

APPLICATION FOR AN EMPLOYEE LICENCE

Department of Justice
CONSUMER AFFAIRS & FAIR TRADING



Application for an Employee Licence

Security and Investigations Agents Act 2002

FEE: [refer to fee schedule](#)

Service Tasmania Product Code: 423

ACTIVITIES (please tick the activities you wish to be licensed for)

- SECURITY GUARD COMMERCIAL SUB-AGENT
 CROWD CONTROLLER

Title: Mr / Mrs / Miss / Ms (cross out not applicable)

Surname:

First Name:

Other Given Names:

Have you been known by any other name:

Sex: Male / Female (cross out not applicable)

Date of Birth:

Country of Birth:

If born overseas period of time in Australia:

Residential Address:

Postal Address:

Have you lived in any other State or Territory of Australia?

(if yes complete section below)

State/ Territory	Number of years
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Phone Home:

Phone Mobile:

Email:

If you provide an email address you will receive the security industry bulletin

Manager Details

Full name of manager:

Firm Name:

Business address of manager: (PO Box is not acceptable)

Licence number of manager:

Signature of manager:

Note: If a manager is not appointed those who tick security or commercial sub agent will be issued a certificate to seek employment. Crowd controllers will be issued a licence with the condition of licensed premises only.

(Cross out not applicable to the below questions)

Have you become an undischarged bankrupt or have you entered into any composition or arrangement with your creditors that is still continuing?

Yes / No

Have you been convicted of any offence under the laws of any country? (Not traffic charges)

Yes / No

Have you been found guilty of any offence without a conviction being recorded under the laws of any country? (Not traffic charges)

Yes / No

Have you any matters still to be dealt with by a court in any country?

Yes / No

If you answered YES to any of the above questions please provide details below

Court Date

Offence

Result

Declaration

I declare that the particulars in this application and any attachments are true and correct and I make this declaration knowing that if I wilfully supply details that are incorrect or omit to furnish particulars that are required I may be ineligible to obtain a licence.

Signature of applicant

Date Received

OFFICE USE ONLY

Licence Number

Expiry Date

Training completed all activities Provisional / Registered

EMPLOYEE

IN ORDER FOR YOUR APPLICATION TO BE ASSESSED, YOU WILL NEED TO PROVIDE:

- ▶ Two (2) identical colour photos that meet the Australian passport guidelines
- ▶ An original National Police Record dated within the last 30 days
- ▶ Evidence of successful completion of the approved prerequisite training requirements - required for the activities of Security and Crowd Control
- ▶ Bankruptcy report dated within the last 30 days- required for Commercial Sub-Agent activity only

IMPORTANT: This form can not be used to add or amend details on a current licence

IDENTIFICATION

To prove your identity in accordance with the Tasmanian Evidence of Identity Framework you will need to provide 2 documents from group A and 1 document from group B. (In combination of documents, one must incorporate a photograph and signature. If any of the produced documents do not establish a current residential address, a 4th document of this nature is required.

Group A - Evidence of Existence

- Birth certificate
- Citizenship papers
- Australian Passport
- Foreign Passport / Visa
- Drivers licence
- Firearms licence
- DIAC* - Issued travel documents, including a visa
- DIAC* - Certificate of Evidence of Resident Status

* DIAC – Department of Immigration and Citizenship

Group B - Evidence of Use of Identity

- Medicare card
- Plastic bank/credit card, with signature
- Tertiary student ID card
- Dept of Veterans' Affairs / Centrelink pensioner concession card
- BDM Change of name / Marriage certificate (to prove name change)
- Security guard / crowd controller licence (Local or Interstate)

Evidence of residential address

(If not already established with Group A or B documents)

- Bank statement
- Utility account (with proof of payment)

PAYMENT, LODGEMENT AND ENQUIRIES

FILING FEE: Fees increase 1 July each year. The relevant fee must be submitted with this form. For current fee information refer to the Fee Schedule (available from the payments page at www.consumer.tas.gov.au).

LODGEMENT: made in person at Service Tasmania

ENQUIRIES PHONE: Security Help Line on 03 6233 2199

APPLICANTS WHO WERE BORN OVERSEAS

When a person makes application who was born overseas they must supply a copy of one of the following:

- Australian Citizenship papers
- Australian passport
- Certificate of residency
- Foreign passport – showing entry stamp into Australia
- Visa papers

If a person does not hold Australian Citizenship and they have spent less than 3 years in Australia, it is the Commissioners view that this is insufficient time to establish good character for the purposes of an application.

COMPETENCY / TRAINING REQUIREMENTS

You can obtain the "Schedule of Approved Units of Competency – Training Requirements" from *Service Tasmania* or download them from the publications page at www.consumer.tas.gov.au

PHOTOS

Photos must meet the Australian Passport guidelines these guidelines can be viewed at www.consumer.tas.gov.au

NATIONAL POLICE RECORD

To obtain this certificate you will need to apply to the Tasmanian Police Criminal History Service. Phone: 03 6230 2929

Tick 'schedule 1' on the Tasmanian Police form, this request may take up to 3 weeks for Tasmania Police to process.

BANKRUPTCY REPORT

You can obtain a bankruptcy report from the following organisations:

Insolvency and Trustee Service (ITSA)

Phone: 1300 367 785 Website: www.itsa.gov.au

Address: Level 4, 22-26 Elizabeth Street, Hobart

Espron

Phone: 1300 305 205 Website: www.espron.com

Australian Business Research

Phone: 1300 366 402 Website: www.abr.com.au

Confirm

Phone: 1800 773 773 Website: www.confirm.com.au

PROCESSING TIME

When the application form is correct, we are required under Section 7(2) of the Act, to send a copy of your application to Tasmania Police. Tasmania Police will report back to this office any matters that they think may affect the issue of a licence. The method of the enquiries and the time frame to complete the report is determined by the Tasmanian Police, but generally takes 3 weeks.

PERSONAL INFORMATION PROTECTION STATEMENT

Consumer Affairs and Fair Trading (CAFT) will collect personal information from you for the purpose of processing this application. You are required to provide this information by the *Security and Investigation Agents Act 2002*. Failure to provide this information may result in your application not being processed. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to other authorised organizations. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to CAFT. You may be charged a fee for this service.