



## 2 LICENCE CLASS & ACTIVITY

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.

If you are applying for a Class MA Master licence, you must hold or have submitted an application for a Class 1 or Class 2 licence.

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

- MA – Self employed with no other provided persons
- 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

2.2 Tick the type of security operatives that will be provided under the Master licence.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Unarmed Guards    | <input type="checkbox"/> Crowd Controllers           | <input type="checkbox"/> Guard Dog Handlers             |
| <input type="checkbox"/> Armed Guards      | <input type="checkbox"/> Monitoring Centre Operators | <input type="checkbox"/> Security Sellers               |
| <input type="checkbox"/> Bodyguards        | <input type="checkbox"/> Security Consultants        | <input type="checkbox"/> Security Equipment Specialists |
| <input type="checkbox"/> Security Trainers | <input type="checkbox"/> Private Investigators       |   |

## 3 LICENCE TERM & APPLICATION FEE

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/palprints taken for a NSW security licence?

- YES  Go to Section 3.3
- NO  You must provide payment of the finger/palprint fee of \$40 (in addition to the licence fee payable in Section 3.1)

3.3 Insert TOTAL fee payable.

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

TOTAL FEE PAYABLE \$

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

Money Order  Money Order Number

Credit Card  **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 WORK RIGHTS

4.1 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 of 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 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 5

NO  You are not eligible to apply for a NSW security licence

## 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)

Identity 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 you appealed against the decision, provide details below.

DATE

COURT

APEAL 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)

Four empty text input boxes for providing details.

6.7 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)

Form fields for DATE FROM, DATE TO, JURISDICTION, and 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 input fields.

DAYTIME CONTACT NUMBER, EMAIL ADDRESS input fields.

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

SUBURB/TOWN, STATE, POSTCODE input fields.

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 input fields.

AMOUNT OF COVER, EXPIRY DATE OF POLICY input fields.

## 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)

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## 11 APPLICATION CHECKLIST

Please tick that you have:

- 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 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, 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 licence class, activities and term of licence required;
- 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.

**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.**