



Application for a security provider licence Individual—Class 1

OFFICE USE ONLY

Date received

Lodgement details

Lodgement unit number

Amount allocated

\$

CHC amount

\$

Total amount

\$

Entity

Entity number

Type

Unrestricted

Restricted

Instructions

Please use BLOCK letters when you fill out this form. Attach extra sheets if necessary. Please note that the licence fees quoted in this application may be altered at any time by regulation. All dates should be DD/MM/YYYY.

Failure to correctly complete this form or provide all information, fees and documents requested may result in the application being returned to you by post which will delay the processing of your licence.

Privacy statement—please read

The Department of Justice and Attorney-General is collecting information, including personal information, on this form as required by the *Security Providers Act 1993*. In accordance with the Act, some personal information may be passed on to police services in Australia (including federal, states and territories) and New Zealand to assist with criminal history searches. Enquiries may also be made with the Department of Immigration and Citizenship to verify eligibility to work in Australia. Other information may be disclosed without your consent where authorised or required by law. Your name and postal address will be placed on a register that may be inspected by the public. No GST payable on licence fees (see list of licence fees on page 2).

Criminal history check fee of \$35.50 (inclusive of \$1.13 GST) is payable in addition to the fees listed.

Refunds—If the application is withdrawn prior to a licence being issued, or the application is refused, the department will retain an administration fee plus the fee for the criminal history check undertaken and refund the balance.

Preferred title Mr Mrs Ms Miss Other (specify)

Surname

Given names

Have you ever been known by any other names?

No Yes—Give other names

OFFICE

USE ONLY

Part 1—Licence type applied for

Licence type

Please note the licence fees usually change on 1 July each year.

Licence function

Note: unrestricted licence applicants must meet the qualification requirements for each licence function selected and, in case of a security officer, each category selected.

Single function

RESTRICTED licence (see note below)
six month **\$126.00**

(please select **one** function from the list below)

UNRESTRICTED licence

one year **\$222.60** three year **\$448.30**

(please select **one** function from the list below)

Multiple functions

RESTRICTED licence (see note below)
six month **\$154.80**

(please select **two or more** functions from the list below)

UNRESTRICTED licence

one year **\$278.20** three year **\$564.90**

(please select **two or more** functions from the list below)

Licence function:

- Bodyguard
 Crowd controller
 Private investigator
 Security officer—you must select one or more of the following categories:
 Security officer (cash in transit)
 Security officer (dog patrol)
 Security officer (monitoring)
 Security officer (unarmed)

Note: a **restricted licence** is for carrying out the functions of the security provider selected above under direct supervision of an unrestricted licensee who holds the same licence functions. A restricted licence is issued for a term of six months only. After the term ends, you cannot apply for a further restricted licence for carrying out any of the functions authorised under the first restricted licence. You must complete training requirements and apply for an unrestricted licence within six months.

Part 2—Contact details

Contact details

Phone (business hours) Fax

Phone (after hours) Mobile

Email

Part 3—Birth details

Date and place of birth

Note: the following people can certify photocopies of documents: Justice of the Peace; Commissioner for Declarations; barrister/solicitor; or a Notary Public.

Refer to Part 7—Personal identification 100 point check

If you are lodging this application in person, you may provide an original of your birth certificate/extract, passport or driver's licence, which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy certified as being a true copy (see note).

Date of birth / /

Place of birth (Town, State and Country)

Passport number

Country of issue

Passport type: Government Private UN refugee

Driver's licence number

Part 4—Eligibility to work in Australia

Note: the following people can certify photocopies of documents: Justice of the Peace; Commissioner for Declarations; barrister/solicitor; or a Notary Public.

If you are not an Australian citizen, please provide an international passport showing the page displaying your visa. This must clearly state that you are authorised to work in Australia. If there are any conditions on the visa, please supply written advice from the Department of Immigration and Citizenship explaining the conditions.

If you are lodging this application in person, you may provide the original of this passport, which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, you must supply a certified copy of this visa, certified as being a true copy (see note).

Part 5—Addresses

Section 1

Residential address

Note: a post office box address is not acceptable.

Home Address

Suburb State Postcode

Section 2

Postal address

Address

Suburb State Postcode

Part 6—Previous licences

Previous licences

Attach a separate listing if there are more.

