



VICTORIA POLICE

Application Form & Instructions

Fingerprints for Victorian Private Security, Firearms and Armed Guard Licences.

Completing and lodging your application form

Please ensure that you:

- ❖ Print within the boxes in **BLOCK LETTERS** e.g.

S	M	I	T	H															
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- ❖ Place one character per box. Leave a space between each word.
- ❖ Part 1 and 2 must be completed or the application will be returned. Include your daytime contact phone number and email should any clarification be required.
- ❖ Leave boxes blank if you are not required to complete a part of a section. Do not alter or delete the wording on this form in any way.
- ❖ Sign and date the application form in the presence of the same person certifying the proof of identity documents.
- ❖ Attach your identification documents that have been certified by a person listed on page 2 of these instructions.
- ❖ Payment is made at time of appointment. A tax invoice will only be issued upon request, and cash is not accepted.
- ❖ For any questions regarding the fingerprinting process or completing this application, please refer to:
<https://www.police.vic.gov.au/national-police-record-checks-fingerprinting-contact>

How to complete your Fingerprints for Private Security, Firearms and Armed Guard Licences Form

PART 1

Type of check required

- ❖ Fingerprints will only be taken by appointment via our website at <https://www.police.vic.gov.au/fingerprinting>
- ❖ A member of Victoria Police is required to complete the Victoria Police Use Only section. When fingerprints have been taken the member will forward the application form, identification and payment to the Public Enquiry Service for processing. Ink prints (if applicable), are to be forwarded with this documentation to the Public Enquiry Service, GPO Box 919, Melbourne VIC 3001

Purpose of check required

- ❖ You must select only one of the three options: Private Security Licence, Firearms Licence or Armed Guard/Cas in Transit
- ❖ This application will not provide you with a National Police Check. If you require this, please see <https://www.police.vic.gov.au/apply-national-police-check>.

Details of applicant

- ❖ Enter the following in the boxes provided.
 - ◆ Your current name in full (i.e. include family and all given names).
 - ◆ All names or aliases by which you are or have previously been known, including your maiden name. Also indicate if they are a 'Former name' or 'Also known as' name. If you require more space to record additional previous names please cross the box provided to generate an attachment.
 - ◆ Gender (woman/man/self-described).
 - ◆ Your daytime contact phone number or email should clarification of details be required.
 - ◆ Your date and place of birth.
 - ◆ You must include your current and postal address.

Certification, authorisation and statement of consent and indemnity

- ❖ Fingerprints will not be taken without your consent. By signing this section you are authorising Victoria Police to retain records for the purpose of a licence, permit or approval
- ❖ Sign, date and print your name in the presence of the person certifying your proof of identity documents. See list below. Your signature must match that of your identification documentation.
- ❖ **Your identification documents must be certified (signed and dated) by a person from the list below:**

◆ Justice of the Peace, Bail Justice, Registrar or Deputy Registrar	◆ State non-executive public service employee (Grade 2-6)	◆ Bank manager or employee with 5 or more years of continuous service
◆ State executive public service employee (Level 1, 2 or 3)	◆ Commonwealth non-exec. public service employee (APS 2-6)	◆ Minister of Religion authorised to celebrate marriages
◆ Commonwealth exec. public service employee (Level 1-2)	◆ Accountant (member of the ICA, ASA, NIA or CPA)	◆ Member of Commonwealth or State Parliament
◆ Australian lawyer (Legal Profession Act 2004)	◆ Registered Dentist (Dental Practice Act 1999)	◆ Registered members of the teaching profession
◆ Registered Medical Practitioner (Medical Practice Act 1994)	◆ Veterinary Practitioner	◆ Registered nurse
◆ Pharmacist	◆ Sheriff or Deputy Sheriff	◆ Secretary of a building society
◆ Member of the police force	◆ Casino special employee (Casino Control Act 1991)	◆ Councillor of a Municipality
◆ Clerk to an Australian lawyer	◆ Public Notary	◆ Senior officer of a council (Local Government Act 1989)

