

Instruction Pages for Victorian Private Security Individual Operator Registration Application

Security Activities: Security Equipment Installer and Security Adviser

How do I submit my application?

- Complete the form in blue or black pen only.
- Ensure that you print neatly in capital letters.
- Do not send original identification documents, cash, cheques or money orders.
- Attach copies of supporting documentation securely to your application and forward 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 licensingervices@police.vic.gov.au. Alternatively, you can access our Internet site at <http://www.police.vic.gov.au>.

Application Requirements

You must provide the following documentation with your application:

- 2 colour passport sized photographs of yourself (**Ensure that you staple your photographs to your application form**)
- 2 written character references from acceptable character referees indicating your suitability to hold a private security registration
- Certified evidence that you are an Australian citizen or permanent Australian resident or, if you are not an Australian citizen or permanent resident, a certified copy of your current passport so that Licensing Services Division can check your migration status, duration of your visa and entitlement to work in Australia with the Department of Immigration and Multicultural and Indigenous Affairs

If it is applicable to your application, you must provide the following documentation:

- A certified copy of your interstate licence **if** you are applying for mutual recognition of an interstate licence/registration
- A certified copy of your:
 - Change of name certificate; or
 - Full birth certificate that includes the schedule of all name changes; or
 - Marriage certificate
 if you have ever changed your name. (**Ensure evidence is provided of ALL name changes**)
- 140 points of identification certified by an acceptable identification referee **if** you do not hold a current Victorian Firearms Licence, Private Security Licence or CCP Weapons Approval
- A certified certificate of service **if** you have been a member of any police force in the last 10 years
- A letter from a medical practitioner indicating your suitability to hold a private security registration **if** you answer 'yes' to any of the questions in Part 7 regarding Medical History

Ensure that you answer all of the questions, have an acceptable identification referee complete the identification reference, and provide 2 written character references along with all of the relevant documentation. If you do not provide the required information, processing of your application will be delayed.

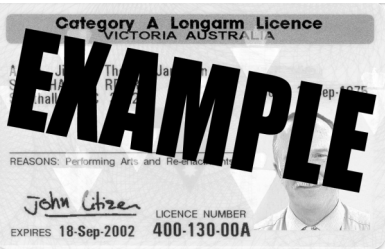
How do I make payment?

Do not send any form of payment with your application. A 'Payment Notice' will be sent to you for immediate attention upon receipt of your application. The 'Payment Notice' will provide you with advice as to how to make payment. The total fee payable includes a **non-refundable** application fee. If your application is abandoned, withdrawn or refused you will receive a refund for the registration fee but not for the application fee. **Your application will not be assessed until you have made payment.**

All application fees are GST exempt under Division 81. For a schedule of fees you can contact the Licensing Services Division by telephone on 1300 651 645 or by e-mail at licensingervices@police.vic.gov.au or accessing the website at www.police.vic.gov.au.

How do I certify documentation?

Documentation must be certified by an Acceptable Referee as a "true copy of the original". 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 Gizen 01/01/03
Industry 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)

An individual employed as an officer or employee by one or more of the following: <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 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.	An individual registered or licensed as: <ul style="list-style-type: none"> a dentist a medical practitioner a pharmacist a veterinary surgeon 	An individual employed as a full-time teacher or as a principal at one or more of the following educational institutions: <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>. who has been so employed continuously for a period of at least 5 years.
An officer within the meaning of the <i>Defence Act 1903</i> .	A member of a municipal, city, town, district or shire council of a State or Territory.	A notary public.
A justice of the peace of a State or Territory.	A member of the Parliament or a State Parliament.	A minister of religion who is authorised as a marriage celebrant.
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.	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.	A member of: <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
A legal practitioner of a federal, State or Territory court.	An officer of a Federal, State or a Territory court.	A member of a municipal, city, town, district or shire council of a State or Territory.
An employee of a financial institution who is authorised by the financial institution to open accounts with the institution.	An agent of a financial institution who is authorised by the financial institution to open accounts with the institution.	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.
A full time employee of: <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>. who has been employed continuously for at least 5 years by one or more financial bodies.	An employee of a bank carrying on a business outside Australia: <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 	An individual who is an agent of a totalisator agency board if: <ul style="list-style-type: none"> The individual conducts an agency of the totaliser agency board at particular premises The agency is not ancillary to any other business conducted at those premises
A fellow member of the national Tax and Accountants Association Limited.	A diplomatic or consular officer of an Australian Embassy, High Commission or Consulate, in Australia or overseas.	A holder of an office established by a law of the Commonwealth, a State or Territory in respect of which annual salary is payable.
A judge or master of a federal, State or Territory court.	A stipendiary magistrate of the Commonwealth or of a State or Territory	A member of the Australian Federal Police, or of the police of a State or Territory, of or above the rank of sergeant
A member of the Chartered Institute of Company Secretaries in Australia Limited.	A manager of a post office	A Commissioner for oaths of a State or Territory.

