



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 1300 171 011

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 and tick the corresponding box.

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 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 minimum period of five 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).
- Renewal Fee.
- 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 including Code of Conduct (if not yet provided).
- Correct licence type 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;
➤ State Law Publishers, 10 William Street, Perth; or
➤ On-Line at <http://www.slp.wa.gov.au/Index.html>

AN APPLICATION FOR RENEWAL 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
Mason Bird Building, 303 Sevenoaks Street
CANNINGTON WA 6107
Or
The nearest country Police Station