Proof of identity

- ❖ Persons authorised to certify documentation are required, in the presence of the applicant, to sight original documentation and verify that the photographic identification is a true likeness of the applicant. They must sign and date each photocopy of original documents and complete Certification of Proof of Identity.
- ❖ Applicants must supply a minimum of two (2) types of acceptable identification from the list provided with a minimum total of 100 points. Identification must include at least one certified copy of photographic ID (Category A) plus certified identification that contains the applicants current residential address, signature and date of birth. A current passport size photograph must be provided if the applicant does not possess any other category A identification. If a current passport size photograph is submitted it must be a clear, professionally taken photograph and must be certified. Place an "X" in the corresponding box of the identification being submitted. The total points at the bottom of the column must total 100 points or more.
- ❖ After selecting the identification to be provided, complete the areas to the right of categories A and B by entering the details of the relevant primary identification, such as drivers licence, passport, birth certificate etc. in the space provided. The list number is the number preceding each type of identification in Category A or Category B option. Applicants are required to provide this information for only **one** type of category A and if applicable, **one** type of category B identification. Applicants 15 years and older can legally consent to this application without parent or guardian approval and should lodge identification in accordance with categories A, B and C.
- ❖ **Applicants under 15 years of age** must provide a minimum of one category A photo identification, and completion of category D. Parent/guardian consent is required for Victoria Police to process the application. The parent/guardian is to sign and print their name in the space provided. If the applicant's date of birth indicates he/she is under 15 years of age and this section has not been completed by the parent/guardian, the application will be rejected and returned to the applicant.

Privacy Statement

- ❖ The personal information collected by Victoria Police for the purpose of an assessment for a licence, permit or approval will be used in accordance with relevant legislation, including the Firearms Act 1996 and the Private Security Act 2004. Any fingerprints collected will be included on the National Automated Fingerprint Identification System (NAFIS) and used to help confirm the applicant's identity as well as assisting the Chief Commissioner to determine if the applicant is a fit and proper person to hold the associated licence, permit or approval.
 - Fingerprints collected for a Private Security related purpose will be destroyed automatically after the associated licence, permit or approval expires, is abandoned or is cancelled.
 - Fingerprints collected for a Firearms related purpose will be destroyed only after
 - a) the associated licence, permit or approval expires, is abandoned or is cancelled, and
 - b) the applicant makes a request in writing to the Victoria Police Forensic Services Department for the destruction of their fingerprints.
- ❖ Victoria Police is required to maintain the privacy of the personal information that it collects, stores, uses and discloses, and adheres to strict privacy and confidentiality legislation and policies. Personal information, including fingerprints, is handled in accordance with the Privacy and Data Protection Act 2014. An individual may gain access to the personal information which is held by Victoria Police by making an application through the Victoria Police Freedom of Information Unit. For further information go to <https://www.police.vic.gov.au/freedom-information>.

Application Form

Fingerprints for Private Security, Firearms and Armed Guard Licences

- ❖ All sections must be completed or you may have your appointment rescheduled. Include your daytime contact phone number and email on the application form should any clarification be required. Do not alter or delete the wording on this form in any way.
- ❖ Place one character per box. Leave a space between each word. Leave boxes blank if you are not required to complete a part of a section.
- ❖ Sign and date the application form in the presence of the authorised certifier, then attach your certified proof of identity documents

Please complete this form electronically if possible. If this is not possible, print within the boxes in **BLOCK LETTERS**

PART 1

Type of check required (This section must be completed)

Fingerprint Only ☐

Victoria Police Use Only: Victoria Police member to complete

Date Prints Taken

D

D

M

M

Y

Y

Y

Y

Station Code

Reg/EmpNo

Purpose of check (This section must be completed)

Complete only ONE of the following options. If you require a certificate for different purposes, you need to apply and pay for a National Police and Fingerprint Records Check found at <https://www.police.vic.gov.au/policecheck>

☐ Private Security Licence ☐ Firearms Licence ☐ Armed Guard/Cash in Transit

Details of Applicant (This section must be completed)

Family name/surname

First given name

Other given names

Woman

Man

Self-described

Daytime contact phone number/mobile

Date of birth (DD MM YYYY)

☐
☐
☐

Email Address

Country of Birth

Other names you have used (including former, maiden name/s etc)

If you are known or have been known by any other names, please list them below, indicating if they are a former or also known as name.

