



## Application for a security provider licence Individual—Class 1

Security Providers Act 1993

This form is effective from 1 July 2022

ABN: 13 846 673 994

### OFFICE USE ONLY

#### Date received

.....

#### Payment details

Amount allocated

\$ .....

CHC amount

\$ .....

Fingerprint amount

\$ .....

Total amount

\$ .....

#### Entity

Entity number .....

### Instructions

Please use **BLOCK** letters when you fill out this form. Attach extra sheets if necessary. Please note that the licence fees may be altered at any time by regulation. All dates should be DD/MM/YYYY.

### Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Security Providers Act 1993* to process your application. In accordance with this Act, some personal information may be passed on to police services in Australia (including federal, states and territories) for criminal history searches. Enquiries may also be made with the Department of Home Affairs to verify eligibility to work in Australia. Your name and address will be placed on a register which may be inspected by the public upon payment of a prescribed fee. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

If you give the OFT an email address to communicate with you, the personal information in these communications will be stored on your email service provider's servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from the OFT to be transferred outside Australia.

No GST payable on licence fees.

Mandatory criminal history check fee is payable in addition to the application fees.

If you were born in New Zealand or have a New Zealand passport, you need to get a copy of your criminal history or a letter indicating you have no criminal history from New Zealand. For more information, visit the New Zealand Ministry of Justice website [www.justice.govt.nz](http://www.justice.govt.nz)

We can only accept original documents dated within one month of the date you send them to us. Please note, it can take up to 20 working days to process a request for a New Zealand criminal history check. There is no fee payable for you to get a New Zealand criminal history check.

**A mandatory fingerprinting fee is payable in addition to the application fee and criminal history check fee. The fingerprinting fee is payable at the time of lodging the original application and will not need to be paid again unless your licence expires.**

**So that your application for a licence can be considered, all applicants are required to have fingerprints taken by the Queensland Police Service. You will be advised in writing of the process to have your fingerprints taken after your application is lodged. An appointment must be made before attending a police station to have your fingerprints taken for the purpose of this licence. You should read the mandatory fingerprinting privacy information statement attached to this application.**

### Already fingerprinted

While you have a current licence under the *Security Providers Act 1993* you only need to have your fingerprints taken once. This applies even if you apply for any additional security licences.

However, you do need to give your fingerprints again if you have had them taken for another reason. For instance, you may have been fingerprinted if you hold a gaming or weapons licence or hold a blue card.

### Applicant

Name of applicant .....

Upgrade application (please contact 13 QGOV (13 74 68) for applicable fee).

## Part 1—Licence type applied for

### Licence type

Please note the licence fees usually change on 1 July each year.

To find the fees for your licence, visit [www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule](http://www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule)

**Note: a restricted licence** is for carrying out the functions of the security provider selected under direct supervision of an unrestricted licensee who holds the same licence functions. A restricted licence is issued for a term of six months only. After the term ends, you cannot apply for a further restricted licence for carrying out any of the functions authorised under the first restricted licence. You must complete training requirements and apply for an unrestricted licence before the restricted licence expires in order to continuously perform the functions of a security provider.

### Licence function

**Note:** Unrestricted licence applicants must meet the qualification requirements for each licence function selected and, in the case of a security officer, each category selected.

### Single function

**RESTRICTED** licence (see note below) six month

(please select **one** function from the list below)

**UNRESTRICTED** licence

one year  three years

(please select **one** function from the list below)

Bodyguard

Crowd controller

Private investigator

Security officer—you must select one or more of the following categories:

Security officer—unarmed

Security officer—cash in transit

Security officer—dog patrol

Security officer—monitoring

### Multiple functions

**RESTRICTED** licence (see note below) six month

(please select **two or more** functions from the list below)

**UNRESTRICTED** licence

one year  three years

(please select **two or more** functions from the list below)

Bodyguard

Crowd controller

Private investigator

Security officer—you must select one or more of the following categories:

Security officer—unarmed

Security officer—cash in transit

Security officer—dog patrol

Security officer—monitoring

I also enclose:

Mandatory criminal history check fee

Mandatory fingerprinting fee

## Part 2—Applicant details

### Section 1

#### Applicant details

Preferred title: Mr  Mrs  Ms  Miss  Other (specify) .....

Surname .....

Given names .....

Have you been known by any other name? Yes  No

Previous names .....

Reason for change .....

### Section 2

#### Date and place of birth

**Note:** This office will only accept photocopies of documents certified by the following people: Justice of the Peace, Commissioner for Declarations, barrister/solicitor or Notary Public.  
**Refer to Part 4—Personal identification 100 point check**

If you are lodging this application in person, you must provide 100 points of identification from the checklist in Part 4, which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy certified as being a true copy. The photocopy must contain the original signature of the person certifying the identification.

