

Private Security Mutual Recognition

Victorian Individual Operator Licence Application

Instruction Pages

Please **remove** Instruction Pages before submitting your form.

Who should complete this form?

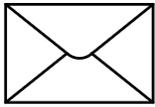
This application is to be completed by individuals currently holding an authority to work in the private security industry, seeking to move to Victoria from another Australian State/Territory, or from New Zealand, with the intention of undertaking the same activities under mutual recognition principle. This application is made under section 19 of the Mutual Recognition Act 1992 (Cth) or section 18 of the Trans-Tasman Mutual Recognition Act 1997 (Cth).

How do I complete this form?

- Print out the form and write clearly in the boxes in capital letters using a blue or black pen.

How do I send this form?

- Do not send original identification documents with the form. If you need to send identification documents, send certified copies of the documents.
- Post the completed form and all attachments to:

**Postal Address:**

Licensing and Regulation Division,
GPO Box 2807,
Melbourne, VIC, 3001

If you have any queries about your application, visit our website at www.police.vic.gov.au or contact Licensing and Regulation Division.

Part 3 - Current Licence/Registration Details (Continued)

Section 9 - Licence/Registration Details

I currently hold the following equivalent Private Security Licence(s).

Question 1

Are you the subject of any disciplinary proceedings (including preliminary investigations or action that might lead to disciplinary proceedings) in relation to your private security licence/registration?

Yes

No

Question 2

Is your licence/registration cancelled or currently suspended as a result of any disciplinary action?

Yes

No

Question 3

Are you prohibited from carrying on private security activities or subject to any special conditions in carrying out these duties as a result of criminal, civil or disciplinary proceedings?

Yes

No

Question 4

Is your current licence/registration the subject of any special conditions?

Yes

No

Important

- If you have answered '**Yes**' to any of the above questions, you are required to provide a document summary detailing the information required.

Part 4 - Security Activities

Section 10 - Security Activities

I wish to apply under the mutual recognition principle to be recognized in Victoria for the following activities.

Security Guard

Crowd Controller

Bodyguard

Security Trainer

Investigator

Security Advisor

Security Equipment Installer

Security Guard

- If you have selected Security Guard, you must select one Sub-Activity in **Section 11 - 'Security Guard' Sub Activities**.

Section 11 - Security Guard Sub-Activities

If you have selected Security Guard, you must select at least One Sub-Activity.

Unarmed Guard

Control Room Operator

Guard with a Dog

Monitoring Centre Operator

Cash in Transit

Armed / Unarmed Guard

Armed / Unarmed Guard and/or Cash In Transit

- Individuals wishing to perform sub-activities with a firearm will require a current Victorian General Category Handgun Licence for security industry purposes in addition to their private security licence.

Part 9 - Application Checklist

Application Summary

How do I complete my application?

- Please refer to the Instruction Pages for more information on how to finalise and submit your application.
- Prepare all supporting documents listed in the below Application Checklist.
- If required, you must complete the Declaration by Referee. This section must be signed by an Acceptable Referee and yourself.
- You must sign and date the Acknowledgement Section.

Statement of Results

You must provide a certified/attested copy of your "Statement of Results" document/certificate (dated within the past 12 months) for all activities applied for, including details of units completed.

Identification Requirements

Depending on your responses in your application, you may be required to provide the following documentation:

- You **must** provide a **certified** copy of each current licence (both front and back) held and include them in your submission. If you hold a TAS, WA and NZ licence you are also required to provide a certified copy of your paper-based licence.
- If you are applying for recognition of a **New Zealand** licence, you must supply a certified copy of your **criminal history check**, as provided by you by the Department of Immigration and Border Protection during your Australian Visa Application.

Victorian Fingerprints Requirements

You must supply the Booking Reference Number and date that your fingerprints were taken in your application.

Acknowledgement

You must sign and date the Acknowledgement Section.

End of Application

How do I make payment?

- **Do not send any payment with your application.**
- A Payment Notice will be sent with a total fee that includes a non-refundable administration fee.
- If your application is abandoned, withdrawn or refused, you will receive a refund for the licence fee, but not for the administration fee. All application fees are GST exempt.
- For a schedule of fees, contact Licensing & Regulation Division or visit our website.

How do I track the progress of my application after submission?

To track the progress of your application, please refer to the Victoria Police - Private Security Page for our current processing timeframes.

The following factors can increase the time it takes to process an application:

- A person has adverse history;
- An application is incomplete;
- Complexity of the application.

Licensing & Regulation Division is unable to respond to enquiries relating to the processing status of applications within the last 28 days.

If 28 calendar days have elapsed and you require an update on the status of your application, please contact us via email with your full name, date of birth, type of application, date sent and licence number (if available).