List of Acceptable Referees (continued)

An individual who is registered as a tax agent under part VIIA of the <i>Income Tax Assessment Act 1936</i> .	A member of fellow of the Association of Taxation and Management Accountants	A member of the Institution of Engineers Australia, other than a member with the grade of student.
An individual who, in relation to an Aboriginal community: <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?

You must provide evidence of Australian residency or your authority to work in Australia.

Evidence of Permanent Australian Residency

Proof of permanent Australian residency can be evidenced by the **Primary Identification** that you provide. You are required to provide any of the following documents certified by an acceptable referee:

- An Australian Birth Certificate; **OR**
- A Certificate of Australian Citizenship; **OR**
- Evidence of Resident Status from the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA).

If you are from New Zealand (NZ), you are required to supply a copy of your NZ passport and a copy of the visa page clearly showing the Immigration Australia stamp with the date of arrival in Australia certified by an acceptable referee.

Evidence of Authority to Work

If you are not an Australian citizen or permanent resident you must provide a copy of your current passport, certified by an acceptable referee, so that Licensing Services Division can check your migration status, duration of your visa and entitlement to work in Australia with the DIMIA. **Licensing Services Division will only process your registration application if you have authority to work for at least 12 months.**

Further Identification

If you do not hold a current Victorian Firearms Licence, Private Security Licence or CCP Weapons Approval you must provide further identification totalling to 140-points to prove your identity. You must provide **one** form of primary identification documentation and **multiple** forms of secondary identification. 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 registration applicants are outlined in section 83(2) of the *Private Security Act 2004*. The probity requirements in relation to offences are outlined as follows:

- A person who has been convicted in the past 10 years or 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 application, you must also provide **two written character references** attesting that you are of suitable character to hold a private security individual operators registration with the security activities being applied for.

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.

Part 3 - Identification Reference

Australian Residency

1. Are you a permanent resident of Australia? Yes No

If you answered "yes" you must provide certified evidence of your Australian Residency as part of the identification requirements. You are required to provide your:

- Australian Birth Certificate; or
- Certificate of Australian Citizenship; or
- Evidence of Resident Status from the Department of Immigration and Multicultural Affairs (DIMIA).

If you answered no, you must provide a certified copy of your current passport so that Licensing Services Division can check your migration status, duration of your visa and entitlement to work in Australia with DIMIA.

Refer to 'What Identification Documents are Accepted?' in the Instruction Pages for further information.

Identification Requirements

1. Do you have a current Victorian Firearms Licence, Private Security Licence or CCP Weapons Approval? Yes No

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

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If you answered "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 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, (name of Referee) declare that I have known

(full name of Applicant)

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

(Home)

(Business)

(Mobile)

Signature of Applicant

You must provide your signature and the date in the spaces below in the presence of the above Acceptable Referee.

Signature of Applicant

Date

Part 5 - Previous History (continued)

Other information

1. Have you served as a member of a Police Force in the last ten years?

Yes No

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

2. Is there any other relevant information that you believe should be considered by Licensing Services Division when assessing your application?

Yes No

If you answered "yes" you must attach a written submission and/or relevant documentation.

Part 6 - 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 a private security registration with the security activities being applied for.

Part 7 - Medical History

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 registration.

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 may result in this application being denied or delayed.