

Instruction Pages

Individual Private Security Licence Application

Security Guard, Crowd Controller, Investigator or Bodyguard

How do I submit my application?

- Complete the application form only with a blue or black pen
- Do **not** send original identification documents, cash, cheques or money orders
- Attach all supporting documents securely to the back of the application form and forward to: Licensing and Regulation Division
GPO Box 2807
Melbourne VIC 3001
- Print clearly and neatly in capital letters

How do I make payment?

- **Do not send any payment with your application. A "Payment Notice" will be sent to you upon receipt of your application. Your application will not be assessed until you have made payment**
- The total fee 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 If your application is abandoned, withdrawn or refused, you will receive a refund for the licence fee, but not for the administration fee.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 the Licensing and Regulation Division or visit our website

Application Checklist (Please use this checklist to ensure your application is complete)

Use this checklist to make sure you supply all the documents required for your application

Part 1 - Type of Application

- Certified/attested copy of your "statement of results" document/certificate for all activities applied for, including details of units completed
- Your National Police Records Check Certificate

Part 2 - Personal Information

- One current colour passport sized photograph of yourself, attached securely to page 1 of the Application Form
- If you have ever changed your name:*
- A certified copy of: *Change of name certificate or Full birth certificate that includes schedule of all name changes or Marriage certificate (if applicable)*

Part 3 - Previous History

- If you have been a member of any Police Force / Service in the last 10 years:*
- Certified certificate of service

Part 4 - Medical History

- If you answered "yes" to any of the medical history questions:*
- A letter from your medical practitioner indicating your suitability to hold a Private Security Licence

Part 5 - Employment Details

- Only if you have confirmed employment to begin once you are licensed

Part 6 - Suitability Requirements

- 2 Suitability References completed by 2 different acceptable referees. Please refer to the 'Suitability Reference' form (attached) and follow the instructions provided.

Part 7 - Identification Reference (please ensure the referee who completes Part 7 has certified your documents)

- Certified evidence that you are an Australian citizen or a permanent resident (if you are using your citizen certificate as your Primary I.D., please include the Country and Location (town) of your birth)
- Certified copy of your current passport and visa
- Certified copy of your criminal history check as provided to the Department of Immigration and Border Protection (this is not required if you are a permanent resident or Australian citizen)

- If you do NOT hold a current Victorian Firearms Licence or CCP Weapons Approval:*
- 100 points of identification documents certified by your Identification Referee

Part 8 - Acknowledgement

- You **must** sign and date the acknowledgement, even if you have also signed the declaration in Part 7

Part 1 - Type of Application

Security Activities

- Please indicate which activities you wish to apply for. If you request the activity of Security Guard, you will also need to indicate which sub-activity / sub-activities you are applying for.
- Each activity and sub-activity has different training requirements that need to be completed.
- Discuss the type of work you wish to undertake once you are licensed with your Registered Training Organisation; this will help ensure you are completing the required training for the activities and sub-activities you intend to undertake.

Fingerprints

- You must have your fingerprints taken and supply a National Police Records Check Certificate with this application. Call 1300 881 596 between 8am and 5pm Monday to Friday to make an appointment (for both metropolitan and country applicants.) **Your application will not be approved until you submit your National Police Records Check Certificate.**

Part 2 - Personal Information

- State your name exactly as it appears on your **Primary Identification** documents ie: birth certificate, current passport, citizenship certificate, or diplomatic documents.
- If you have changed your name you must supply a certified copy of: Change of name certificate **or** Full birth certificate that includes schedule of all name changes **or** Marriage certificate
- List your current residential and postal address. Provide as many contact details as you can
- You must provide one colour passport sized photo with your application.

Part 3 - Previous History

- **ALL** questions in this section **must** be answered either “yes” or “no”
- If you cannot remember specific details such as dates etc, please provide as much information as you can recall.
- If you are unsure whether or not you should declare a certain charge or incident, remember that it is better to provide us with too much information rather than none at all as it is an offence not to declare relevant history and you may be prosecuted

What are the probity requirements?