Date of birth   /   /

Place of birth: Town ..... State

Country .....

Australian driver's licence number ..... State of issue

Passport number ..... ImmiCard number .....

Passport country .....

Passport type:  Government  Private  UN refugee

#### Eligibility to work in Australia

Are you an Australian citizen? Yes  No

If you are not an Australian citizen supply a certified copy of your international passport.

## Part 2—Applicant details continued

<b>Section 3</b> <b>Contact details</b>	Phone (business hours) .....	Phone (after hours) .....
	Fax (business hours) .....	Mobile .....
Email .....		
Preferred contact method <input type="checkbox"/> B/H <input type="checkbox"/> A/H <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Mail		
<b>Section 4</b> <b>Residential address</b> <b>Note:</b> a post office box address is not acceptable.	Unit/Flat number .....	
	Street number and name .....	
	Suburb .....	State <input type="text"/> <input type="text"/> <input type="text"/>
<b>Section 5</b> <b>Postal address</b>	Postal address .....	
	Suburb .....	State <input type="text"/> <input type="text"/> <input type="text"/>

## Part 3—Previous licences

<b>Previous licences</b> Attach a separate listing if there are more.  *Licence issued by the Office of Fair Trading.	List licences (if any) the same as, or similar to, the licence you are applying for (including expired licences).	
	Licence type .....	State .....
	Licence number .....	
	Period from <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Period to <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## Part 4—Identity verification check

<b>Personal identification 100 point check</b> You must establish your identity by providing documents from the list (to the right) certified as true copies of the original (see note). Originals may also be sighted and copied by staff if you are lodging the application in person at a departmental counter.  Different types of identity documents are worth different points (see table). You can use different combinations of documents to make up your 100 points, but <b>you must include at least one primary document as part of your 100 points.</b>  <b>Note:</b> This office will only accept photocopies of documents certified by the following people: Justice of the Peace, Commissioner for Declarations, barrister/solicitor or Notary Public.  <b>Note:</b> You must supply certified identification in your current name.	Document	Points value	Document value
	<b>Primary documents</b>		
	Passport (current or expired within the past two years, but not cancelled)	50	
	Birth certificate/extract	50	
	ImmiCard	50	
	Australian driver's licence	50	
	Photo identification card/Adult proof of age card	50	
<b>Secondary documents</b>			
	Australian Citizenship certificate	40	
	Public service employee ID card	40	
	Health care card	40	
	Tertiary education student ID card	40	
	Mortgage documents	40	
	Letter from employer (current or within past two years)	25	
	A rating authority e.g. land rates	25	
	Utility bill* e.g. electricity, gas, telephone	25	
	ATM card, credit card, bank book statement*	25	
	Council rates notice	25	
	Medicare card	25	
	Marriage certificate	25	
	<b>Total points:</b>		
* You cannot use more than one from the same financial institution or utility.			

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## Part 5—Training

### Training (unrestricted licence)

You must provide proof that you have completed an approved training course for each licence function selected and include a **statement of attainment which lists all units of competency completed** with this application. Where first aid training is required, and you have undertaken your first aid training externally, (e.g. through the Queensland Ambulance Service, St John's Ambulance or equivalent), you will need to seek recognition of that qualification by your training organisation. Your statement of attainment must show that you have been assessed as competent regardless of any other qualification you may hold. If you are the holder of a student visa, it is necessary to ensure the training organisation you complete training through holds registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

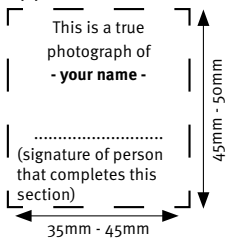
### Training providers

For information on training providers visit: [www.myskills.gov.au](http://www.myskills.gov.au)

## Part 6—Photographs

### Photographs

Two recent scannable passport size photographs of the applicant must accompany this application. **Note: Only passport quality photos can be accepted.** The photographs should be placed in an envelope and stapled to the front of this application form.



The reverse side of each photograph **must be certified and signed** by a person (other than the applicant) who has known the applicant for at least 12 months, using the following wording:

**This is a true photograph of << insert applicant's name >>**

The person who certifies and signs the reverse side of the photographs must also complete the information below and sign in the space provided.

Full name .....

Residential address .....

Suburb ..... State  Postcode

Phone ..... Fax .....

Mobile ..... Email .....

