

# Instruction Pages for Temporary Interstate Visitor Permit - Business Application

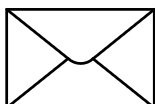
Licensing Activities: *Security Guard, Crowd Controller, Bodyguard, Investigator, Security Equipment Installer, Security Adviser*

## Instruction Pages

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

### How do I submit my application?

- Complete the form in blue or black pen only.
- Ensure that you print clearly in capital letters.
- Do not send original identification documents with this application.
- Attach copies of supporting documentation securely to your application and forward 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](http://www.police.vic.gov.au) or contact Licensing and Regulation Division.

### Who should complete this temporary Interstate visitor permit application?

This form should be completed by a person that ordinarily resides in another State or Territory and is applying to work as a Security Guard, Crowd Controller, Bodyguard, Investigator, Security Equipment Installer, Security Adviser temporarily in Victoria for the duration of a special event (see definition of special event)

### What is a special event?

A special event is defined as an event of social, cultural, sporting, political or economic significance to the State of Victoria that takes place for a specific period of time.

For any activity other than bodyguard:

The circumstances of the event must be such that the resources of the Victorian Private Security Industry are not sufficient to service the event, unless the need for specific or specialised skills can be proven.

For the activity of bodyguard:

The nature of the event is such that bodyguard services cannot be provided by any other person than the applicant of this permit.

### What documents must I provide with my application?

You must provide the following documentation with your permit application:

- ☐ 100 points of identification certified by an Acceptable Referee
- ☐ A letter from the event management confirming your contract to provide the private security services at the special event and the dates of the special event

If it is applicable to your application, you must provide the following documentation with your permit application:

- ☐ A certified copy of your Certificate of Registration of a Company if the business is structured as a body corporate
- ☐ A certified copy of your Certificate of Registration of a Business Name (if applicable)
- ☐ A certified copy of your interstate security licence/registration equivalent to the security activities being applied for
- ☐ A copy of your resume and any relevant qualification and documents if licensing/registration is not required in your state/territory

To ensure the processing of your application is not delayed, make sure you answer all of the questions and supply the required information to support your application.

## Which identification documents are acceptable?

To prove your identity, you (the applicant or the nominated person on behalf of a body corporate) must provide one form of primary identification and multiple forms of secondary identification totalling to 100 points or more. One of the secondary identification documents provided must include your current residential address. An Acceptable Referee is required to certify copies of your identification documents.

Primary Identification	Points
Full birth certificate (or name change certificate if applicable)	70
Current passport	70
Passport which has not been cancelled and was current within the last 2 years	70
Australian citizenship certificate	70
Diplomatic documents and official documents issued to refugees	70

Secondary Identification	Points
Public service ID including photograph and/or signature	40
Any licence issued under Australian law including photograph and/or signature, e.g. driver licence	40
A Government issued ID showing entitlement to financial benefit including signature, e.g. Health Care Card issued by the Department of Health and Human Services	40
ID card issued by a tertiary education institution including photograph and/or signature	40
Records from an employer (within the past 2 years) showing current address, e.g. letter on company letterhead or a payment summary	35
Council rates notice showing current address	35
Mortgage documents showing current address	35
Land Titles Office record showing current address	35
Bank or credit card statement showing current address	25
Department of Veteran's Affairs Health Care Card	25
Medicare card	25
Telephone account	25
Credit card	25
Statement from a primary, secondary or tertiary education institution (attended within the last 10 years) showing date of birth	25
Membership records from a professional or trade association showing date of birth	25
Records of a Public Utility showing current address, e.g. gas, electricity or water bill	25
Confirmation of enrolment issued by the Australian Electoral Commission showing current address	25
Victorian Proof of Age card (Keypass is not acceptable)	25
Rental agreement document confirming your tenancy of a property	25
Working with Children Check card	25

## How do I get my documents certified?

- Documents must be certified by an Acceptable Identification Referee as a "true copy of the original".
- The Identification Referee certifying your documents must view the original document at the same time as the copy.
- The same Acceptable Identification Referee that certifies your identification documents must also complete the Identification Reference section of the form.
- You must also sign in the Identification Reference section in the presence of the Acceptable Identification Referee.