The full probity requirements that must be met by licence applicants are outlined in section 25(2) of the *Private Security Act 2004*. The probity requirements in relation to offences are outlined in the *Private Security Act 2004* as follows:

- **Disqualifying Offences** relate to all licensing activities and cover—
 - (a) against Part 5 of the **Drugs, Poisons and Controlled Substances Act 1981** involving—
 - (i) trafficking in a drug of dependence; or
 - (ii) cultivation of narcotic plants in any commercial quantity— within the meaning of that Act;
 - (b) committed outside Victoria that would, if it were committed in Victoria, be an offence against Part 5 of the **Drugs, Poisons and Controlled Substances Act 1981** involving—
 - (i) trafficking in a drug of dependence; or
 - (ii) cultivation of narcotic plants in any commercial quantity— within the meaning of that Act;
 - (c) involving assault or violence against the person;
 - (d) involving dishonesty or theft;
 - (e) against the **Control of Weapons Act 1990**, involving a controlled weapon or a prohibited weapon within the meaning of that Act;
 - (f) committed outside Victoria that would, if it were committed in Victoria, be an offence involving a controlled weapon or a prohibited weapon within the meaning of the **Control of Weapons Act 1990**;
 - (g) involving a firearm within the meaning of the **Firearms Act 1996**;
 - (h) against section 75 or 75A of the **Crimes Act 1958** or an equivalent provision in another State or a Territory;
 - (i) against Part 5.3 of the Criminal Code of the Commonwealth;
 - (j) against the **Terrorism (Community Protection) Act 2003**;
 - (k) committed outside Victoria that would, if it were committed in Victoria, be an offence against the **Terrorism (Community Protection) Act 2003**.

Disqualifying offences may result in you being classified as a prohibited person. A prohibited person is someone who:

- Was found guilty and convicted within the past 10 years of any of the following categories of offences: trafficking in a drug of dependence, cultivation of narcotic plants (commercial quantity), robbery, armed robbery or terrorism. **OR**
- Was found guilty without conviction (by a court) within the past 5 years of any of the following categories of offences: trafficking in a drug of dependence, cultivation of narcotic plants (commercial quantity), robbery, armed robbery or terrorism. **OR**
- Was found guilty and convicted within the past 10 years of any of the following categories of offences: assault or violence against a person, theft or dishonesty, firearms, weapons; and, received a fine of 5 or more penalty units or a custodial penalty **OR**

- Was found guilty without conviction within the past 5 years of any of the following categories of offences: assault or violence against a person, theft or dishonesty, firearms, weapons; and, received a fine of 5 or more penalty units or a custodial penalty.
- You will also be classified as a prohibited person if you have been convicted within the past 10 years or found guilty without conviction (by a court) within the past 5 years of any indictable offence.
- Your application must be refused if you are classified as a prohibited person.
- See the Licensing and Regulation Division website for further information on probity requirements.
 - The Licensing and Regulation Division does not provide individual legal advice regarding probity requirements.

Part 4 - Medical History

- Please indicate whether you have been treated for any of the listed medical conditions in the last 5 years.
- If you answered “yes” to any of these questions, you must supply a medical report from your treating doctor, or a doctor who is familiar with your condition, indicating your suitability to hold a private security licence or registration for the activities being applied for.

Part 5 - Employment Details

- If you have already arranged confirmed employment in the Private Security Industry, please provide details of your prospective employer, otherwise do not complete.

Part 6 - Suitability Reference

- Your application must include 2 suitability references that state you are of suitable character to hold a Private Security Licence for the activities being applied for.
- Suitability references must be provided in written format on the Victoria Police Suitability Reference Form. These are available from the Licensing and Regulation Division website or your Registered Training Organisation.
- For a full list of referees who can provide you with a Suitability Reference please see the Victoria Police Suitability Reference Form.
- Suitability references must:
 - Be dated and no more than 12 months old.
 - Contain the full name, address, contact details, authority type and signature of your referee.
 - Contain evidence of the referee’s authority such as a professional association or regulatory body membership number
- Please note that your referee must know you well enough to vouch for your character. For example, a reference from your accountant might not be accepted if you only see him/her once a year for tax purposes.
- Suitability references sourced from overseas authorities will not be accepted.

[See attached Suitability Reference Forms for more information](#)

Part 7 - Identification Reference

What identification documents are accepted?

