



APPLICATION FOR A SECURITY MASTER LICENCE

Security Industry Act 2003

Security Industry Regulation 2003



IMPORTANT INFORMATION	LICENCE NUMBER (Office Use Only)
Applicants should be aware of their responsibilities under the <i>Security Industry Act 2003</i> . You can access the Act at www.legislation.act.gov.au . You may also obtain further information and forms at www.ors.act.gov.au .	

PRIVACY INFORMATION
The <i>Information Privacy Act 2014</i> applies in the ACT. The <i>Security Industry Act 2003</i> authorises the Commissioner for Fair Trading (the Commissioner) to collect the information required by this form for the purpose of issuing a licence . The JACS Privacy Policy can be found on the JACS website at http://www.justice.act.gov.au/privacy . The <i>Security Industry Act 2003</i> also authorises the Commissioner, pursuant to Section 34 and 35 of the Act, to keep a register of licences issued under that Act. The Commissioner may provide additional information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.

CONTACT INFORMATION	
Lodge in person at the Office of Regulatory Services	255 Canberra Avenue, Fyshwick ACT 2609
Office Hours:	9:00am to 4:30pm Monday to Friday
General enquiries telephone number:	(02) 6207 3000
Fax number:	(02) 62070424
Website address:	www.ors.act.gov.au
Postal address:	GPO Box 158 CANBERRA ACT 2601

INSTRUCTIONS FOR COMPLETION	
<ul style="list-style-type: none"> You must complete and submit ALL parts of this application form and provide the required supporting documentation before your application will be processed and a decision made on the application. Before submitting this form each sole trader, partner, close associate and executive officer of a corporation MUST have obtained a fingerprint-verified Police Check, or, if a fingerprint-verified police check was previously provided to the ORS, a name only police check. More details on next page. All applicants, except for locksmiths, must be a member of an approved industry association. However, if the Commissioner believes on reasonable grounds that a person has a conscientious or religious objection, the Commissioner may, in writing, exempt the person from the requirement to be a member of an approved industry association. For details of approved associations please contact the ORS on (02) 6207 0562. A security master licence issued in the ACT is only valid for the provision of security activities in the ACT. 	

YOU MUST PROVIDE THE FOLLOWING SUPPORTING DOCUMENTATION (in addition to each Part) AS PART OF YOUR APPLICATION
Supporting documentation must be either the original (to be sighted by ORS officer and returned to you) or a certified copy

All applicants, including close associates, each partner, and executive officers MUST provide:	<input type="checkbox"/>	A fingerprint-verified Police Certificate, or, if a fingerprint-verified police check was previously provided to the ORS, a name only Police Certificate from the Australian Federal Police or State Police force issued not more than 2 months before the application is made.
	<input type="checkbox"/>	100 points of ID - see list contained in Part A
	<input type="checkbox"/>	Evidence of Citizenship if you were not born in Australia (Naturalisation, passport, certificate or evidence of residential status)
	<input type="checkbox"/>	Evidence of membership of an approved Security Industry Association (This may be a certificate or statement issued by the Association but must be current) NOTE: Locksmiths are EXEMPT from this requirement

In addition to the above, a corporation must also provide the following:

A corporation MUST provide	<input type="checkbox"/>	A company extract (An extract to obtained from the Australian Securities and Investments Commission showing details of all company directors, secretary, etc)
	<input type="checkbox"/>	Police Certificate for the company. This application form is not currently available electronically from the AFP – please contact the ORS to obtain a copy.
A partnership MUST provide	<input type="checkbox"/>	Evidence of partnership name as registered on the Australian Business Register

IMPORTANT INFORMATION

IMPORTANT CONCEPTS

Close associate is a person who: holds or will hold an executive position in the proposed licensee's business; or a person who is able to exercise significant influence over the conduct of the proposed licensee's business because they hold or will hold a financial interest in the business or is entitled to exercise a relevant power in the business.

Executive officer of a corporation, means a person, by whatever name and whether or not the person is a director of the corporation, who is concerned with, or takes part in, the corporation's management.

DO YOU NEED A MASTER LICENCE?

