WESTERN AUSTRALIA POLICE

RENEWING A LICENCE

Security & Related Activities (Control) Act 1996

Instructions to applicants – follow all of these steps to complete your application

You must carefully complete all sections and attach all required documents. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**
If you have any queries regarding the completion of this application, contact
Police Licensing Services on (08) 9223 7000

AN APPLICATION FOR RENEWAL IS TO BE RECEIVED BY THE LICENSING OFFICER 28 DAYS PRIOR TO THE EXPIRY DATE

Section 1

Personal Details

- Record your Full Name, Residential Address, Postal Address, Date and Place of Birth and all current Telephone numbers.
- Enter your Motor Driver Licence and Passport particulars.

Section 2

Licence Category

- Select which category of licence that you wish to renew and mark the corresponding box.

Section 3

Personal History

- **3.1 -** Record the details of any conviction and penalty imposed by a court, whether within Australia or overseas since your original licence application.
- This includes Criminal, Traffic or Children's Court convictions – include Spent Convictions or where a conviction was not recorded.

- **3.2 -** Agents need to enter the details of any bankruptcy since your original application.
- You must disclose whether you are still an undischarged bankrupt.

Section 4

Signing the Declaration

- Do not sign this without a person who is an Australian Resident, over the age of 18 years and who has known the applicant for a period of five years or more to be present to witness your signature.
- **The witness cannot be a family member of the applicant**

Section 5

Relevant Documentation

- Four (4) Passport Photographs (No eye altering contact lenses or shaded glasses are to be worn).
- Renewal Fees.
- Agents require certificate of currency for Public Liability.

Penalties Apply for Omissions, False or Misleading Information.

Application Checklist

☐ - All Application Details completed.
☐ - Correct licence types nominated.
☐ - Full particulars of personal history, including. criminal record or Bankruptcy completed.
☐ - All relevant documentation provided.
☐ - Full renewal fees payable.

If you have any questions relating to the documents required to support a licence or endorsement application, you should obtain a copy of :

- The Security and Related Activities (Control) Act, 1996 and
- The Security and Related Activities (Control) Regulations, 1997

These can be obtained from the;

1. State Law Publishers, 10 William Street, Perth; or
2. On-Line at http://www.slp.wa.gov.au/Index.html

THIS APPLICATION MUST BE RECEIVED 28 DAYS PRIOR TO EXPIRY DATE OF EXISTING LICENCE. FAILURE TO DO SO MAY RESULT IN REFUSAL TO RENEW YOUR LICENCE

ONCE YOU HAVE READ THESE INSTRUCTIONS PLEASE COMPLETE THE FOLLOWING 2 PAGE APPLICATION FORM IN YOUR OWN HANDWRITING

COMPLETED APPLICATIONS ARE TO BE LODGED AT

Police Licensing Services
297 Hay Street
EAST PERTH WA 6004
Or
The nearest Country Police Station

WESTERN AUSTRALIA POLICE

APPLICATION FOR RENEWING A LICENCE

(Security & Related Activities (Control) Act 1996)

THIS APPLICATION MUST BE RECEIVED BY THE LICENSING OFFICER 28 DAYS PRIOR TO EXPIRY OF CURRENT LICENCE

APPLICANT MUST PERSONALLY COMPLETE THE ENTIRE APPLICATION FORM IN BLOCK LETTERS

1 PERSONAL DETAILS

Surname

Given Names

Residential Address

Suburb *State* *Postcode*

Postal Address (If different to the above)

Suburb *State* *Postcode*

Phone No: *Home* *Work*

Mobile

D D / M M / Y Y Y Y
Date of Birth

Motor Drivers Licence No

Passport No

2 LICENCE CATEGORY

Type of Licence -

- ☐ *SECURITY AGENT*
- ☐ *CROWD CONTROL AGENT*
- ☐ *INQUIRY AGENT*
- ☐ *SECURITY OFFICER*
- ☐ *CROWD CONTROLLER*
- ☐ *INVESTIGATOR*
- ☐ *SECURITY BODYGUARD*
- ☐ *SECURITY CONSULTANT - CLASS* ☐
- ☐ *SECURITY INSTALLER - CLASS* ☐

Security Licence No:

3 PERSONAL HISTORY

3.1 *- Have you ever been convicted of any offence by a Court in Western Australia or elsewhere since your original application? (This includes all Criminal, Traffic and Children's Court convictions - include current charges, Spent Convictions or charges where a Conviction was not recorded) It is an offence under Section 51 of the Security & Related Activities (Control) Act 1996 to provide information that I know to be false or misleading.*

☐ *- NO* ☐ *- YES – Provide details below*

Offence/Charge	*Court*	*Date*

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3.2 - Have you been declared Bankrupt since your original application? (Agents only)

☐ ***- NO*** ☐ ***- YES*** *– Provide details below*

Are you still an undischarged bankrupt?

☐ ***- NO*** ☐ ***- YES***

4 DECLARATION

I,

Certify that the information contained in this application has been provided by myself and that it is true and correct in every detail.

I am also fully aware that it is an offence under Section 51 of the Security & Related Activities (Control) Act 1996 to provide information that I know to be false or misleading.

Applicants signature ***Date***

Witness signature ***Date***

Witness, Print Name, Witnessing Authority and Contact Details

If you have not previously had your fingerprints taken, you are now required as a condition of your licence that you must supply your fingerprints.

In compliance with Section 48 of the Act, **all** applicants are required to be fingerprinted. ***Prior*** to taking the fingerprints, the applicant **must** be informed of the following.

They have an election that either:

- The fingerprints can be kept by the Commissioner indefinitely, or
- If the licence application is not granted, the fingerprints will be destroyed.

The prints obtained may be compared with or put in a forensic database.

The prints taken may provide evidence that could be used in Court against the applicant.

The applicant may seek legal advice before deciding whether or not to have the fingerprints taken and making the election.