Evidence of permanent Australian residency (only one required)

- An Australian birth certificate (a birth extract is **not** accepted)
- A certificate of Australian citizenship
- Evidence of resident status from the Department of Immigration and Citizenship (DIAC)
- If you are a citizen of New Zealand, a New Zealand passport showing Australian Immigration date of arrival stamp

Evidence of authority to work (if you are not a permanent resident of Australia)

- Your passport clearly showing your arrival date, the duration of your visa, and your entitlement to work in Australia
- Your visa must be valid for at least 12 months for your application to be considered and **you must have the appropriate work rights** that permit you to work within the security industry.
- The certified copy of your criminal history check, as provided by you to the Department of Immigration and Border Protection during your Australian visa application.

Further identification

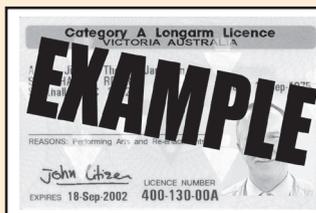
- If you do **not** hold a current Victorian Firearms Licence or a current Victorian CCP Weapons Approval, you must provide a **total of 100 points in identification** documents. These documents must comprise of **one** primary identification document (normally your evidence of Australian residency or authority to work) and **multiple** secondary identification documents. One of your secondary identification documents must include your current residential address.
- **All these documents must be photocopies of the original certified by an acceptable Identification Referee**

Identification documents and points

Primary Identification (only one allowed)	Points	Secondary Identification (continued)	Points
Full Birth Certificate (A Birth Certificate Extract is <u>not accepted</u>)	70	Mortgage documents	35
Current Passport	70	Land Titles Office Document	35
Passport which has not been cancelled and was current within the preceding 2 years	70	Letter from Employer within the last 2 years confirming name and address	35
Citizenship Certificate	70	Municipal Council Rates Notice	35
Diplomatic documents	70	Credit Card statement	25
Secondary Identification		Medicare Card	25
Public Service ID Including photograph and/or signature	40	Telephone Account	25
Any licence issued under under Australian law (ie. Driver licence) including photograph and/or signature	40	Electoral Roll compiled by Australian Electoral Office	25
Social Security Card including photograph and/or signature	40	Records of public utility (ie. water, gas, electricity)	25
Identification Card issued by a Tertiary education institution including photograph and/or signature	40	Statement from a primary, secondary or tertiary institution that you attended in the past 10 years confirming your name and address	25
Identification Card from an Authorised Deposit Taking Institution of which you have a customer of at least 12 months including photograph and/or signature	40	Records from a professional or trade association (union or trade/professional body) confirming your name and address	25

How do I certify documents?

- Photocopies of original documents must be certified by an acceptable referee as a “true copy of the original”. The original document must be sighted by the acceptable referee.
- **All your identification documents must be certified by the same identification referee** who signs **Part 7** of the application form.
- You must sign and date Part 7 of the application form **in the presence** of your identification referee.



I certify that the document presented for certification is a true copy of the original.

John Citizen 01/01/03
 Mueety 01/01/03
 ACCOUNTANT
 PH: 9111 1111

Part 7– Identification Reference *continued* – List of Acceptable Referees

The following people can act as referees for Part 7

The Referee **must** have known you for at least 12 months.

<p>A member of</p> <ul style="list-style-type: none"> the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants, or the National Institute of Accountants. 	<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"> a financial institution; or a corporation that is a registered corporation within the meaning of the <i>Financial Corporation Act 1974</i>; who has been employed continuously for at least 5 years by one or more financial bodies. 	<p>An employee of a bank carrying on a business outside Australia</p> <ul style="list-style-type: none"> that does not have an authority under Section 9 of the <i>Banking Act 1959</i>; and that is engaged in a transaction with a cash dealer; <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 officer within the meaning of the <i>Defence Act 1903</i>.</p>	<p>An individual registered or licensed as</p> <ul style="list-style-type: none"> a dentist, a medical practitioner, a pharmacist, or a veterinary surgeon, <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 his or her duties, is in charge of 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"> the Commonwealth, a State or Territory; an authority of the Commonwealth, a State or Territory; or a local government body of a State or Territory; <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"> a primary or secondary school forming part of the education system in a State or Territory; or an institution listed in section 4 or paragraphs 34(4)(b)-(j) (inclusive) of the <i>Higher Education Funding Act 1988</i>; <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"> is recognised by the members of the community to be a community elder; or if there is an elected Aboriginal council that represents the community – is an elected member of the council.
<p>An individual who is an agent of a totalisator agency board if</p> <ul style="list-style-type: none"> the individual conducts an agency of the totalisator agency board at particular premises; and the agency is not ancillary to any other business conducted at those premises. 	<p>A Commissioner for oaths of a State or Territory.</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 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 member of the Institution of Engineers Australia, other than a member with the grade of student.</p>
<p>A fellow member of the National Tax and Accountants' Association Limited.</p>		

