



2.1 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.

Tick the required class of licence you want to apply for.

- ☐ MA – Self employed individual with no other provided persons
- ☐ 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

3.1 Indicate the term of licence required.

1 YEAR	<input type="checkbox"/> MA \$160.00	<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"/> MA \$640.00	<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

3.2 Have you ever had your finger/palmprints taken for a NSW security, NSW CAPI or NSW tattooist licence?

YES ☐

NO	You must provide payment of the finger/palmprint fee of \$40 (in addition to the licence fee payable in Section 3.1)
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3.3 Insert TOTAL fee payable.

(i.e. either 1 year fee or 5 year fee **OR** 1 year + finger/palmprint fee or 5 year + finger/palmprint fee)

<b>TOTAL FEE PAYABLE</b>	<b>\$</b>
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3.4 TOTAL fee payable.

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	
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Money Order  Money Order Number

Credit Card	<input type="checkbox"/>	ONLY MasterCard and VISA are acceptable. Credit Card payments are subject to a 0.44% merchant fee.
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MasterCard ☐ VISA ☐

Credit Card number      Expiry Date      Amount \$

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

## 4 EVIDENCE OF AUSTRALIAN CITIZENSHIP / RESIDENCY / VISA STATUS

Licences can only be granted to Australian citizens, permanent Australian residents (including New Zealand citizens), or holders of a visa for a skilled occupation to which the activities authorised by the proposed licence correspond.

4.1 Do you satisfy the Australian citizenship, permanent residency or visa requirements listed above?

NO ☐ You are not eligible to be granted a security licence.

YES ☐ You must provide the following documents with your application.

If you are an Australian citizen or a permanent Australian resident (including New Zealand citizen) you must provide a copy of one (1) of the following documents with your application.

- **Australian Passport** clearly showing your name, date of birth, photograph, passport number and expiry date (may be expired within the last 2 years), or
- **New Zealand passport** clearly showing your name, date of birth, photograph, passport number and expiry date, or
- **Australian Birth Certificate** (not an extract), or
- **Australian Citizenship Certificate** (front and back page).
- **Immigration Card (Immi Card)**, or
- **Foreign passport** (clearly showing your name, date of birth, photograph, passport number, expiry date and country of issue, which must be an original certified copy).

If you hold a visa for a skilled occupation to which the activities authorised by the proposed licence correspond, you must provide a copy of the following document(s) with your application:

- **Immigration Card (Immi Card)**, or
- **Foreign passport** (clearly showing your name, date of birth, photograph, passport number, expiry date and country of issue) and your **Visa grant notification letter** (both of which must be an original certified copy).

### Note

If the name on any document is different to your current name, you must provide original certified copies of acceptable change of name documents.

4.2 Are you an Australian citizen or a permanent Australian resident (including New Zealand citizen)?

YES ☐

NO ☐ You must provide the following document(s) with your application

A police certificate from each country you have lived overseas in for 12 months or more over the previous 10 years since turning 16 years of age. Each certificate must be translated into English (if necessary) and verified as accurate by the relevant country's embassy or consulate in Australia. Police certificates accompanying the application must have been issued within the last 12 months.

## 5 PREVIOUS SECURITY LICENCE HISTORY

5.1 You must inform the Security Licensing & Enforcement Directorate (SLED) if you have previously held a NSW Master security licence or been a Close Associate of a NSW Master security licence. If you have held, or been a Close Associate of, more than one NSW Master security licence, attach a separate sheet showing details.

Have you previously held a NSW Master security licence or been a Close Associate of a NSW Master security licence?

NO ☐

YES ☐ (Provide details below)

Licence Number (if known)

Expiry Date (if known)

## 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




REASON FOR REFUSAL/SUSPENSION/CANCELLATION/REVOCATION

If the corporation appealed against the decision, provide details below.

DATE

COURT

APPEAL OUTCOME

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

COURT

DATE OF CONVICTION

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

6.4 Have you received an infringement or penalty notice issued under the *Security Industry Act 1997*?

NO ☐ YES ☐ (Provide details below)

OFFENCE

PENALTY

DATE OF OFFENCE

6.5 Within the last three years, have you been declared bankrupt or applied to take the benefit of any law for the relief of bankrupt or insolvent debtors?

NO ☐ YES ☐ (Provide details below)

  
  


6.6 Within the last three years, have you been concerned in the management of a corporation that was the subject of a winding up order or had an administrator appointed?

NO ☐ YES ☐ (Provide details below)

  
  
  


6.7 Are you a registrable person or corresponding registrable person within the meaning of the Child Protection (Offenders Registration) Act 2000, and have reporting obligations under that Act?

NO ☐ Go to question 6.8. YES ☐ You are not eligible to be granted a NSW security licence.

6.8 Have you been banned from applying for a NSW security licence in the last two years?

NO ☐ Go to question 6.9. YES ☐ You are not eligible to be granted a NSW security licence.

6.9 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 BUSINESS DETAILS

7.1 Provide your Australian Business Number (ABN).

Note: the ABN must be in the applicant's name. ABNs issued to a trust cannot be accepted.

ABN

7.2 You must inform the SLED if you are operating under a registered Business Name.

Are you operating under a registered Business Name(s) NO ☐ YES ☐ (Provide details below)

REGISTERED BUSINESS NAME

7.3 You must provide the principal place of business and the address where you want any mail in connection with this licence to be sent.  
PRINCIPAL BUSINESS ADDRESS (BUILDING NAME IF APPLICABLE, NUMBER AND STREET ONLY)

SUBURB/TOWN

STATE

POSTCODE

DAYTIME CONTACT NUMBER

EMAIL ADDRESS

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

SUBURB/TOWN

STATE

POSTCODE

## 8 CLOSE ASSOCIATES

8.1 ALL Close Associates must be disclosed. A Close Associate Nomination Form (Form P644) must be completed by EACH and EVERY Close Associate and submitted with this application. Failure to disclose ALL Close Associates will result in the application being delayed or refused.

The meaning of "Close Associate" is defined in section 5 of the Security Industry Act 1997.

## 9 PUBLIC LIABILITY INSURANCE

9.1 If you 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, you must obtain and maintain public liability insurance cover totalling at least \$10,000,000.

Do you intend to provide persons to carry on security activities involving the possession 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

## 10 DECLARATION AND CONSENT

10.1 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 order to confirm my identity;
- consent to and do request Australian police agencies to release, to the NSW Police Force, information held by 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:

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

(c) 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)

  /   /    

## 11 APPLICATION CHECKLIST

Please tick that you have:

- ☐ Provided copies of documents showing evidence of Australian citizenship or permanent Australian residency (including New Zealand citizenship), or holding a visa for a skilled occupation to which the activities authorised by the proposed licence correspond.
- ☐ Provided copies of **two (2)** acceptable identification documents **one of which includes your photograph**;
- ☐ Provided, if applicable, a police certificate from each country that you have lived in for 12 months or more over the previous 10 years since turning 16 that has been translated into English (if necessary) and verified by the country's embassy/consulate in Australia;
- ☐ Provided identical names on all forms and documents; or
- ☐ Provided, if applicable, original certified copies of acceptable change of name documents:  
(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 a Close Associate Nomination Form for **ALL** Close Associates (if applicable);
- ☐ 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;
- ☐ Signed the Declaration and Consent; 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.**