



### Instruction when unable to attend an Authorised Photo Point in Victoria

Authorised Photo Points are located throughout Victoria. If you are unable to attend an Authorised Photo Point due to exceptional circumstances (e.g., residence is temporary interstate or overseas) you must read and complete the following instructions.

**Note:** This is not the standard method of photo submission and will create delays in processing time:

**1. Take the following items to a prescribed witness:**

Refer to the reverse side of this form for information on the classes of persons who qualify as a prescribed witness.

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Two</b> identical colour <b>passport size photographs</b> (45x35mm) with frontal view of head and shoulders. Must be without tinted glasses or head covering (unless worn daily for religious purposes); and | <input type="checkbox"/> <b>Valid photographic identification</b> (e.g., driver licence or passport) and a <b>photocopy</b> of such; and |
|  | <input type="checkbox"/> <b>Payment Notice</b> ; and   |
|  | <input type="checkbox"/> <b>This form</b> .  |

**2. Photographs:**

- Write your licence/registration number on the back of each photograph; and
- Have the witness sign and date the back of one of the photographs and state in writing: "I certify this is a true photograph of <insert applicant's name>".

**3. Photographic Identification:** The witness must sign your photographic identification and certify the photocopy, i.e., sign and date the photocopy and state in writing "I certify that the document presented for certification is a true copy of the original".

**4. Witness Declaration:** The witness is to sign and date the declaration; and provide the below details.

#### Witness Declaration

I am satisfied that the person whose photograph and signature I have witnessed is the same person named on the attached Payment Notice.

**Signature of Witness:**

**Date:**        /        /

**Name of Witness:**

**Class of Authorised Witness:**

**Address of Witness:**

**5. Payment Notice:** You must sign the Payment Notice in the presence of the witness.

**6. Applicant to Complete:** You must complete the below details; date and sign the Applicant Acknowledgement.

<b>Applicant Name:</b>											
<b>Licence/Registration Number</b> <i>(as per Payment Notice):</i>											<b>Date of Birth:</b> /        /

#### Applicant Acknowledgement

I acknowledge that the particulars in this form and attachments are true and correct and I make this acknowledgment knowing that it is an offence against section 140A(1) of the *Firearms Act 1996* and section 135 of the *Private Security Act 2004* to knowingly supply information that is false or misleading (maximum penalty 240 penalty units or 4 years imprisonment).

**Signature of Applicant:**

**Date:**        /        /

**7. Post:** You must post this form; Payment Notice; both photographs; and certified photographic identification to the Licensing & Regulation Division via the address provided in the **upper left hand corner** of this information sheet.

**Privacy Statement:** The information requested is being collected and used by Victoria Police for the purposes of assessment of an application for a licence, registration, permit or approval. It will be used in accordance with relevant legislation, including the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990*, *Health Records Act 2001* and the *Privacy and Data Protection Act 2014*. The information may be disclosed to employers, approved bodies and other statutory authorities for the purposes of law enforcement and the administration of justice. To gain access to personal and health information held by Victoria Police, you must apply in writing to the Freedom of Information Division of Victoria Police, at [www.police.vic.gov.au](http://www.police.vic.gov.au).

## List of prescribed witness classes

For the purpose of this application, the following classes of persons are authorised to act as a witness.