An example of how to certify an identification document is provided below:



I certify that the document presented for certification is a true copy of the original. This document was sighted by me on:

21/12/2021

Signature: *J Person*

Print Name: Jane A Person

Type of Referee: Accountant

### Who can certify documentation?

- Documents must be certified by an Acceptable Identification Referee who has known you for at least 12 months.
- The same referee that certifies your identification documents must also complete the Identification Reference section of this application.

**Important:** the Acceptable Identification Referee is verifying your identification only and in no way substantiates your suitability or otherwise for a licence.

### List of Acceptable Referees (Authority Types)

<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>; who has been employed continuously for at least 5 years by one or more financial bodies.</li> </ul>	<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 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> </ul> <p>the agency is not ancillary to any other business conducted at those premises.</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 their duties, oversees 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 officer within the meaning of the <i>Defence Act 1903</i>.</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 Institution of Engineers Australia, other than a member with the grade of student.</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 fellow member of the National Tax and Accountants' Association Limited.</p>
<p>A Commissioner for oaths of a State or Territory.</p>		

### **How do I make payment?**

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Do not send any form of payment with your application. A 'Payment Notice' will be sent to you for immediate attention upon receipt of your application. The 'Payment Notice' will provide you with advice as to how to make payment. The total fee payable includes a non-refundable application fee. If your application is abandoned, withdrawn or refused, you will receive a refund for the permit fee but not for the application fee. Your application will not be assessed until you have made payment.

For a schedule of fees, you can contact the Licensing and Regulation Division via email [lrd@police.vic.gov.au](mailto:lrd@police.vic.gov.au) or by accessing the website at [www.police.vic.gov.au](http://www.police.vic.gov.au).

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

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<b>Postal Address</b> Only complete this section if you want your correspondence forwarded to an address different to your Residential Address.																													
<div style="display: flex; justify-content: space-around; align-items: center;"> <input type="checkbox"/> GPO Box             <input type="checkbox"/> PO Box             <input type="checkbox"/> Locked Bag             <input type="checkbox"/> Private Bag             <input type="checkbox"/> RSD             <input type="checkbox"/> RMB           </div>																													
Box / Bag / Number: <table border="1" style="display: inline-table; width: 200px; height: 30px; vertical-align: middle;"></table>																													
Flat / Unit / Lot Number: <table border="1" style="display: inline-table; width: 150px; height: 30px; vertical-align: middle;"></table>															Street Number: <table border="1" style="display: inline-table; width: 150px; height: 30px; vertical-align: middle;"></table>														
Street Name: <table border="1" style="width: 100%; height: 30px;"></table>																													
Street Type: <table border="1" style="display: inline-table; width: 150px; height: 30px; vertical-align: middle;"></table>															Town / Suburb: <table border="1" style="display: inline-table; width: 150px; height: 30px; vertical-align: middle;"></table>														
State: <table border="1" style="display: inline-table; width: 60px; height: 30px; vertical-align: middle;"></table>					Postcode: <table border="1" style="display: inline-table; width: 140px; height: 30px; vertical-align: middle;"></table>																								

<b>Contact Details</b> You are required to provide your Contact Information.																													
Mobile Contact Number: <table border="1" style="display: inline-table; width: 100px; height: 30px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 60px; height: 30px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 60px; height: 30px; vertical-align: middle;"></table>																									<div style="border: 1px solid black; padding: 5px;">           All applicants <b>must</b> provide the following:           <ul style="list-style-type: none"> <li>One Contact Number</li> </ul>           Failure to provide your contact information may result in your application not being considered.         </div>				
Work Contact Number: <table border="1" style="display: inline-table; width: 60px; height: 30px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 60px; height: 30px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 60px; height: 30px; vertical-align: middle;"></table>																													
Home Contact Number: <table border="1" style="display: inline-table; width: 60px; height: 30px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 60px; height: 30px; vertical-align: middle;"></table> <table border="1" style="display: inline-table; width: 60px; height: 30px; vertical-align: middle;"></table>																													
Drivers Licence Number: <table border="1" style="display: inline-table; width: 180px; height: 30px; vertical-align: middle;"></table>																													
State: <table border="1" style="display: inline-table; width: 60px; height: 30px; vertical-align: middle;"></table>																													

