

Instruction Pages for Victorian Private Security Business Personal Information Form

How do I complete this Personal Information Form (PIF)?

- Complete the form in blue or black pen only.
- Ensure that you print clearly in capital letters.
- Do not send original identification documents with this application.
- Attach copies of supporting documentation securely to your application and forward with the related Private Security Business Application to:

Licensing Services Division
GPO Box 2807AA
Melbourne VIC 3001

If you have any queries regarding your application, you can contact Licensing Services Division by telephone on 1300 651 645 or by e-mail at licensing@police.vic.gov.au. Alternatively, you can access our Internet site at <http://www.police.vic.gov.au>.

Who should complete a PIF?

A PIF should be completed by:

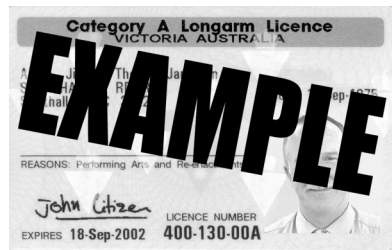
- The Nominated Person of a Body Corporate;
- All Officers of the Body Corporate;
- A Sole Trader;
- All Partners in a Partnership; or
- Any Close Associate of the Business.

This form must be submitted with the related Private Security Business Application Form.

Current Business Licence or Registration holders can use this form to notify Licensing Services Division of the details of a new person relevant to the business.

How do I certify documentation?

Documentation must be certified by an Acceptable Referee as a "true copy of the original". A list of Acceptable Referees is provided on the next page. The Acceptable Referee certifying your documentation must view the original document along with the copy. The **same** Acceptable Referee that certifies your **identification** documents must also complete Part 3 - Identification Reference of your application form. An example of how to certify an identification document is provided below.



I certify that the document presented for certification is a true copy of the original.

*John Citizen 01/01/03
Indy 01/01/03
ACCOUNTANT
PH: 9111 1111*

Who can certify documentation?

Documents must be certified by an Acceptable Referee. **The referee must not be related to you by birth or marriage and must have known you for at least 12 months.** The **same** referee that certifies your identification documents must also complete the Identification Reference in Part 3 of the application. The table below is a list of Acceptable Referees.

List of Acceptable Referees (Authority Types)