List licences (if any) the same as, or similar to, the licence you are applying for.

Licence type State

Period from / / Period to / /

Licence type State

Period from / / Period to / /

Part 7—Identity verification check

Personal identification 100 point check

You must establish your identity by providing documents from the list (to the right) certified as true copies of the original (see note). Originals may also be sighted and copied by staff if you are lodging the application in person at a departmental counter.

You must provide at least one primary document and one or more secondary documents to make up the 100 points.

Note: the following people can certify photocopies of documents: Justice of the Peace; Commissioner for Declarations; barrister/solicitor; or a Notary Public.

Document	Points value	Document value
Primary documents		
Passport (current or expired within the past two years, but not cancelled)	70	
Birth certificate/extract	70	
Citizenship certificate	70	
Secondary documents		
Australian driver's licence	40	
Public service employee ID card	40	
Social security card	40	
Tertiary education student ID card	40	
18+ card	40	
Mortgage documents	35	
Letter from employer (current or within past two years)	35	
A rating authority e.g. land rates	35	
Utility bill* e.g. electricity, gas, telephone	35	
ATM card, credit card, bank book statement*	25	
Council rates notice	25	
Medicare card	25	
Marriage certificate	25	
Total points:		

* You cannot use more than one from the same financial institution or utility.

Part 8—Photographs

Photographs

Two recent passport size photographs of the applicant must accompany this application.

Note: the photographs should be placed in an envelope and stapled to the front of this application form.

The person who certifies the reverse side of the photographs must also complete the information to the right and sign in the space provided.

The reverse side of each photograph **must be certified and signed** by a person who has known the applicant for at least 12 months, using the following wording:

This is a true photograph of << insert applicant's name >>

Full name

Residential address

Suburb State Postcode

Phone Fax

Mobile Email

Signature: Date / /
D D / M M / Y Y Y Y

Part 9—Training

Training (unrestricted licence)

You must provide proof that you have completed an approved training course for each licence function selected and include a **list of all units of competency completed** with this application. Where first aid training is required, and you have undertaken your first aid training externally, (e.g. through the Queensland Ambulance Service, St John's Ambulance or equivalent), you will need to seek recognition of that qualification by your training organisation. Your statement of attainment must show that you have been assessed as competent regardless of any other qualification you may hold.

Training (restricted licence)

You do not need to have completed a training course to apply for a restricted licence, but if granted, you will need to complete the approved training course within six months and apply for an unrestricted licence.

Part 10—Suitability

Suitability

Disclosure of previous convictions does not automatically disqualify you from holding a licence. However, failure to disclose convictions may result in your licence being cancelled and prosecution action being commenced.

Note: please see page 6 for definition of **disqualifying offence**.

Do you have any convictions less than ten years old?

No Yes—Please attach details.

Do you have any convictions greater than ten years old where the sentence imposed was 30 months imprisonment or greater?

No Yes—Please attach details.

Have you ever been bankrupt or had your estate assigned for the benefit of your creditors?

No Yes—Please attach details.

Have you ever had a licence refused, suspended or cancelled under the *Security Providers Act 1993*, *Invasion of Privacy Act 1971* or similar Act of any state, territory or country?

No Yes—Please attach details.

Are you currently facing charges for a disqualifying offence as defined in the *Security Providers Act 1993* that has/have not been determined by the court?

No Yes—Please attach details.

Have you been convicted of an offence against the *Industrial Relations Act 1999*, section 666(1) relating to the under payment of award wages?

No Yes—Please attach details.

Have you contravened an order of the Industrial Commission or of the Industrial Magistrates Court to pay wages?

No Yes—Please attach details.

Do you have any unrecorded findings of guilt within the past five years for a disqualifying offence as defined in the *Security Providers Act 1993* that have not been quashed or set aside by a court?

No Yes—Please attach details.

Part 11—Checklist and declaration

Checklist

It is an offence to supply incorrect or misleading information.

Processing time-frames:

Average processing times for a complete application is four to six weeks.

Processing times vary depending on volumes of applications on hand, seasonal fluctuations, and whether your name is recorded on an interstate police database.

Please allow at least four weeks from the date of lodgement before enquiring on the progress of an application.

Failure to supply requested information in a timely manner may result in your application being withdrawn.

