY LICENCE** under the *Mutual Recognition Act 1992* and/or *Trans-Tasman Mutual Recognition Act 1997*

OFFICE USE ONLY									
Application No:	-								
Trim No:									

To apply for a NSW security licence under mutual recognition principles, you **MUST** satisfy the following requirements:

1. You **MUST** hold a current equivalent interstate licence;
2. You **MUST** hold either a NSW Driver Licence OR a Photo Card OR an RMS Customer Number issued by Roads & Maritime Services (RMS) showing your current name; AND
3. 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 ALL OF THESE REQUIREMENTS.**

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

## 1 PERSONAL DETAILS

1.1 Provide your full last name and any given name(s).

LAST NAME  GIVEN NAME(S)

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  GIVEN NAME(S)  DATE CEASED

LAST NAME  GIVEN NAME(S)  DATE CEASED

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 in the format dd/mm/yyyy. You must also provide your:

Country of birth  Telephone number during business hours & mobile number   
 Gender (M = Male; F = Female)  Email address (if applicable)

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

1.5 TELEPHONE NO (BUSINESS HOURS)  MOBILE OR OTHER  EMAIL ADDRESS

1.6 Provide your RMS issued identification number (mandatory).

NSW DRIVER LICENCE NUMBER  OR RMS PHOTO CARD NUMBER  OR RMS CUSTOMER NUMBER



### 3 FURTHER INFORMATION

3.1 Specify all States in which you hold an equivalent licence. (See Section 6 - Notes)

I current hold the following equivalent licence(s)

LICENCE NUMBER	LICENCE CLASS(ES)	STATE	APPLICATION DATE	EXPIRY DATE

You **MUST** provide an original certified copy of both the FRONT and BACK of your interstate or New Zealand security licence. If you have a New Zealand security licence, you **MUST** supply an original certified copy of your Certificate of Approval.

3.2 Specify any special conditions which apply to your working in the security industry in any State.


### 4 APPLICATION FEE

4.1 Indicate the term of licence required.

Class 1 and/or Class 2 Licence

1 YEAR \$160.00       5 YEARS \$640.00

Master Licence (only available to individuals **Not** corporations)

1 YEAR     MA \$160.00     MB \$410.00     MC \$1,250.00     MD \$2,800.00     ME \$5,225.00  
 5 YEARS    MA \$640.00     MB \$1,640.00     MC \$5,000.00     MD \$11,200.00     ME \$20,900.00

If applying to have your Master Licence mutually recognised, please provide your Australian Business Number (ABN)

Note: the ABN **must** be in the applicant's name.

ABN

Are you operating under a registered Business/Trading Name(s)    No     Yes  (Provide details below)

REGISTERED BUSINESS/TRADING NAME

4.2 Insert fee payable.

FEE PAYABLE \$

4.3 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 \$  
 /    

Cardholder's Name (BLOCK LETTERS)

Cardholder's Signature

## 5 STATUTORY DECLARATION AND CONSENT

5.1 A statutory declaration under the *Statutory Declarations Act 1959* may be made before authorised persons, including:

**A currently licensed or registered:**

- Chiropractor
- Dentist
- Legal Practitioner
- Medical Practitioner
- Nurse
- Optometrist
- Pharmacist
- Physiotherapist
- Psychologist
- Veterinary Surgeon

**A person in the following list:**

- Bank, building society or credit union officer with five or more continuous years of service
- Justice of the Peace
- Notary Public
- Registrar or Deputy Registrar or Clerk of a Court
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police Officer
- Sheriff

I, (Print full name)

of (Print current address)

Make the following declaration under the *Statutory Declarations Act 1959*:

1. The statements and other information provided in this application are true and correct;
2. All copies of documents provided with this application are complete and accurate copies of the originals; and
3. I consent to the making of inquiries of, and exchange of information with, the authorities of any Australian State or Territory or New Zealand regarding my activities in the relevant occupations or otherwise regarding matters relevant to this notice.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959* and I believe that the statements in this declaration are true in every particular.

Signature of Applicant:

Declared at   
PRINT THE PLACE WHERE DECLARATION WAS MADE

on   
PRINT THE DATE THAT THE STATUTORY DECLARATION WAS MADE

Before me:   
NAME AND SIGNATURE OF THE PERSON BEFORE WHOM THE DECLARATION IS MADE

QUALIFICATION OF PERSON BEFORE WHOM THE DECLARATION IS MADE

ADDRESS OF PERSON BEFORE WHOM THE DECLARATION IS MADE

## 6 NOTES

6.1 You need to read and acknowledge the following notes which provide further information about the statements and information you have provided in Sections 2 and 3 of this application form.

Any reference to a "State" in Section 2 or 3 includes a Territory and any State in Australia (including New South Wales) and New Zealand.

6.2 **Revoked licences - training upgrade**

A NSW security licence that was revoked because the licence holder failed to comply with the requirement to complete a required training upgrade is a licence that was "cancelled or suspended as a result of disciplinary action" (See Section 2.4).

If you have had a NSW licence revoked for failing to complete the training upgrade, **you are not eligible** to be granted a security licence in NSW under mutual recognition principles. Any application received from a person who has had a licence revoked on these grounds will be **rejected**.

I acknowledge that I have read and understand the above notes.

6.3 SIGNATURE

DATE (dd/mm/yyyy)  
  /   /

## 7 APPLICATION CHECKLIST

Please tick that you have:

- Provided an original certified copy of both the **FRONT** and **BACK** of your interstate or New Zealand security licence – **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;
- Provided, if relevant, an original certified copy of both the **FRONT** and **BACK** of your New Zealand Certificate of Approval – **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;
- Provided **identical** names on the form 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)
- Chosen the correct equivalent licence class(es), subclass(es) and term of licence required;
- Completed all required sections;
- Signed the Statutory Declaration and Consent before an authorised person; 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.**