To employ or provide security personnel to carry out security activities in the ACT you must hold an ACT Security Master Licence. The maximum penalty for not holding the required licence is *50 penalty units, imprisonment for 6 months, or both*.

APPROVED INDUSTRY ASSOCIATIONS

To be eligible to hold a Master Licence in the ACT, you must provide evidence of current membership with an approved industry association. Please contact our office to obtain a list of the approved associations.

POLICE CERTIFICATE

Each sole trader, partner, close associate, and executive officer for a corporation must provide the original or a certified copy of a fingerprint-verified Police Certificate, or, if a fingerprint-verified police check was previously provided to the ORS, a name only Police Certificate from the **Australian Federal Police** or State Police force. Fingerprints can be taken at a **Police Station or by officers at the ORS Fyshwick office**. You will need to provide the image of the fingerprints to the AFP/Police when applying for the police certificate.

If the proposed licensee is a corporation, a police certificate for the corporation must also be provided.

The application form and details of fees can be found on the AFP website at:

www.afp.gov.au/business/national_police_checks.html.

Police certificates must not be dated more than 2 months before the date of lodging the licence application with us.

If you, a partner for the licence, a close associate or an executive officer have lived outside of Australia continuously for more than 1 year, as an adult, in the last 5 years the Commissioner may request a criminal history record from that country.

MANDATORY DISQUALIFYING OFFENCES

The Commissioner must refuse an application if you, a partner for the licence, a close associate or an executive officer have been convicted in the last 10 years, or found guilty in the last 5 years of an offence:

- involving robbery;
- against the *Criminal Code Act 1995* (Commonwealth) schedule, Part 5.3 (Terrorism);
- committed outside of the ACT involving terrorism that is an offence against a law of that place;
- involving assault, violence against another person, dishonesty or theft (penalty must have been imprisonment, a fine of \$500 or more, or both);
- relating to the possession, storage or use of a firearm or other weapon (penalty must have been imprisonment, a fine of \$500 or more, or both);
- other than for possession, involving a controlled drug, controlled plant or controlled precursor within the meaning of the *Criminal Code 2002* (penalty must have been imprisonment, a fine of \$500 or more, or both).

A finding of guilt means that a Court found you guilty of a charge but did not record a conviction against you (for example – you may have been released on a bond or similar, without conviction).

If you think you may be affected by these provisions please talk to our staff.

OTHER CONSIDERATIONS

In deciding an application for a security licence the Commissioner is authorised to consider information provided by the Chief Police Officer relating to actual or suspected criminal activity. You will not be told if criminal information has been considered in making a decision.

The Commissioner must also consider whether issuing this licence is in the public interest, including whether any other findings of guilt or convictions affect your suitability to hold a licence. Any other relevant information can also be considered.

Any information provided to the Commissioner that is classified as criminal intelligence will be kept confidential until a decision is made by the Supreme Court, on appeal, that the information is not criminal intelligence.

LICENCE FEES

You can ascertain the relevant fees by contacting us or by visiting our website. Licence fees are GST exempt.



PART A - APPLICATION FOR A SECURITY MASTER LICENCE

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ORGANISATION/PREMISES PARTICULARS

The personal particulars (Part B) must still be completed for each partner, close associate, and executive officer

The requirement for the licensee to provide a police certificate extends to corporations. The licensee (if a corporation) must include a Corporation Police Check issued by the Australian Federal Police. Please be aware that there may be an extended processing time for these police checks.

REGISTERED NAME OF CORPORATION / PARTNERSHIP / ASSOCIATION / STATUTORY AUTHORITY (TRADING AS BUSINESS NAME)

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REQUESTED LICENCE PERIOD

<input type="checkbox"/> 1 Year	<input type="checkbox"/> 3 Years
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AUSTRALIAN BUSINESS NUMBER (A.B.N)

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AUSTRALIAN COMPANY NUMBER (A.C.N)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

INCORPORATED ASSOCIATION NUMBER or COOPERATIVE NUMBER

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REGISTERED BUSINESS ADDRESS (Not a PO Box)

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CITY/ SUBURB/ TOWN

STATE / TERRITORY

POSTCODE

	ACT	
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DISTRICT/DIVISION

BLOCK

SECTION

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POSTAL ADDRESS – (if different to the one shown above)

