



# Application to **AMEND, VARY or REPLACE AN EXISTING CLASS 1 and/or CLASS 2 LICENCE** under the *Security Industry Act 1997*

OFFICE USE ONLY										
Application No:	-									
Trim No:										

**NOTE**

- If you are applying to replace a lost, stolen or damaged licence card, you can apply more quickly and easily online via [police.nsw.gov.au/sled](http://police.nsw.gov.au/sled).
- All documentation accompanying your application that displays your name must show your name written and spelt in exactly the same way (unless you provide acceptable documentary evidence of a change of name).
- Additional licence subclasses can only be granted to Australian citizens, permanent Australian residents (including New Zealand citizens), holders of a visa sponsored by a Master licence holder, or holders of a visa for a skilled occupation to which the activities authorised by the proposed licence subclass.

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

## 1 CURRENT SECURITY LICENCE AND PERSONAL DETAILS

1.1 Provide your security licence details as currently held by the Security Licensing & Enforcement Directorate (SLED).

LICENCE NO:

EXPIRY DATE (dd/mm/yyyy)   /   /

1.2 Provide your personal details.

LAST NAME

GIVEN NAME(S)

**GENDER**

MALE

FEMALE

NON-BINARY

DIFFERENT TERM

PREFER NOT TO ANSWER

1.3 Provide your date of birth (dd/mm/yyyy) and location:

DATE OF BIRTH   /   /

COUNTRY OF BIRTH

If you were born in Australia, provide the State/Territory and Suburb/Town.

STATE/TERRITORY

SUBURB/TOWN

1.4 Provide your contact details:

TELEPHONE NO (BUSINESS HOURS)

MOBILE

EMAIL ADDRESS

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

YES  Go to Section 2

NO  Go to Question 1.6

1.6 Do you hold a visa sponsored by a Master security licence holder, or hold a visa for a skilled occupation to which the activities authorised by the proposed licence subclass correspond?

YES  Go to Section 2

NO  You are not eligible to be granted an additional licence subclass

## 2 REASON FOR APPLICATION

2.1 What is the reason for this application? Please tick one or more of the following:

Change of Name  \$65.00\* Go to Section 3.1

Change of Address and/or Contact Details  No fee\* Go to Section 3.2

- Change of Other Personal Details(s)  No fee\* Go to Section 3.3
- Add and/or Delete Licence Subclass(es)<sup>1</sup>  \$80.00\* Go to Section 4.1
- Replace Lost, Stolen, Destroyed, Defaced, Mutilated or Illegible Licence Card  \$65.00\* Go to Section 5.1

\*Includes issue of replacement photo licence card.

<sup>1</sup> If your licence has been issued under mutual recognition, you cannot use this form to add/delete subclasses. Ring the SLED Contact Centre on 1300 362 001 for more information.

### 3 CHANGE OF PERSONAL DETAILS

#### 3.1 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)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

#### 3.2 Change of Address and/or Contact Number(s)

Provide your current address and contact number(s). Your residential address must be a street address as a PO Box is NOT acceptable.

RESIDENTIAL ADDRESS

SUBURB/TOWN	STATE	POSTCODE
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

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

SUBURB/TOWN	STATE	POSTCODE
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

TELEPHONE NO (BUSINESS HOURS)	MOBILE OR OTHER	EMAIL ADDRESS
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

#### 3.3 Change of Other Personal Detail(s)

What other detail(s) do you want to change? Please specify below.

### 4 CHANGE OF LICENCE SUBCLASS(ES)

#### 4.1 Add and/or Delete Licence Subclass(es)

Tick the appropriate box(es) for any subclass(es) you want to **ADD** to or **DELETE** from your licence.

**NOTE:**

Class 1 licence applicants (except those applying for a Class 1E) must provide with the application:

1. Certified copies of qualifications or statements of attainment issued to you by an Approved Organisation that shows you have satisfactorily completed the appropriate Licence Courses as specified in the **NSW Security Licence Courses** document available on the SLED website [www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled).
2. Certified copy of a qualification or statement of attainment issued to you within the last 3 years by a Registered Training Organisation that shows you have attained:
  - HLTAID011 (Apply First Aid) - Class 1A or 1C licences
  - HLTAID014 (Provide Advanced First Aid) - Class 1B, 1D or 1F licences.

Class 2A, 2D and 2E applicants must:

Provide evidence of relevant competency and experience requirements as published on the SLED website [www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled).

CLASS 1 LICENCE	Add	Delete	CLASS 2 LICENCE	Add	Delete
1A Security Officer	<input type="checkbox"/>	<input type="checkbox"/>	2A Security Consultant	<input type="checkbox"/>	<input type="checkbox"/>
1B Bodyguard	<input type="checkbox"/>	<input type="checkbox"/>	2B Security Seller	<input type="checkbox"/>	<input type="checkbox"/>
1C Cash-in-Transit Guard	<input type="checkbox"/>	<input type="checkbox"/>	2C Security Equipment Specialist	<input type="checkbox"/>	<input type="checkbox"/>
1D Guard Dog Handler	<input type="checkbox"/>	<input type="checkbox"/>	2D Security Trainer	<input type="checkbox"/>	<input type="checkbox"/>
1E Monitoring Centre Operator	<input type="checkbox"/>	<input type="checkbox"/>	2E Private Investigator	<input type="checkbox"/>	<input type="checkbox"/>
1F Armed Guard	<input type="checkbox"/>	<input type="checkbox"/>			

## 5 REPLACE LOST, STOLEN OR DAMAGED LICENCE

5.1 Complete this section ONLY if your photo licence card 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 card, including the licence subclass(es).

NOTE: If your licence card 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 card has been destroyed, defaced, mutilated or become illegible, you must first report the incident to SLED on 1300 362 001.

I require a replacement photo licence card 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 If a fee is applicable, full payment **MUST** accompany your application. Applicable fees are shown in Section 2 of this application. Payment **MUST** be made by Credit Card. **DO NOT SEND CASH.**

Provide your Credit Card details. ONLY MasterCard and Visa are acceptable.

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 supplied credit card details for the correct fee.

I understand and acknowledge that, unless my photo licence card was lost or stolen, I must surrender my old photo licence card to the Security Licensing & Enforcement Directorate within 14 days of receiving my new photo licence card by mailing 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, 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, if applicable, a copy of relevant training certificate(s) showing the units of competency attained for additional subclasses.
- Provided, if applicable, evidence of a current First Aid Certificate with the unit of competency HLTAID011 or HLTAID014;
- Provided, if applicable, an event number if your licence has been lost or stolen;
- 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.

**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.**