

Application for renewal of an individual private security licence

Use this form to apply for renewal of an individual private security licence in accordance with Section 14 of the *Private Security Act 1995*.

A private security licence, other than a provisional licence, must be renewed within 3 months before the expiry of the licence. If your licence has expired you must apply as a new applicant.

If you hold an individual provisional licence, you will be required to apply as a new applicant to obtain a full licence.

See the security licences [webpage](#) for further information on applicant requirements.

Licence term (select one)					
1 year	Yes / No	2 years	Yes / No	3 years	Yes / No
Licence category (select one)					
Security officer	Yes / No	Crowd controller	Yes / No		
Security officer and crowd controller	Yes / No				
Applicant details					
Surname:				Date of birth:	
Given name/s:					
Other name/s (if applicable):					
Residential address:					
Suburb:		State:		Postcode:	
Is your postal address the same as above? If no, complete below.					
Postal address:					
Suburb:		State:		Postcode:	
Contact details					
Phone number:			Mobile number:		
Email address:					
Do you agree to receive correspondence via email?					Yes / No
Residency					
Are you an Australian citizen?					Yes / No
If no, how long have you lived in Australia?					
Country of origin:					
Note: if you have lived in Australia for less than 6 months you may be required to provide a criminal history check from your country of origin.					

Disclosures	
1. Have you in the last 10 years been convicted, fined, or disqualified by any court, tribunal, board or other authority of the Territory, the Commonwealth or a State or another Territory of the Commonwealth, in respect of any business or other financial dealings in or outside the Territory, or been a member of a company or firm so dealt with?	Yes / No
If yes, provide details below:	
2. Have you in the last 10 years been found guilty or convicted of any offence(s)?	Yes / No
If yes, quote the offence(s), relevant date(s), jurisdiction(s) and sentence(s) below.	
3. Have you in the last 10 years been convicted of a disqualifying offence(s)?	Yes / No
If yes, quote the offence(s), relevant date(s), jurisdiction(s) and sentence(s) (See the information help text for a list of disqualifying offences).	
4. Have you been the subject of evidence given in any Court or Commission of Inquiry?	Yes / No
If yes, provide details below.	
5. Do you suffer from an illness that would make you unfit to work in the security industry?	Yes / No
If yes, provide details below.	
6. Have you been declared bankrupt or assigned your estate for the benefit of your creditors?	Yes / No
If yes, provide details below.	
7. Have you been refused any type of security licence (individual or company) in any other jurisdiction, including the Northern Territory?	Yes / No
If yes, provide details below.	

8. Have you been or are you currently bound by any recognisance (bail condition) or the subject of any charge pending in relation to any offence(s) before a court or Commission of Inquiry?		Yes / No	
If yes, provide details below.			
Applicant declaration			
I, (full name):			
Of (address):			
Solemnly and sincerely declare that:			
<ul style="list-style-type: none"> • All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and • I have read and understood the information contained in this application; and • This declaration is true and correct; and • I know that it is an offence to make a declaration that is false in any material particular. 			
This declaration was made at (location):		On (date):	
Applicant signature:			
Note: Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.			
Support documents checklist			
Prescribed application fee – See the security licences fees page for fees.			Yes / No
Complete and signed applicant declaration			Yes / No
Current licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo attached. For example: Drivers licence, passport, evidence of age card, firearms licence, working with children's card etc.			Yes / No
SAFE NT criminal history name check for the purpose of a "security licence" only including spent convictions.			Yes / No
A passport sized photo not more than 6 months old attached. Alternatively photos can be taken at the Territory Business Centre.			Yes / No
Current first aid certificate. Certificate of competency HLTAID011 or HLTAID003. Not required if current copy already on file. Please call a licensing officer on 1800 193 111 to confirm. Note: If your current first aid certificate has less than 30 days until expiry, you are required to <u>also</u> supply a receipt of enrolment.			Yes / No
Privacy statement			
The Northern Territory Government complies with the Information Privacy Principals scheduled by the <i>Information Act 2002</i> .			

Disclaimer

The Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Northern Territory Information Act 2002*.

You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete and we will be unable to process it.

The information you provide will be accessible to Occupational Licensing and Associations and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so you have given us consent to share your personal information for a specific purpose.

You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the *Northern Territory Information Act 2002*, or the Office of the Information Commissioner NT.

Lodgement

Complete applications can be lodged in person, email or via post at a Territory Business Centre below:

Darwin:	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway Berrimah
Katherine:	Big Rivers Government Centre, 5 First Street, Katherine
Tennant Creek:	Barkly Business Hub, 63 Haddock Street, Tennant Creek
Alice Springs:	Ground Floor, The Green Well Building, 50 Bath Street Alice Springs
1800 193 111	territorybusinesscentre@nt.gov.au GPO Box 9800 Darwin NT 0801

Payment details

A fee is payable on lodgement of this application form. Payment can be made by:

- Cash (in person only); or
- Cheque (made out to Receiver of Territory Monies); or
- Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment.

Payment date:	Receipt number:	Amount paid
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