

Private Security

Application for Renewal of a Private Security Licence for an Individual

Licence Term		
Please select the term of the licence you are applying for <i>(choose one only)</i> :		
<input type="checkbox"/> 1 Year	<input type="checkbox"/> 2 Years	<input type="checkbox"/> 3 Years
Licence Details		
Licensee Name:		
Licence Number:	Expiry Date:	
Licensee Category Held <i>(choose one only)</i> :		
<input type="checkbox"/> Dual Licence - Security Officer and Crowd Controller	<input type="checkbox"/> Security Officer's Licence Only	
<input type="checkbox"/> Crowd Controller's Licence Only	<input type="checkbox"/> Security Firm Licence	
Applicant Details		
Surname:	Title:	
Given Name(s):	Other Names:	
Date of Birth:	Place of Birth:	
Was this Licence issued under mutual recognition? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Residential Address		
Unit/Building Number:	Street Number:	
Street Name:		
Suburb:	State:	Postcode:
Country:		
Postal Address and Contact Details		
<input type="checkbox"/> Postal Address is the same as Residential Address		
<input type="checkbox"/> Is the Postal Address a PO Box, Locked Bag or similar address which does not have a Street Type? <i>(If yes, please fill in Post Office Box Address and related fields)</i>		
Unit/Building Number:	Street Number:	
Street Name:		
Post Office Box Address:		
Suburb:	State:	Postcode:
Country:		
Telephone:	Mobile:	
Fax Number:		
Email:		
Principal Place of Business <i>(fill in this section if applying to renew Security Firm Licence only)</i>		
Does the Applicant intend to use a Business or Trading Name? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes, provide Business Name, Business Number and Website</i>		
Business Name:		
Business Number:		
Website:		
Unit/Building Number:	Street Number:	

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Street Name:		
Suburb:	State:	Postcode:
Country:		
Telephone:	Mobile:	
Fax Number:		
Email:		
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 so dealt with?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		
2. Have you in the last 10 years been convicted of any offence(s)? If yes, quote the offence(s), relevant date(s), jurisdiction(s) and sentence(s).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		
3. Have you in the last 10 years been convicted of a disqualifying offence(s)? If yes, quote the offence(s), relevant date(s), jurisdiction(s) and sentence(s). Please see the information help text for a list of disqualifying offences.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		
4. Have you been the subject of evidence given in any Court or Commission of Inquiry?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		
5. Do you suffer from an illness that would make you unfit to work in the security industry? <i>Skip this question if applying to renew Security Firm Licence.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		
6. Have you been declared bankrupt or assigned your estate for the benefit of your creditors? If yes, quote the date(s) and jurisdiction(s).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		
7. Have you been refused a Crowd Controller or Security Officer Licence in any other jurisdiction including the Northern Territory? <i>Skip this question if applying to renew Security Firm Licence.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		
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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		

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9. Have you been known by any other names? Yes No

Skip this question if applying to renew 'Dual Licence - Security Officer and Crowd Controller', 'Security Officer's Licence Only', or 'Crowd Controller's Licence Only'

(If yes, please provide relevant details)

Unattested Declaration under the Oaths, Affidavits and Declaration Act

I, *(Full Name)*

of: *(Address)*

solemnly and sincerely declare that:

1. all statements and information contained in this application are true and correct to the best of my knowledge;
2. I have read and understood the information contained in this application; and
3. I know that it is an offence to make a declaration that is false in any material particular;

Signature:

on: *(Date)*

Note: A person wilfully making a false statement in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.

Supporting Documents *(for Security Firm Licence)*

The following documents are required to be lodged with the application:

- Current Business Name Extract (if applicable)
- A passport size photograph
- Current photographic identification
- Signed and completed Declaration and Disclosure

Supporting Documents *(for 'Dual Licence - Security Officer and Crowd Controller', 'Security Officer's Licence Only', and 'Crowd Controller's Licence Only')*

The following documents are required to be lodged with the application:

- Evidence of lodgement of Criminal History Fingerprint/Name Check Application - (only required if not already done in the last 3 months) (Please note that applications will not be processed until receipt of the Criminal History Report which may take around 6 weeks to process by SAFE NT)
- Current First Aid Certificate (Receipt of enrolment is required for Provisional licence applicants only)
- Current identification
- A passport size photograph will be required if application is posted, faxed or emailed (for production of licence data-card)
- Evidence of completion of prescribed qualifications: statement of attainment and list of completed units of competency must be provided (Receipt of enrolment for Provisional Licence applicants only)

Application Notes

1. Applicants must complete a NT Criminal History **Fingerprint** Check Application **for the purpose of Security**, which is to be submitted at SafeNT (Northern Territory police station). Additional charge applies.