You must ask the Acceptable Referee to

- sign the copy of the identification documents that you are providing in order to indicate that it is a true copy of the original as demonstrated on the previous page; and
- complete all required parts of the "Declaration by Referee" section in Part 7 of the application form as instructed on the form. Please note that this includes witnessing you (the applicant) signing the application in their presence.

Make sure you include the signed identification documents with your application by stapling them to the back of the application.

Part 8 - Acknowledgement

- Do not forget to sign and date the acknowledgement

Part 3 - Previous History (you must answer every question)

Criminal History

1. Have you ever been convicted of any offence in Australia or Overseas? (not traffic charges) Yes No
2. Have you ever been found guilty of any offence *without a conviction being recorded?* (not traffic charges) Yes No
3. Do you have any charges pending against you? (not traffic charges) Yes No
4. Have you ever received a diversion at court? (not traffic matter) Yes No

If "yes" provide evidence of participation in program.

Date	Court
<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Offence	
<input style="width: 100%; height: 20px;" type="text"/>	
Result	
<input style="width: 100%; height: 20px;" type="text"/>	

Date	Court
<input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
Offence	
<input style="width: 100%; height: 20px;" type="text"/>	
Result	
<input style="width: 100%; height: 20px;" type="text"/>	

Note: If you require further space, please photocopy the above section and attach to the application.

Previous Private Security Licence

1. Have you ever been subject of any refusal, cancellation, suspension or prohibition of a private security licence in Australia or Overseas? Yes No

If you answered "yes" please indicate:

Country State Year

2. Have you previously held a Victorian or Interstate Private Security Licence? Yes No
- If you answered "yes" please indicate:

State Licence Number

Other Information

1. Have you served as a member of a Police Force? Yes No

If you answered "yes" a certified certificate of service is required.

2. Is there any other relevant information that you believe should be considered by the Licensing and Regulation Division when accessing your application? Yes No

If you answered "yes" you must attach a written submission and/or relevant documentation.

3. Are you An Australian Citizen or Permanent resident? Yes No

If you answered "no" you must provide further information relating to your criminal history as required under Part 7.

Guard with a Dog applicants only

- Have you had any personal offence history or charges (including pending charges) relating to the mistreatment of animals? Yes No

If you answered "yes" you must provide further information below and/or attach the relevant documentation.

<input style="width: 100%; height: 100%;" type="text"/>
<input style="width: 100%; height: 100%;" type="text"/>

Part 7 - Identification Reference (continued)

Do you have work rights that permit you to work in the security industry?

Yes Your work rights will be verified by a check with the Department of Immigration and Border Protection (DIBP).

No You are not eligible to apply for an individual security licence in Victoria without the permitted work rights.

Section B - Identification Requirements

Do you hold a **current** Victorian Firearm Licence, Private Security Licence, Private Security Registration, or a Chief Commissioner of Police Approval (CCPA) for a Prohibited Weapon?

Yes Enter your Licence, Registration or Approval number:

Go to Part 8 (You do not need to complete Section C - Declaration by Referee)

No You **must** supply 100 points of certified identification documents. See Instruction Pages for details.

These documents must be certified by the **same person** who completes Section C - Declaration by Referee

Section C - Declaration by Referee

**This declaration must be made by an "Acceptable Identification Referee" as listed in the instruction pages.
The Identification Referee must have known the applicant for at least 12 months
The applicant must sign this declaration in the presence of the Identification Referee. The same referee
must also certify the copies of your identification documents.**

Referee to complete

I, the Referee, (Full name of Referee) of (Address of Referee)

declare that I have known (Full name of applicant) for a period of years and months.

Type of Acceptable Referee
(Refer to Part 7 of instruction pages for a list of acceptable referees)

Referee Telephone Contact Details (Home) (Work) (Mobile)

Applicant to complete in presence of referee

I, the applicant, am providing the following certified identification documents -

Identification Documents

(Insert document descriptions from part 7 of the instructions pages.)