Former name

Also known as

Previous Name

☐ OR

☐

Current Residential Address (must not be a PO Box or a business address)

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

Certification, authorisation and statement of consent and indemnity (This section must be completed)

I acknowledge that I am providing my fingerprints and identity documents to Victoria Police for the purpose of a licence, permit or approval, and that all information supplied by me is true and correct. I make this acknowledgment knowing that it is an offence against section 140A(1)(2) of the Firearms Act 1996 and/or section 135 of the Private Security Act 2004 (as applicable), to knowingly provide false or misleading details.

In the presence of the certifier please sign within the box using **BLACK INK**. Certifier must then complete 'Certifier Use Only' in Part 2

Signature of applicant (In the presence of the certifier)

Name of applicant

Date signed

PART 2

Proof of Identity (This section must be completed)

Proof of Identity Documentation

Applicants must supply a minimum of two (2) types of identification from the list below with a minimum total of 100 points. Identification must include at least one type of photo ID (Category A) plus **identification that contains the applicant's current residential address, signature and date of birth.** A minimum of one Category A photo ID and completion of Category D is required for applicants under 15 years of age.

(All identity documents with at least one containing your current residential address must be certified)

Category A - You must have at least ONE Category A document

	Points
1. Current passport (Australian/Foreign)	70 ▶
2. Driver licence/Learner's permit/Boat licence	40 ▶
3. Firearms/Private security licence	40 ▶
4. Current tertiary student identification card	40 ▶
5. WWC Check card/Key pass/Proof of age card	40 ▶
Certified current passport size photo (only required if the applicant	40 ▶

does not possess any other category A identification. If a passport photo identification is provided, a selection from the category B list is mandatory for applicants 15 years of age and over.)

Category A List Number (1-5)

Card/Document - ID Number

State of issue

Expiry date (DD MM YYYY)

Country of issue

Category B

1. Australian citizenship certificate	70 ▶
2. Birth certificate (not extract)	70 ▶
3. Birth card	70 ▶
4. Australian travel documents or current Australian Visa	70 ▶
5. Department of Veterans Affairs (DVA) card	40 ▶
6. Centrelink card (with reference number)	40 ▶
7. Government employee ID	40 ▶

Category B List Number (1-7)

Card/Document - ID Number

State of issue

Country of issue

Category C

Medicare card	25 ▶
Credit card or account card	25 ▶
Marriage certificate (registry issue only)	25 ▶
Change of name certificate (registry issue only)	25 ▶
Bank statement (with residential address)	25 ▶
Motor vehicle registration or insurance papers	25 ▶
Property rates notice/utilities notice	25 ▶
Property lease agreement	25 ▶
Home insurance papers	25 ▶
Taxation assessment notice	25 ▶
Records of primary, secondary or tertiary education	25 ▶
Records from a current or previous employer	25 ▶
Records of a professional or trade association	25 ▶

Category D (under 15 years of age)

Parent/guardian consent

Category A identification MUST be attached

I hereby consent to a national police record check on the applicant listed on this form and I acknowledge that I am the parent/guardian of the applicant.

Signature of parent/guardian

Name of parent/guardian

Daytime contact phone number/mobile

ADD TOTAL POINTS (must be 100 or more)

▶

Certifier Use Only: Certification of Proof of Identity - To be completed by certifier when sighting documents

Persons authorised to certify documentation are required, in the presence of the applicant, to witness the applicant's signature and sight original documentation and verify that the photo identification is a true likeness of the applicant. **They must sign and date each photocopy of original documents and complete this section.**

I certify that the attached photographic identification is a true likeness of the applicant and that the proof of identification documentation selected above, submitted with this application and signed and dated by me are true copies of the originals, such originals having been sighted by me.

Title (eg Mr, Mrs)

Name

Title/Position (eg chemist, teacher etc)

Provider/Registered Number

Daytime contact phone/mobile

Signature
of certifier

Date signed