Upon renewal of a licence, only a National Police History **Name** Check application **including spent convictions** is required. The application must be lodged at the Territory Business Centre.

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If licence was obtained under Mutual Recognition applicants must, upon renewal, complete a Criminal History **Fingerprint** Check Application **for the purpose of Security**. Please note that applications will not be processed until receipt of the **Criminal History Report** which may take around 6 weeks to process by SAFE NT.

- 2. **Interstate applicants** need to attend their local police station to have their fingerprints taken. Original copy of Fingerprints must then be mailed to SafeNT (Northern Territory police station) along with completed Criminal History **Fingerprint** Check Application form and payment as indicated on the form.

Upon renewal, interstate applicants need to complete a National Police History **Name** Check application **including spent convictions**, which must be lodged at the Territory Business Centre. Additional charge applies.

- 3. Identification must be supported by a current Passport, Driver's Licence or Birth Certificate. Additional documentation such as Australian residency or working Visa and citizenship papers (where applicable) will also assist in the processing of the licence application.
- 4. Applications for a full licence or for licence renewal must be supported by a current First Aid Certificate. Not required if current certificate is on file or for Provisional Licence applications.

If licence was obtained under Mutual recognition applicants must provide, upon renewal, a current First Aid Certificate.

- 5. Applications for a full licence and for licence renewal must be supported by documentation demonstrating current competency. Statement of Attainment and list of completed modules must comply with the prescribed requirements. (Statements of Attainment of Certificate II PRS03 or Certificate II CPP07 training packages are accepted as long as they include all the prescribed Units of Competency as prescribed and gazetted in the Northern Territory).
- 6. The holders of a Provisional Licence may apply to the Director-General of Licensing for an extension to enable the completion of approved training course(s) but such extension will not be granted more than once.
- 7. On completion of the required training, the holder of a current Provisional Licence may apply for a full licence for the remainder of the year at no extra cost. Evidence will be needed to demonstrate attainment of the current competency standards which must comply with the prescribed requirements.
- 8. It shall be a condition of all licences that the licensee shall comply with the approved Code of Practice together with any other conditions prescribed in relation to such a licence.

Privacy Statement

The Northern Territory Government complies with the Information Privacy Principles scheduled by the *Information Act*.

Fees and Payment

Contact your local Territory Business Centre for the relevant schedule of fees.

Cash – Territory Business Centre

Cheque - payable to **RTM (Receiver of Territory Monies)**

Credit card Visa MasterCard

Name on Card

Credit Card Number -----

Credit Card Expiry Date __ / __ (MM/YY)

I hereby authorise the Territory Business Centre to debit the above credit card for the amount of \$

Amount in words

Applicant Signature:

Date

Contact Phone Number

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Lodgement Options

Applications can be lodged at a Territory Business Centre with the prescribed fee at:

Darwin

Darwin Corporate Park
Ground Floor, Building 3
631 Stuart Highway
Berrimah
GPO Box 9800
Darwin NT 0801
t: (08) 8982 1700
f: (08) 8982 1725
Toll free: 1800 193 111

e: territory.businesscentre@nt.gov.au

Katherine

Shop 1, Randazzo Building
18 Katherine Terrace
Katherine
PO Box 9800
Katherine NT 0851
t: (08) 8973 8180
f: (08) 8973 8188

e: territory.businesscentre@nt.gov.au

Tennant Creek

Shop 2, Barkley House
Cnr Davidson and Paterson Streets
Tennant Creek
PO Box 9800
Tennant Creek NT 0861
t: (08) 8962 4411
f: (08) 8982 1725

e: territory.businesscentre@nt.gov.au

Alice Springs

Ground Floor, The Green Well Building
50 Bath Street
Alice Springs
PO Box 9800
Alice Springs NT 0871
t: (08) 8951 8524
f: (08) 8951 8533

e: territory.businesscentre@nt.gov.au