Applicant's signature Date / /

Referee to complete

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 Date / /

Part 8 - Acknowledgement

You **must** sign and date again to confirm that **all** the information you have supplied is true and correct

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 wilfully supply details which are incorrect or omit to furnish particulars (Maximum penalty of \$6,000).

Signature: Date: / /

Privacy Statement: The information collected in this application is being collected by Victoria Police. It will be used in accordance with the provisions of the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990* and the *Information Privacy Act 2000*. Your information may be disclosed to employers, approved bodies and other statutory authorities by Victoria Police for the purpose of law enforcement and the administration of justice. Applicants may gain access to their information through application to the Victoria Police Freedom of Information Unit. Failure to provide information requested in this application may result in this application being denied or delayed.



VICTORIA POLICE

SUITABILITY REFERENCE

➤ PART 1: ADVICE TO THE REFEREE TO BE READ PRIOR TO COMPLETING THIS REFERENCE

- The purpose of this written reference is for **you** to attest that, in your opinion, the applicant is of a suitable character to hold a private security licence in Victoria. **You are not obliged to provide this reference.**
- To provide this reference you **must** be of a prescribed class of person in accordance with the *Private Security Regulations 2005*. Acceptable classes of persons are listed on the reverse of this page. Please note that your qualifications may be verified with the relevant authority.
- You **must** have known the applicant for at least 12 months **in Australia**.
- You **must not** be related to the applicant by birth or marriage.
- If you **cannot** attest to all of the above **do not** supply this reference.
- Please complete this form in block letters.

➤ PART 2: REFEREE TO COMPLETE THE FOLLOWING STATEMENT OF SUITABILITY

I (*insert referee name*), _____, give the following written reference regarding the licence application made by (*insert applicant's name*) _____ to work in the private security industry.

- I have known the applicant on a personal or full time basis for ____ year(s) ____ month(s) and I am not related to them by birth or marriage.
- I have known the applicant in the following capacity: (*eg: as a client, employer, student teacher etc*)

- I have been in regular contact with the applicant:
(Your response **must** specify the frequency of contact and when you last interacted with the applicant and on what basis)

- I have observed the following skills and characteristics (traits) that would make the applicant suitable for work in the private security industry: (Your response **must** comment on the applicant's ability to interact effectively with people in a variety of settings, general demeanour, whether they are law abiding, can communicate effectively using the English language and any other consideration that is relevant to their fitness for work in the industry) If insufficient space, please provide a signed and dated attachment .

I make this reference as I belong to one of the following prescribed classes of persons in Australia:
 (You must check ✓ the appropriate class)

