



WESTERN AUSTRALIA POLICE

RENEWING A LICENCE Security & Related Activities (Control) Act 1996

You must carefully complete all sections and attach all required documents

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Section 1

Personal Details

- Record your full complete name, residential address, postal address, date and place of birth and all current telephone numbers and email address
- Enter your motor driver licence and passport details

Section 2

Licence Category

- Select which category of licence you wish to renew.

Section 3

Personal History

- **3.1** - Record 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)
- **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 present to witness your signature

Section 5

Relevant Documentation

- Four (4) passport size photographs (Must display head and shoulders and be on white or very light background. No eye altering contact lenses or shaded glasses to be worn)
- Current First Aid Certificate (Security Officer, Security Bodyguard and Crowd Controller only)
- Current letter from accountant (all Agent licences)

Penalties Apply for Omissions, False or Misleading Information.

Application Checklist

- All application details completed
- Licence type nominated
- Full particulars of personal history, including criminal record or bankruptcy completed
- All relevant documentation provided
- Renewal fee submitted

COMPLETED RENEWALS ARE TO BE POSTED TO:

Licensing Services Security
Locked Bag 9
EAST PERTH WA 6982

RENEWALS MAY ALSO BE LODGED IN PERSON AT:

Licensing Services Security
Mason Bird Building, 303 Sevenoaks Street
CANNINGTON WA 6107
Or
Your local country Police Station

**IF YOU HAVE ANY QUESTIONS REGARDING THE RENEWAL OF YOUR LICENCE CONTACT
LICENSING SERVICES SECURITY ON 1300 171 011**

**APPLICATIONS FOR RENEWAL MUST BE RECEIVED 28 DAYS PRIOR TO EXPIRY DATE OF EXISTING
LICENCE**



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

- NO - YES – Provide details below

Table with 20 columns and 2 rows for providing details.

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

Signature box

Date

Date box

Witness signature

Witness signature box

Date

Witness date box

Witness Name and Contact Details

Witness details box

- Security Officer / Security Bodyguard / Crowd Controller: a copy of your current first aid certificate must accompany your renewal application. Note that renewal applications will not be approved by the Licensing Officer if your first aid expires during the time of processing.
All Agents: a current accountant's letter confirming the business you are an agent on behalf of, is financially sound, must be provided at renewal.
All renewals cover a period of 3 years
Renewal payments by post can only be made by cheque or money order
Cheques and money orders to be made payable to the 'Commissioner Of Police'