Please check each statement and tick each box if you have met the following requirements:

- I have completed each part of this form honestly and correctly to the best of my knowledge.
- I have provided all relevant documentation to meet the 100 point identity verification check in Part 7.
- I have enclosed proof of completion of an approved training course (including units completed) as required in Part 9 (unrestricted applicant only).
- I have enclosed two recent certified photos as required in Part 8.
- I have enclosed the application fee \$ and
- Criminal history check fee of \$35.50.

In submitting this application, I also consent to an Australian and New Zealand criminal history check being conducted and for the police services in Australia (including federal, states and territories) and New Zealand to disclose my criminal history information and any impending charges to the Department of Justice and Attorney-General. I also understand any disclosure will be subject to applicable federal, state, territory or New Zealand legislation and/or applicable police service policy. I also understand that enquiries may be made with the Department of Immigration and Citizenship to verify my eligibility to work in Australia.

Signature: Date / /

Please note: if you do not provide all of the information requested on this form, your application will be delayed until the department receives the required details from you. Unless applying in person at a departmental counter, please do not supply any ORIGINAL identification documents with this application. If you are lodging this application by mail, you must supply a certified copy of the identification documents. The following people can certify photocopies of documents: Justice of the Peace; Commissioner for Declarations; barrister/solicitor; or a Notary Public.

Lodgement and payment details

Lodgement details

Please lodge the completed application, any supporting documentation and fees to the department at the address below, or at one of our regional offices.

By mail:

Industry Licensing Unit
Department of Justice and
Attorney-General
GPO Box 3111
Brisbane QLD 4001.

In person:

Industry Licensing Unit
Department of Justice and
Attorney-General
Ground floor, Brisbane Magistrates Court
363 George Street,
Brisbane QLD 4000.
The counter is open Monday to Friday,
8:30 am to 4:30 pm.

If you would like more information, call 13 13 04, or visit www.fairtrading.qld.gov.au.

Intentionally left blank
Please turn over for more details

Disqualifying offences

Definition

A person is not an appropriate person to hold a licence if the person, within ten years of applying for a licence, has been convicted of a disqualifying offence; or an offence that would be a disqualifying offence if committed in Queensland.

Disqualifying offence means an offence:

- a) under the *Weapons Act 1990* that is punishable by imprisonment for one year or more, even if a fine may be imposed in addition or as an alternative
- b) under the *Drugs Misuse Act 1986* that is punishable by imprisonment for one year or more, even if a fine may be imposed in addition or as an alternative
- c) against the *Police Service Administration Act 1990*, section 10.19(b), (c), (d), (e) or (f)
- d) against a provision of the Criminal Code mentioned at the right.

Disqualifying offence provisions under the Criminal Code

Chapter 9	(Unlawful assemblies—breaches of the peace)	Chapter 38	(Stealing with violence—Extortion by threats)
Chapter 16	(Offences relating to the administration of justice)	Chapter 39	(Burglary—Housebreaking—and like offences)
Chapter 20	(Miscellaneous offences against public authority)	Chapter 40	(Other fraudulent practices)
Chapter 22	(Offences against morality)	Chapter 41	(Receiving stolen or fraudulently obtained and like offences)
Chapter 28	(Homicide—Suicide—Concealment of birth)	Chapter 42	(Frauds by trustees and officers of companies and corporations—false accounting)
Chapter 29	(Offences endangering life or health)	Chapter 42A	(Secret commissions)
Chapter 30	(Assaults)	Chapter 46	(Offences)
Chapter 32	(Rape and sexual assaults)	Chapter 49	(Punishment of forgery and like offences)
Chapter 33	(Offences against liberty)	Chapter 52	(Personation)
Chapter 36	(Stealing)	Chapter 56	(Conspiracy)
Chapter 37	(Offences analogous to stealing)		

Disqualifying offence under repealed provisions of the Criminal Code

Section 343A	(Assault occasioning bodily harm)	Section 344	(Aggravated assaults)
--------------	-----------------------------------	-------------	-----------------------

Payment details

Cash Credit card Money order Cheque
 Make money order or cheque payable to the Department of Justice and Attorney-General.

A receipt will not be issued unless specifically requested.

Credit card payment

Charge my:

Mastercard VISA AMEX

Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ Expiry date: /
M M Y Y Y Y

Cardholder's signature:

.....