<p>For the purposes of sections 107A(1) of the Evidence Act 1958:</p> <input type="checkbox"/> a Justice of the peace or a bail justice; <input type="checkbox"/> a public notary; <input type="checkbox"/> an Australian lawyer (within the meaning of the Legal Profession Act 2004); <input type="checkbox"/> a clerk to an Australian lawyer; <input type="checkbox"/> the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or a deputy registrar of the County Court, the principal registrar of the Magistrates' Court or a registrar or deputy registrar of the Magistrates' Court; <input type="checkbox"/> the registrar of probates or an assistant registrar of probates; <input type="checkbox"/> the associate to a judge of the Supreme Court or of the County Court; <input type="checkbox"/> the associate of an Associate Judge of the Supreme Court or of an associate judge of the County Court; <input type="checkbox"/> a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth; <input type="checkbox"/> the sheriff or a deputy sheriff; <input type="checkbox"/> a member or former member of either House of the Parliament of Victoria; <input type="checkbox"/> a member or former member of either House of the Parliament of Commonwealth; <input type="checkbox"/> councillor of a municipality; <input type="checkbox"/> a senior officer of a Council as defined in the Local Government Act 1989; <input type="checkbox"/> a medical practitioner registered under the Health Professions Registration Act 2005 ; <input type="checkbox"/> a dentist registered under the Health Professions Registration Act 2005 ; <input type="checkbox"/> a veterinary practitioner; <input type="checkbox"/> a pharmacist; <input type="checkbox"/> a principal in the teaching service; <input type="checkbox"/> the manager of an authorised deposit-taking institution; <input type="checkbox"/> a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants;	<input type="checkbox"/> the secretary of a building society <input type="checkbox"/> a minister of religion authorised to celebrate marriages; <input type="checkbox"/> a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed in the Evidence (Affidavits and Statutory Declarations) Regulations 2008 as follows: For the purposes of section 107A of the <i>Evidence (Miscellaneous Provisions) Act 1958</i> , the following classifications in the public service are prescribed classifications— a) Non-executive employee grades 2 to 6 (inclusive) and Senior Technical Specialist; b) Solicitor, Senior Solicitor, Principal Solicitor and Principal Solicitor (Team Leader); c) Executive (Level 1, Level 2 and Level 3); d) Principal Scientist or Principal Scientist Level PS-1 and PS-2; e) Science A to D (inclusive); f) Forensic Officer Level 2 to Level 7 (inclusive); g) Child Protection Worker CPW1 to CPW6 (inclusive); h) Juvenile Justice Worker JJW1 to JJW6 (inclusive); i) Housing Services Officer HSO; j) Senior Medical Adviser SMA; k) Disability Development and Support Officer DDSO4 to DDSO9 (inclusive); l) Custodial Officers COG4 to COG6 (inclusive); <input type="checkbox"/> a fellow of the Institute of Legal Executives (Victoria) <input type="checkbox"/> a nurse registered under the Nurses Act 1993 or any corresponding law of another State or Territory <input type="checkbox"/> a teacher registered under the Victorian Institute of Teaching Act 2001 or any corresponding law of another State or Territory <input type="checkbox"/> a commissioned officer currently serving with the Australian Defence Forces <input type="checkbox"/> a person who is the holder of a private security business licence or nominee and has held it for at least 5 years continuously
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I provide my ID reference as known by the relevant authority and include stamp if available.

Relevant Authority ID. (Include stamp if available)

➤ **PART 3: REFEREE TO COMPLETE THE FOLLOWING DECLARATION**

I acknowledge that the particulars in this suitability reference are true and correct and I make this acknowledgement knowing it is an offence against section 135 of the *Private Security Act 2004* to wilfully supply details which are false or misleading or omit to furnish particulars (Maximum penalty \$7,000). **In signing this declaration I am aware that I may be called upon to stand by this statement in a court of law.**

Referee Signature: _____ **Date:** ____ / ____ / ____

Printed Name: _____

Work Address: _____

Phone: (H) _____ **(W)** _____ **(M)** _____

E-mail address: _____



VICTORIA POLICE

SUITABILITY REFERENCE

➤ PART 1: ADVICE TO THE REFEREE TO BE READ PRIOR TO COMPLETING THIS REFERENCE

- The purpose of this written reference is for **you** to attest that, in your opinion, the applicant is of a suitable character to hold a private security licence in Victoria. **You are not obliged to provide this reference.**
- To provide this reference you **must** be of a prescribed class of person in accordance with the *Private Security Regulations 2005*. Acceptable classes of persons are listed on the reverse of this page. Please note that your qualifications may be verified with the relevant authority.
- You **must** have known the applicant for at least 12 months **in Australia**.
- You **must not** be related to the applicant by birth or marriage.
- If you **cannot** attest to all of the above **do not** supply this reference.
- Please complete this form in block letters.

➤ PART 2: REFEREE TO COMPLETE THE FOLLOWING STATEMENT OF SUITABILITY

I (*insert referee name*), _____, give the following written reference regarding the licence application made by (*insert applicant's name*) _____ to work in the private security industry.

- I have known the applicant on a personal or full time basis for ____ year(s) ____ month(s) and I am not related to them by birth or marriage.
- I have known the applicant in the following capacity: (*eg: as a client, employer, student teacher etc*)

- I have been in regular contact with the applicant:
(Your response **must** specify the frequency of contact and when you last interacted with the applicant and on what basis)

- I have observed the following skills and characteristics (traits) that would make the applicant suitable for work in the private security industry: (Your response **must** comment on the applicant's ability to interact effectively with people in a variety of settings, general demeanour, whether they are law abiding, can communicate effectively using the English language and any other consideration that is relevant to their fitness for work in the industry) If insufficient space, please provide a signed and dated attachment .