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CITY/ SUBURB/ TOWN

STATE / TERRITORY

POSTCODE

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BUSINESS TELEPHONE NUMBER

BUSINESS FAX NUMBER

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CONTACT MOBILE NUMBER

BUSINESS OR CONTACT EMAIL ADDRESS

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CONTACT PERSON

POSITION

PHONE NUMBER

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List ALL Partners, Close Associates or Executive Officers of an Organisation

Each person must complete 'Personal Particulars - Part B', 'Statutory Declaration – Part C' and provide a 'Fingerprint – verified Police Certificate or, if a fingerprint-verified police check was previously provided to the ORS, a name only police certificate.

Position	Personal Particulars and ID	Police Certificate	Statutory Declaration
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DECLARATION BY APPLICANTS

I, _____, holding the position of _____ confirm on behalf of organisation name _____ that the information supplied in this application is true and accurate and understand that the provision of false or misleading information is an offence.

I am aware the Commissioner for Fair Trading has the ability to consider all relevant information, including criminal intelligence, when assessing my application.

SIGNATURE ON BEHALF OF PROPOSED LICENSEE (2 signatories required)

Signature _____	Signature _____
Dated _____ / _____ / 20____	Dated _____ / _____ / 20____

SUPPORTING DOCUMENTATION		Evidence Attached
Name of Approved Security Industry Association (Locksmiths are exempt from membership)		<input type="checkbox"/>
For a Company	A company extract from ASIC MUST be attached.	<input type="checkbox"/>
For an Incorporated Association or a Cooperative	A certificate of registration MUST be attached.	<input type="checkbox"/>
For a Statutory Authority	A copy of the enabling gazettal, enabling legislation or evidence from the CEO MUST be attached.	<input type="checkbox"/>
For a Partnership	A copy of the legal name as registered with the Australian Business Name Register MUST be attached.	<input type="checkbox"/>



PART B - APPLICATION FOR A SECURITY MASTER LICENCE

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PERSONAL PARTICULARS

A copy of this part must be completed and signed by every: proposed licensee, close associate, partner and executive officer of a corporation

PERSON COMPLETING THIS PART

<input type="checkbox"/> Proposed licensee (incl partner)	<input type="checkbox"/> Close associate	<input type="checkbox"/> Executive Officer
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TITLE (Ms, Mr, Dr)	FIRST GIVEN NAME	SECOND GIVEN NAME	FAMILY NAME / SURNAME

DATE OF BIRTH	CITY / TOWN OF BIRTH	COUNTRY OF BIRTH	NATIONALITY
/ /			

RESIDENTIAL STATUS *(Evidence required if not born in Australia)*

<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Permanent Resident
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AUSTRALIAN BUSINESS NUMBER (A.B.N) (if sole trader)

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HOME ADDRESS *(Property Name, Unit, Flat No, Street Number, Street Name)*

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CITY / SUBURB / TOWN	STATE	POSTCODE	COUNTRY

POSTAL ADDRESS DETAILS *(If different to home address)*

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CITY/ SUBURB/ TOWN	STATE / TERRITORY	POSTCODE	COUNTRY

HOME PHONE NUMBER	MOBILE NUMBER
()	

WORK PHONE NUMBER	EMAIL ADDRESS
()	

DECLARATION BY APPLICANT

I confirm that the information supplied in this application is true and accurate and understand that the provision of false or misleading information is an offence.		<input type="checkbox"/>
I am aware the Commissioner for Fair Trading has the ability to consider all relevant information, including criminal intelligence, when assessing my application.		<input type="checkbox"/>
Applicant Signature _____	Date Received Details (ORS Stamp)	
Dated _____ / _____ / 20_____		

ACCEPTABLE FORMS OF IDENTIFICATION - You may bring in the original identification documents to be sighted at ORS, or provide a certified copy. Faxed or emailed copies cannot be accepted.

