



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:												

To apply to amend, vary or replace an existing NSW security licence, you MUST satisfy the following two personal identification requirements:

1. You **MUST** hold either a NSW Driver Licence OR Customer Number issued by Roads & Maritime Services (RMS) showing your current name; **AND**
2. **ALL** documentation submitted with your application that contains 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 BOTH OF THESE REQUIREMENTS.

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

1.2 Provide your personal details.

LAST NAME

GIVEN NAME(S) GENDER MALE FEMALE

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 Provide your RMS issued identification number.

NSW DRIVER LICENCE NUMBER OR RMS CUSTOMER NUMBER

2 REASON FOR APPLICATION

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

Change of Name	<input type="checkbox"/>	\$65.00*	Go to Section 3.1
Change of Address and/or Contact Detail(s)	<input type="checkbox"/>	NO FEE	Go to Section 3.2
Change of Other Personal Detail(s)	<input type="checkbox"/>	NO FEE	Go to Section 3.3
Add and/or Delete Licence Subclass(es) ¹	<input type="checkbox"/>	\$80.00*	Go to Section 4
Replace Lost, Stolen, Destroyed, Defaced, Mutilated or Illegible Licence Card	<input type="checkbox"/>	\$65.00*	Go to Section 5

*Includes issue of replacement photo licence card.

¹ 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)

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

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

SUBURB/TOWN STATE POSTCODE

TELEPHONE NO (BUSINESS HOURS) MOBILE OR OTHER EMAIL ADDRESS

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 (excluding 1E Monitoring Centre Operator) applicants **must:**

- Provide original certified copies of acceptable training documents, clearly showing your name, issue date and units of competency as specified in the document "Competency Requirements for Class 1 Licences" on the SLED website www.police.nsw.gov.au/sled.
- Provide evidence (certified copy) of a current First Aid Certificate clearly showing your name, issue date and the unit competency HLTAID011 (Apply First Aid), or HLTAID014 (Provide Advanced First Aid).

Class 2A and 2D applicants **must:**
 Provide evidence of relevant competency and experience requirements as published on the SLED website www.police.nsw.gov.au/sled.

CLASS 1 LICENCE	Add	Delete	CLASS 2 LICENCE	Add	Delete
1A Unarmed Guard	<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 Crowd Controller	<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"/>			
1F Armed Guard	<input type="checkbox"/>	<input type="checkbox"/>			

5 REPLACE LOST, STOLEN OR DAMAGED LICENCE CARD

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 the SLED Call Centre 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 (IF APPLICABLE)

6.1 If a fee is applicable, 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 your 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 (if applicable).

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 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, an original certified copy of relevant training certificate(s) showing the units of competency attained for additional subclass(es);
- 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.

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.**