I make this reference as I belong to one of the following prescribed classes of persons in Australia:
 (You must check ✓ the appropriate class)

<p>For the purposes of sections 107A(1) of the Evidence Act 1958:</p> <input type="checkbox"/> a Justice of the peace or a bail justice;	<input type="checkbox"/> the secretary of a building society
<input type="checkbox"/> a public notary;	<input type="checkbox"/> a minister of religion authorised to celebrate marriages;
<input type="checkbox"/> an Australian lawyer (within the meaning of the Legal Professions Act 2004);	<input type="checkbox"/> a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed in the Evidence (Affidavits and Statutory Declarations) Regulations 2008 as follows:
<input type="checkbox"/> a clerk to an Australian lawyer;	<p>For the purposes of section 107A of the <i>Evidence (Miscellaneous Provisions) Act 1958</i>, the following classifications in the public service are prescribed classifications—</p> <p>a) Non-executive employee grades 2 to 6 (inclusive) and Senior Technical Specialist;</p> <p>b) Solicitor, Senior Solicitor, Principal Solicitor and Principal Solicitor (Team Leader);</p> <p>c) Executive (Level 1, Level 2 and Level 3);</p> <p>d) Principal Scientist or Principal Scientist Level PS-1 and PS-2;</p> <p>e) Science A to D (inclusive);</p> <p>f) Forensic Officer Level 2 to Level 7 (inclusive);</p> <p>g) Child Protection Worker CPW1 to CPW6 (inclusive);</p> <p>h) Juvenile Justice Worker JJW1 to JJW6 (inclusive);</p> <p>i) Housing Services Officer HSO;</p> <p>j) Senior Medical Adviser SMA;</p> <p>k) Disability Development and Support Officer DDSO4 to DDSO9 (inclusive);</p> <p>l) Custodial Officers COG4 to COG6 (inclusive);</p> <input type="checkbox"/> a fellow of the Institute of Legal Executives (Victoria)
<input type="checkbox"/> the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or a deputy registrar of the County Court, the principal registrar of the Magistrates' Court or a registrar or deputy registrar of the Magistrates' Court;	<input type="checkbox"/> a nurse registered under the Nurses Act 1993 or any corresponding law of another State or Territory
<input type="checkbox"/> the registrar of probates or an assistant registrar of probates;	<input type="checkbox"/> a teacher registered under the Victorian Institute of Teaching Act 2001 or any corresponding law of another State or Territory
<input type="checkbox"/> the associate to a judge of the Supreme Court or of the County Court;	<input type="checkbox"/> a commissioned officer currently serving with the Australian Defence Forces
<input type="checkbox"/> the associate of an Associate Judge of the Supreme Court or of an associate judge of the County Court;	<input type="checkbox"/> a person who is the holder of a private security business licence or nominee and has held it for at least 5 years continuously
<input type="checkbox"/> a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth;	
<input type="checkbox"/> the sheriff or a deputy sheriff;	
<input type="checkbox"/> a member or former member of either House of the Parliament of Victoria;	
<input type="checkbox"/> a member or former member of either House of the Parliament of Commonwealth;	
<input type="checkbox"/> councillor of a municipality;	
<input type="checkbox"/> a senior officer of a Council as defined in the Local Government Act 1989;	
<input type="checkbox"/> a medical practitioner registered under the Health Professions Registration Act 2005 ;	
<input type="checkbox"/> a dentist registered under the Health Professions Registration Act 2005 ;	
<input type="checkbox"/> a veterinary practitioner;	
<input type="checkbox"/> a pharmacist;	
<input type="checkbox"/> a principal in the teaching service;	
<input type="checkbox"/> the manager of an authorised deposit-taking institution;	
<input type="checkbox"/> a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants;	

I provide my ID reference as known by the relevant authority and include stamp if available.

Relevant Authority ID. (Include stamp if available)

➤ **PART 3: REFEREE TO COMPLETE THE FOLLOWING DECLARATION**

I acknowledge that the particulars in this suitability reference are true and correct and I make this acknowledgement knowing it is an offence against section 135 of the *Private Security Act 2004* to wilfully supply details which are false or misleading or omit to furnish particulars (Maximum penalty \$7,000). **In signing this declaration I am aware that I may be called upon to stand by this statement in a court of law.**

Referee Signature: _____ Date: ____ / ____ / ____

Printed Name: _____

Work Address: _____

Phone: (H) _____ (W) _____ (M) _____

E-mail address: _____