You may provide documentation in accordance with the requirements below to reach 100 points of identification

Primary Identification Documents You may use one of the following:	Points
<ul style="list-style-type: none"> • Passport – Australian or International (<i>current or expired within the last two years, but not cancelled</i>) • Birth Certificate (<i>or certified copy</i>). • Citizenship Certificate (<i>or certified copy</i>). • United Nations approved document for international travel. 	70
Secondary Identification Documents You may use several current documents of the following:	Points
<ul style="list-style-type: none"> • Drivers Licence. • ID card issued to a public servant (<i>with picture or signature</i>). • A licence or permit issued under a law. <i>eg: Builders Licence, Electrical Licence, Boat Licence, etc.</i> • ID card issued by the Commonwealth, a State or Territory as evidence of a person's entitlements to a financial benefit (<i>with picture or signature</i>). <i>eg: Pensioner Concession Card, Health Care Card, Concession card, etc.</i> • Tertiary Education ID card (<i>with picture or signature</i>). 	40/25#
#If you wish to use more than one document from this group, the first acceptable document scores 40 points, but subsequent documents only score 25 points each	
Evidence of Identifying Operation in the Community You may use several of the following:	Points
<ul style="list-style-type: none"> • Bank Statement, Letter from Bank, Credit or Account Card • Record held under a law, other than a law relating to Land Titles. <i>eg: Court records, Births, Deaths & Marriages issued Marriage Certificate, etc.</i> • Written reference from an acceptable referee, nominated by person, who would have known the person for at least 12 months • Records from a primary, secondary or tertiary education institution (<i>no more than 10 years old</i>). • Membership of a professional Trade Association <i>eg: HIA, NIBA, ACEA, AARE, etc.</i> 	25
Evidence of Residential Address You may use several of the following:	Points
<ul style="list-style-type: none"> • Extract from the electoral roll • Letter from real estate agent, owner, landlord of premises the person may be living in/occupying for business purposes • Gas, Electricity, Water, Phone bill. 	25

IDENTITY SUPPORTING DOCUMENTATION

	Type	Number	Expiry Date	Copy Attached
100 points of ID documentation				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
Evidence of Citizenship (if applicable)				<input type="checkbox"/>



PART C - APPLICATION FOR A SECURITY MASTER LICENCE

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STATUTORY DECLARATION – APPLICANTS, CLOSE ASSOCIATES, EXECUTIVE OFFICERS

Statutory Declarations Act 1959 (Commonwealth)

I, Name in full

Of Full residential address

whose current occupation is

make the following declaration under the *Statutory Declarations Act 1959* in support of an application for a licence under the *Security Industry Act 2003*;

- That I will give true answers to all questions in this statutory declaration by ticking the corresponding YES or NO box indicating my answer; and
- That for each question I answer YES, I will provide full and accurate details of the facts or matters specified or associated with the question, attaching additional details on an annexure form.

1 Do you have any conviction(s) or finding(s) of guilt for any offence(s) recorded against your name, either in Australia or any other country? Yes No

2 Are you the subject of any charge(s) for any offence(s) still pending before a court, either in Australia or any other country? Yes No

3 Have you been convicted of, had a finding of guilt or a pecuniary penalty imposed, had an order made against you or been issued with a reprimand or direction, in relation to a “relevant offence” (as defined on the next page) before a court, tribunal, board or similar, either in Australia or any other country? Yes No

4 Are charges still pending against you in relation to a “relevant offence”* before a court, tribunal, board or similar, either in Australia or any other country? Yes No

5 Are you now, or have you been, either in Australia or any other country, a director, secretary, executive officer or manager of a company which has been the subject of a conviction, finding of guilt or pecuniary penalty, or has charges still pending against it, before a court, tribunal or board, for any offence? Yes No

6 Have you previously applied for a security industry licence or registration in the ACT or any other State or Territory? Yes No

7 Have you ever been refused a security industry licence or registration in the ACT or any other State or Territory? Yes No

8 Have you ever had a security industry licence or registration suspended, cancelled or revoked, in the ACT or any other State or Territory? Yes No

9 Have you lived outside of Australia for a continuous period of 1 year, in the last 5 years? Yes No

I declare that I will advise the Commissioner for Fair Trading if I am convicted or found guilty of, or commit without being convicted, a 'relevant offence' under the Security Industry Act 2003 and of any incidents or charges that may disqualify me from holding a security licence or affect my suitability to hold a security licence.