<p>An individual employed as an officer or employee by one or more of the following:</p> <ul style="list-style-type: none"> • the Commonwealth, a State or Territory • an authority of the Commonwealth, a State or Territory • a local government body of a State or Territory <p>who has been so employed continuously for a period of at least 5 years, whether or not the individual was employed for part of the period as an officer and for part as an employee.</p>	<p>An individual registered or licensed as:</p> <ul style="list-style-type: none"> • a dentist • a medical practitioner • a pharmacist • a veterinary surgeon 	<p>An individual employed as a full-time teacher or as a principal at one or more of the following educational institutions:</p> <ul style="list-style-type: none"> • A primary or secondary school forming part of the education system in a State or Territory • An institution listed in section 4 or paragraphs 34(4)(b)-(j) (inclusive) of the <i>Higher Education Funding Act 1988</i>. <p>who has been so employed continuously for a period of at least 5 years.</p>
<p>An officer within the meaning of the <i>Defence Act 1903</i>.</p>	<p>A member of a municipal, city, town, district or shire council of a State or Territory.</p>	<p>A notary public.</p>
<p>A justice of the peace of a State or Territory.</p>	<p>A member of the Parliament or a State Parliament.</p>	<p>A minister of religion who is authorised as a marriage celebrant.</p>
<p>A registered nurse within the meaning of the <i>Nurses Act 1993</i> of any corresponding law of another State or Territory of the Commonwealth.</p>	<p>A member of the Australian Federal Police, or of the police force of a State or Territory, who in the normal course of his or her duties, is in charge of a police station.</p>	<p>A member of:</p> <ul style="list-style-type: none"> • the Institute of Chartered Accountants in Australia • the Australian Society of Certified Practising Accountants • the National Institute of Accountants
<p>A legal practitioner of a federal, State or Territory court.</p>	<p>An officer of a Federal, State or a Territory court.</p>	<p>A member of a municipal, city, town, district or shire council of a State or Territory.</p>
<p>An employee of a financial institution who is authorised by the financial institution to open accounts with the institution.</p>	<p>An agent of a financial institution who is authorised by the financial institution to open accounts with the institution.</p>	<p>A full-time employee of a company carrying on insurance business who has been employed continuously for at least 5 years by one or more companies of that type.</p>
<p>A full time employee of:</p> <ul style="list-style-type: none"> • a financial institution • a corporation that is a registered corporation within the meaning of the <i>Financial Corporation Act 1974</i>. <p>who has been employed continuously for at least 5 years by one or more financial bodies.</p>	<p>An employee of a bank carrying on a business outside Australia:</p> <ul style="list-style-type: none"> • That does not have an authority under <i>Section 9</i> of the <i>Banking Act 1959</i>. • That is engaged in a transaction with a cash dealer • Who is authorised by the bank to open accounts with the bank 	<p>An individual who is an agent of a totalisator agency board if:</p> <ul style="list-style-type: none"> • The individual conducts an agency of the totaliser agency board at particular premises <p>The agency is not ancillary to any other business conducted at those premises</p>
<p>A fellow member of the national Tax and Accountants Association Limited.</p>	<p>A diplomatic or consular officer of an Australian Embassy, High Commission or Consulate, in Australia or overseas.</p>	<p>A holder of an office established by a law of the Commonwealth, a State or Territory in respect of which annual salary is payable.</p>
<p>A judge or master of a federal, State or Territory court.</p>	<p>A stipendiary magistrate of the Commonwealth or of a State or Territory</p>	<p>A member of the Australian Federal Police, or of the police of a State or Territory, of or above the rank of sergeant</p>
<p>A member of the Chartered Institute of Company Secretaries in Australia Limited.</p>	<p>A manager of a post office</p>	<p>A Commissioner for oaths of a State or Territory.</p>
<p>An individual who is registered as a tax agent under part VIIA of the <i>Income Tax Assessment Act 1936</i>.</p>	<p>A member of fellow of the Association of Taxation and Management Accountants</p>	<p>A member of the Institution of Engineers Australia, other than a member with the grade of student.</p>
<p>An individual who, in relation to an Aboriginal community:</p> <ul style="list-style-type: none"> • is recognised by the members of the community to be a community elder. • if there is an elected Aboriginal council that represents the community – is an elected member of the council. 		

What identification documents are accepted?

If you do not hold a current Victorian Firearms Licence, Private Security Licence / Registration or CCP Weapons Approval you must provide **one** form of primary identification documentation and **multiple** forms of secondary identification totalling to 140 points or more to prove your identity. One of the secondary identification documents provided must include your current residential address. An Acceptable Referee is required to certify copies of your identification documents.

List of Identification Documents and Points

Primary Identification (only one allowed)	Points	Secondary Identification (continued)	Points
Full Birth Certificate (A Birth Extract is <u>not accepted</u>).....	70	Mortgage documents.....	35
Current passport.....	70	Land Titles Office Document.....	35
Passport which has not been cancelled and was current within the preceding 2 years.....	70	Letter from Employer within last 2 years confirming name and address.....	35
Citizenship Certificate.....	70	Municipal Council Rates Notice.....	35
Diplomatic documents.....	70	Credit Card statement.....	25
Secondary Identification		Medicare Card.....	25
Public Service ID including photograph and/or signature.....	40	Telephone Account.....	25
Any licence issued under Australian law (ie. Driver licence) including photograph and/or signature.....	40	Electoral Roll compiled by Australian Electoral Office.....	25
Social Security Card including photograph and/or signature.....	40	Records of public utility (ie. water, gas, electricity).....	25
Identification Card issued by a Tertiary education institution including photograph and/or signature.....	40	Statement from a primary, secondary or tertiary institution that you attended in the last 10 years confirming your name and address.....	25
Identification Card from an Authorised Deposit Taking Institution of which you have been a customer of at least 12 months including photograph and/or signature.....	40	Records from a professional or trade association (union or trade/professional body) confirming your name and address.....	25

What are the probity requirements?

The full probity requirements that must be met by:

- The applicant and any close associate in the case of an application by a natural person (ie. sole trader or partnership); and
- The nominated person, any officer of the body corporate and any close associate in the case of an application by a body corporate;

are outlined in the *Private Security Act* in section 26(2) for licensing and in section 83(2) for registration.