<p>A member of:</p> <ul style="list-style-type: none"> <li>the Chartered Accountants Australia and New Zealand; or</li> <li>the Australian Society of Accountants; or</li> <li>the Institute of Public Accountants.</li> </ul>	<p>A member of a municipal, city, town, district or shire council of a State or Territory.</p>	<p>An employee of a financial institution who is authorised by the financial institution to open accounts with the institution.</p>
<p>An agent of a financial institution who is authorised by the financial institution to open accounts with the institution.</p>	<p>A full time employee of:</p> <ul style="list-style-type: none"> <li>a financial institution; or</li> <li>a corporation that is a registered corporation within the meaning of the <i>Financial Sector (Collection of Data) Act 2001</i>;</li> </ul> <p>who has been employed continuously for at least 5 years by one or more financial bodies.</p>	<p>An employee of a bank carrying on a business outside Australia:</p> <ul style="list-style-type: none"> <li>that does not have an authority under Section 9 of the <i>Banking Act 1959</i>; and</li> <li>that is engaged in a transaction with a cash dealer;</li> </ul> <p>who is authorised by the bank to open accounts with the bank.</p>
<p>A full-time employee of a company carrying on insurance business who has been employed continuously for at least 5 years by one or more companies of that type.</p>	<p>A legal practitioner of a Federal, State or Territory Court.</p>	<p>A registrar, clerk, sheriff or bailiff of a Federal, State or Territory Court.</p>
<p>An officer within the meaning of the <i>Defence Act 1903</i>.</p>	<p>An individual registered or licensed as:</p> <ul style="list-style-type: none"> <li>a dentist;</li> <li>a medical practitioner;</li> <li>a pharmacist; or</li> <li>a veterinary surgeon;</li> </ul> <p>under a law of a State or Territory providing for that registration or licensing.</p>	<p>An individual who is employed and registered as a nurse under the law of a State or Territory providing for that registration.</p>
<p>A diplomatic or consular officer of an Australian Embassy, High Commission or Consulate, in Australia or overseas.</p>	<p>A holder of an office established by a law of the Commonwealth, a State or Territory in respect of which annual salary is payable.</p>	<p>A judge or master of a Federal, State or Territory Court.</p>
<p>A stipendiary magistrate of the Commonwealth or of a State or Territory.</p>	<p>A justice of the peace of a State or Territory.</p>	<p>A member of the Federal Parliament or a State Parliament.</p>
<p>A member of the Legislative Assembly of the Australian Capital Territory, the Northern Territory or Norfolk Island.</p>	<p>A minister of religion who is registered as a marriage celebrant.</p>	<p>A notary public.</p>
<p>A member of the Australian Federal Police, or of the police force of a State or territory, who in the normal course of his or her duties, is in charge of a police station.</p>	<p>A member of the Australian Federal Police, or of the police of a State or Territory, of or above the rank of sergeant.</p>	<p>A manager of a post office.</p>
<p>An individual employed as an officer or employee by one or more of the following:</p> <ul style="list-style-type: none"> <li>the Commonwealth, a State or Territory;</li> <li>an authority of the Commonwealth; a State or Territory; or</li> <li>a local government body of a State or Territory;</li> </ul> <p>who has been so employed continuously for a period of at least 5 years, whether or not the individual was employed for part of that period as an officer and for part as an employee.</p>	<p>An individual employed as a full-time teacher or as a principal at one or more of the following educational institutions:</p> <ul style="list-style-type: none"> <li>a primary or secondary school forming part of the education system in a State or Territory; or</li> <li>an institution listed in section 4 or paragraphs 34(4)(b)-(j) (inclusive) of the <i>Higher Education Funding Act 1988</i>;</li> </ul> <p>who has been so employed continuously for a period of at least 5 years.</p>	<p>An individual who, in relation to an Aboriginal community:</p> <ul style="list-style-type: none"> <li>is recognised by the members of the community to be a community elder; or</li> <li>if there is an elected Aboriginal council that represents the community – is an elected member of the council.</li> </ul>
<p>An individual who is an agent of a totalisator agency board if:</p> <ul style="list-style-type: none"> <li>the individual conducts an agency of the totalisator agency board at a particular premises; and</li> <li>the agency is not ancillary to any other business conducted at those premises.</li> </ul>	<p>A Commissioner for oaths of a State or Territory.</p>	<p>An individual who is registered as a tax agent under part VIIA of the <i>Income Tax Assessment Act 1936</i>.</p>
<p>A member of the Chartered Institute of Company Secretaries in Australia Limited.</p>	<p>A member or fellow of the Association of Taxation and Management Accountants.</p>	<p>A member of the Institution of Engineers Australia, other than a member with the grade of student.</p>
<p>A fellow member of the National Tax and Accountants' Association Limited.</p>		