I have read the privacy statement in this form and agree that the Commissioner for Fair Trading provide my information to law enforcement agencies and authorised organisations that have legal authority to request information under circumstances prescribed by law. I consent to the Australian Federal Police providing information to the Commissioner for Fair Trading in relation to criminal charges that may be laid against me. I understand that this may affect my continued eligibility to hold a security industry licence.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements I have made in this declaration are true in every particular.

✖
Signature of person making the declaration

Declared at _____ On the _____ Day of _____ 20____

Before me ✖
Signature of witness _____ Full name of witness _____

Of Full residential address _____
whose qualification is _____

Note: A person who makes a false statement in a statutory declaration is guilty of an offence under the *Statutory Declarations Act 1959* (C'wlth) and the *Criminal Code 2002* (ACT). A Court can impose substantial fines and/or a term of imprisonment for these offences.

The list of persons before whom a statutory declaration may be made are in schedule 2 of the *Statutory Declarations Regulation 1993*, found at: <http://www.comlaw.gov.au/comlaw/legislation/legislativeinstrumentcompilation1.nsf/current/bytitle/BAF4F2D92E09F45ACA256F71004C14F1?OpenDocument&mostrecent=1>

***'RELEVANT OFFENCE' under the Security Industry Act 2003 means an offence prescribed in Section 21**

Section 21(3):

- (a) if the stated circumstances apply—an offence involving assault, violence against a person, dishonesty or theft;
- (b) if the stated circumstances apply—an offence relating to the possession, storage or use of a firearm or other weapon;
- (c) if the stated circumstances apply—an offence, other than for possession, involving a controlled drug, controlled plant or controlled precursor within the meaning of the Criminal Code 2002;
- (d) an offence involving robbery;
- (e) an offence against the Criminal Code Act 1995 (Cwlth), schedule, part 5.3 (Terrorism);
- (f) an offence committed outside the ACT involving terrorism that is an offence against a law of the place where the offence is committed.

"Stated circumstances" for an offence listed above means that:

- a penalty is imposed on the applicant for the offence; and
- the penalty is imprisonment, a fine of \$500 or more, or both.

A **'Relevant offence'** also includes other offences under the Security Industry Act 2003, the Criminal Code, the Crimes Act 1900, the Firearms Act 1996, the Crimes Act 1914 (Cwlth) or as prescribed under other prescribed Commonwealth and State legislation.

"PUBLIC INTEREST" –

In deciding whether it is in the **public interest** to issue a licence to an applicant, the Commissioner **must** consider any 'relevant offences' and **may** consider any other relevant matter.

OFFICE USE ONLY			
Entered into IBS by		Date Entered into IBS	



PART D - APPLICATION FOR A SECURITY MASTER LICENCE

Security Industry Act 2003
Security Industry Regulation 2003

PAYMENT AUTHORITY

PAYER DETAILS

Name/Corporation:

Provide a mailing address for the tax invoice:

LICENSING FEE QUERIES

There is an initial fee, plus additional fee for further subclasses. For queries regarding the relevant licence fee, please contact ORS Business and Industry Licensing during business hours quoting 'Security Employee Licensing Fee'.
Office of Regulatory Services Telephone: (02) 6207 0562
255 Canberra Avenue, Email: ors.bil@act.gov.au
FYSHWICK, ACT 2609

The fee for this licence is \$ _____ .00 (GST exempt) The JACS ABN is: 41 562 230 918

APPLICATION SUBMISSION DETAILS

In Person
Office of Regulatory Services
255 Canberra Avenue
FYSHWICK ACT 2609

CREDIT CARD PAYMENT AUTHORITY

This part is provided for your convenience for payment of the relevant licence fee when the application has been approved. You will be advised of the actual fee to be paid.
Please note that the licence fee is GST exempt.

Please charge payment of the application fee to my: VISA card MasterCard

Credit Card Number Expiry date
□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ / □ □

CARD HOLDER'S AUTHORISATION: I consent to the Office of Regulatory Services debiting the following amount from my credit card to the value of \$ □ □, □ □ □ .00

Card holder's full name _____
Card holder's signature / /
Date