The probity requirements in relation to criminal history are outlined as follows:

- A **Disqualifying Offence** relates to all licensing activities (ie. crowd control, security guard, investigator and bodyguard) and cover -
 - (a) any offence under Part 5 of the *Drugs, Poisons and Controlled Substances Act 1981* involving -
 - (i) trafficking in a drug of dependence; or
 - (ii) cultivation of narcotic plants in a commercial quantity - within the meaning of that Act; or
 - (b) any assault punishable by a term of imprisonment of 6 months or more.
- A finding of guilt for a disqualifying offence can result in someone being a **prohibited person**. A **prohibited person** is someone who has been convicted of a disqualifying offence in the past 10 years or has been found guilty (without conviction) of a disqualifying offence in the past 5 years. *Licensing Services Division must refuse to grant a licence if the applicant, nominated officer of a body corporate, officer of a body corporate or close associate is a prohibited person.*
- A **Particular Indictable Offence** relates to all licensing activities and covers any indictable offence other than a disqualifying offence. A person who has been convicted in the past 10 years or has been found guilty (without conviction) in the past 5 years of a particular indictable offence that in the opinion of the CCP makes the person unsuitable cannot be granted a licence.
- An **Indictable Offence** relates to all registration activities. A person who has been convicted in the past 10 years or has been found guilty (without conviction) in the past 5 years of an indictable offence that in the opinion of the CCP makes the person unsuitable cannot be granted a registration.

Who can provide a character reference?

In addition to the identification reference required in Part 3 of this form, you must also provide **two written character references** attesting that you are of suitable character to have involvement in or be associated with a private security business licence/registration.

Character references can be provided by any of the classes of persons listed in the **shaded** section of the *List of Acceptable Referees* provided on page 2. (In this instance the person who was your identification referee can also be one of your character referees)

Further to this, a character reference can also be provided by any of the classes of persons listed below:

- (a) a person registered as a patent attorney under Part XV of the Patents Act 1952 of the Commonwealth;
- (b) a member of the police force;
- (c) a member or former member of either House of the Parliament of Victoria;
- (d) a member or former member of either House of the Parliament of the Commonwealth;
- (e) a councillor of a municipality;
- (f) a senior officer of a Council as defined in the Local Government Act 1989;
- (g) the manager of an authorised deposit-taking institution;
- (h) the secretary of a building society;
- (i) a fellow of the Institute of Legal Executives (Victoria).

Character referees must not be related to you by birth or marriage and must have known you for at least 12 months.

Character references must be dated, be no more than 12 months old, and include the full name, address, contact details, authority type and signature of the referee.

What are the competency requirements for Licensing?

If you are the nominated person, a sole trader or a partner for a **Private Security Business Licence** then you must provide evidence that you meet the competency requirements stipulated in section 26(3) of the *Private Security Act 2004*.

To do this you must provide at least one of the following:

- **A detailed resume**

Your resume must detail your experience in the private security industry, particularly in relation to the security activity (or activities) being applied for. Copies of any relevant qualifications and/or documentation must be supplied to support your resume.

- **A certified copy of an Approved Training Course**

The training course(s) completed must be relevant to the security activity (or activities) being applied for.

- **A certified copy of your membership to an Approved Security Industry Organisation**

Your membership to an Approved Security Industry must be relevant to the security activity (or activities) being applied for.

For further details regarding what organisations are Approved Security Industry Organisation or what the approved Training Courses are for licensing purposes, access the Licensing Services Division website at www.police.vic.gov.au.

Part 3 - Identification Reference

Identification Requirements

1. Do you have a current Victorian Firearms Licence, Private Security Licence/Registration or CCP Weapons Approval?

Yes No

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2. If you answer "yes" what is your licence number?

If you answer "no" you MUST provide 140 points of Identification Documents certified by an Acceptable Referee and arrange for the same Acceptable Referee to complete the declaration below.

Refer to the instruction pages for a list of Acceptable Referees. The Referee must have known you for at least 12 months and must not be related to you by birth or marriage.

Declaration by Referee

The Acceptable Referee must complete the statement below.

I, declare that I have known

by that name for a period of years and months and vouch for his/her identity.

I certify that the above details are true and correct, the applicant's signature below was completed in my presence and the Identification Documents I have signed are a true copy of the original.