<b>Business Email and Internet Address</b> When providing your email address, please indicate the exact case, punctuation and location of the @ symbol.																													
One Email Address: <table border="1" style="width: 100%; height: 30px;"></table>																													
<table border="1" style="width: 100%; height: 30px;"></table>																													
Internet Address: <table border="1" style="width: 100%; height: 30px;"></table>																													
<table border="1" style="width: 100%; height: 30px;"></table>																													

Part 3 - Identification Reference

Proof of Identity

You must provide 100 points of identification documents certified by an Acceptable Referee and arrange for the same Acceptable Referee to complete the declaration below. Refer to Instruction page for a list of Acceptable Referees and a list of Identification documents and points.

Declaration by Referee

The Acceptable Referee must complete the statement below.

Referee's Personal Details

Family Name:

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First Given Name:

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Type of Authority:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Authority Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Referee's Contact Details

Work Contact Number:

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Mobile Contact Number:

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Referee's Declaration

Declare that I have known:  
(Print Applicants Name)

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for a period of:

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Years and:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Months

I, the Referee, also certify that the above details are true and correct, the applicant's signature was completed in my presence, and the identification documents I have signed are a true copy of the original.

Referee's Signature:

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Date of Signature:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Applicant to sign and date in the presence of Referee:

Applicant's Signature:

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Date of Signature:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## Part 4 - Evidence

### Evidence of Contract

You must provide a letter from your employer confirming your offer of employment to work at the special event in Victoria. The letter must:

- Be dated;
- Contain the name and contact details of the employer;
- Confirm the special event you have been offered employment at;
- Confirm the special event meets the definition of 'special event' as detailed in the instruction pages;
- Confirm the dates of employment; and
- Be signed by the employer.

### Interstate Licence

Do you hold a current interstate business security licence equivalent to the security activities being applied for?

Yes ☐

No ☐

#### Interstate Licence

If you answered "**Yes**", please attach a **certified** copy of your Interstate Business Security Licence and indicate the details of your licence in the below fields.

#### Detailed Resume

If you answered "**No**", you must attach a copy of your resume detailing your experience in the Private Security Industry and attach copies of any relevant qualifications and/or documentation.

Licence Number:

			-				-			
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Expiry Date:

		/			/				
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State:

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### Other Relevant Information

Is there any other supporting information that you believe should be considered by the Licensing and Regulation Division when assessing your application?

Yes ☐

No ☐

If you have answered "**Yes**" you must attach a written submission and/or any relevant documentation.

## Part 5 - Criminal History

### Question 1

Have you ever been convicted of any offence in Australia or Overseas?  
(not traffic charges)

Yes ☐

No ☐

### Question 2

Have you ever been found guilty of any offence without a conviction being recorded?  
(not traffic charges)

Yes ☐

No ☐

### Question 3

Do you have any charges pending against you? (Not traffic charges)

Yes ☐

No ☐

If you have answered **Yes** to any of the above questions,  
you are required to provide information of the offence(s) in the fields required on page 5.



Part 5 - Criminal History

Offence 1

Date:

/

/

Court: (if applicable)

Offence:

Result:

Offence 2

Date:

/

/

Court: (if applicable)

Offence:

Result:

Offence 3

Date:

/

/

Court: (if applicable)

Offence:

Result:

Offence 4

Date:

/

/

Court: (if applicable)

Offence:

Result:

**Note:** If you have more than the offences provided above, please copy this page and include the duplicate page in your submission.

Part 8 - Acknowledgement

☐

I acknowledge that the particulars in this application and any attachments are true and correct, and I make this acknowledgement knowing that it is an offence against Section 135 of the *Private Security Act 2004* to willfully supply details which are incorrect or omit to furnish particulars.

Applicants Signature:

Date of Signature:

 /  / 

**Privacy Statement:** The personal information requested is being collected and used by Victoria Police for the purposes of assessment of an application for a licence, 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).