The Identification documents certified were the following:

Signature of Referee

Date

Type of Authority

Address

Telephone

You must sign and date in the spaces below in the presence of the above Acceptable Referee.

Your Signature

Date

Part 4 - Previous History (Ensure that you answer ALL of the Questions below)

Criminal History

1. Have you ever been convicted of any offence in Australia or Overseas? (not traffic charges) Yes No
2. Have you ever been found guilty of any offence *without a conviction being recorded?* (not traffic charges) Yes No
3. Do you have any charges pending against you? (not traffic charges) Yes No

If you answered "yes" to any of the above please provide details below.

Date	Court
<input type="text"/>	<input type="text"/>
Offence	
<input type="text"/>	
Result	
<input type="text"/>	

Date	Court
<input type="text"/>	<input type="text"/>
Offence	
<input type="text"/>	
Result	
<input type="text"/>	

Note: If you require further space, please photocopy the above section and attach to the application.

Previous Private Agents Licence (Please ensure BOTH questions are answered)

1. Have you ever been the subject of any refusal, cancellation, suspension or prohibition of a private security licence in Australia or Overseas? Yes No

If you answered "yes" please indicate:

Country State Year

2. Have you previously held a Victorian or Interstate Private Security Licence? Yes No

If you answered "yes" please indicate:

State Licence Number

Bankruptcy Details

1. Are you currently insolvent or under administration? Yes No
2. Have you ever been declared bankrupt? Yes No

If you answered "yes" to either question 1 or 2 please provide details below

<input type="text"/>
<input type="text"/>
<input type="text"/>

Other Information

1. Have you served as a member of the Police Force in the last ten years? Yes No

If you answered "yes" a **certified** certificate of service is required.

Part 5 - Character Requirements

You must attach **2 written character references**. Referees must be a class of person listed in the instruction pages. Your referees must not be related to you by birth or marriage and must have known you for 12 months or more.

Your character references must:

- Be dated and no more than 12 months old;
- Contain the full name, address, contact details, authority type and signature of the referee; and
- Indicate that you are of suitable character to hold (or be associated with) a private security business licence/registration with the security activities being applied for.

Part 6 - Competency Requirements for Licensing

This part is a requirement for the nominated officer, sole trader or partner of a business LICENCE application only.

If you are a nominated officer, sole trader or partner you must provide evidence that you meet the competency requirements as specified in section 26(3) of the *Private Security Act 2004*.

You must provide at least one of the following:

- A detailed resume outlining your experience in the private security industry, particularly in relation to the security activity (or activities) being applied for, and copies of any relevant qualifications and/or documentation;
- A **certified** copy of an Approved Training Course which is relevant to the security activity (or activities) being applied for; or
- A **certified** copy of your membership to an Approved Security Industry Organisation relevant to the security activity (or activities) being applied for.

For further details regarding what organisations are Approved Security Industry Organisation or what the approved Training Courses are for licensing purposes, access the Licensing Services Division website at www.police.vic.gov.au.

Part 7 - Medical History of Applicant or Nominated Officer

This part must be completed by the nominated officer, sole trader or partner of a business licence or registration application only. Officers of the Body Corporate and Close Associates of the business are not required to complete this part.

In the past 5 years, have you been treated for:

- | | | |
|------------------------------------|------------------------------|-----------------------------|
| Psychiatric or emotional problems? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Alcohol or drug related problems? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Serious impairment of eyesight? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Fits, Dizziness or Blackouts? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Head Injuries? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answer "yes" to any of the above, you must supply a medical report from the doctor who treated you or is familiar with your condition, indicating your suitability to hold a private security licence with the licence activities being applied for.

Part 8 - Acknowledgement

I acknowledge that the particulars in this application and any attachments are true and correct and I make this acknowledgement knowing that it is an offence against Section 135 of the *Private Security Act 2004* to wilfully supply details which are incorrect or omit to furnish particulars (Maximum penalty of \$6,000).

Signature:

Date:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Privacy Statement: The information collected in this application is being collected by Victoria Police. It will be used in accordance with the provisions of the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990* and the *Information Privacy Act 2000*. Your information may be disclosed to employers, approved bodies and other statutory authorities by Victoria Police for the purpose of law enforcement and the administration of justice. Applicants may gain access to their information through application to the Victoria Police Freedom of Information Unit. Failure to provide information requested in this application may result in this application being denied or delayed.