Signature: ..... Date  /  /

## Part 7—Suitability

### Suitability

Disclosure of previous convictions does not automatically disqualify you from holding a licence. However, failure to disclose convictions may result in your application being refused and prosecution action being commenced.

**Note:** please see page 6 for definition of **disqualifying offence**.

### Control orders

You are not a suitable person to hold a licence under the *Security Providers Act 1993* if you are subject to a relevant control order as defined under the Act.

**Relevant control order** in relation to a licence, means a control order or registered corresponding control order that restricts the person to whom the order applies from carrying on a business, engaging in an occupation or performing an activity that requires a licence.

Have you been found guilty of an offence (excluding traffic or misdemeanour offences) in Queensland or elsewhere, within the last 10 years?

No  Yes—Please attach details.

Are you currently facing charges for a disqualifying offence as defined in the *Security Providers Act 1993* that has/have not been determined by the court?

No  Yes—Please attach details.

Have you been convicted of an offence against the *Industrial Relations Act 1999* (Qld), *Workplace Relations Act 1996* (Cth), or the *Fair Work Act 2009* (Cth) relating to the under payment of award wages?

No  Yes—Please attach details.

Have you contravened an order of the Industrial Commission or of the Industrial Magistrates Court to pay wages?

No  Yes—Please attach details.

Have you been convicted of an offence against Part 5.3 of the Commonwealth Criminal Code or a terrorist offence against the law of any state or territory or overseas jurisdiction?

No  Yes—Please attach details.

Have you been (or are) insolvent under administration (this includes entering into bankruptcy or a Personal Insolvency Agreement under Part X of the *Bankruptcy Act 1966* or is a party as a debtor to a debt agreement under Part IX of the *Bankruptcy Act 1966*)?

No  Yes—Please attach details (include certificate of bankruptcy/discharge).

Have you ever had a licence refused, suspended or cancelled under *Security Providers Act 1993* or similar Act of any state, territory or country?

No  Yes—Please attach details.

## Part 8—Checklist and declaration

### Checklist

It is an offence to supply incorrect or misleading information.

To find the fees for your licence, visit [www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule](http://www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule)

### Processing time-frames:

Average processing times for a complete application is four to six weeks.

Processing times vary depending on volumes of applications on hand, seasonal fluctuations, and whether your name is recorded on an interstate police database.

Please allow at least four weeks from the date of lodgement before enquiring on the progress of an application.

Failure to supply requested information in a timely manner may result in your application being withdrawn.

Please check each statement and tick each box if you have met the following requirements:

- I have completed each part of this form honestly and correctly to the best of my knowledge.
- I have provided all relevant documentation to meet the 100 point identity verification check in Part 4.
- I have enclosed proof of completion of an approved training course (including units completed) as required in Part 5 (unrestricted applicant only).
- I have enclosed two recent certified photos as required in Part 6.
- I have enclosed the application fee \$ ..... and
- Criminal history check fee.
- I have enclosed the fingerprinting fee and I have read the mandatory fingerprinting privacy statement below.

In submitting this application, I also consent to an Australian criminal history check being conducted and for the police services in Australia (including federal, states and territories) to disclose my criminal history information and any impending charges to the Office of Fair Trading. I also understand any disclosure will be subject to applicable federal, state and territory legislation and/or applicable police service policy. I also understand that enquiries may be made with the Department of Home Affairs to verify my eligibility to work in Australia.

Signature: ..... Date   /   /

**Please note: if you do not provide all of the information requested on this form, your application will be delayed until the department receives the required details from you. Unless applying in person at an Office of Fair Trading counter, please do not supply any ORIGINAL identification documents with this application. If you are lodging this application by mail, you must supply a certified copy of the identification documents. The following people can certify photocopies of documents: Justice of the Peace; Commissioner for Declarations; barrister/solicitor or a Notary Public.**

## Mandatory fingerprinting privacy statement

Under the *Security Providers Act 1993* (the Act), the Office of Fair Trading requires your fingerprints to be taken to confirm your identity and to undertake ongoing probity checks under section 20 of the Act.

Your fingerprints will be taken by specially trained Queensland Police Service staff who are authorised to do so. Once your fingerprints are taken, they will be securely stored by the Queensland Police Service Fingerprint Bureau. Your fingerprints will also be uploaded onto the National Automated Fingerprint Identification System (NAFIS). NAFIS is operated and secured by CrimTrac, the Australian Government agency that also provides the criminal history search service. As a Commonwealth agency, CrimTrac must operate in accordance with the Commonwealth *Privacy Act 1988*.

Criminal History Checks will still be conducted on every licensee and any additional names identified by the initial fingerprint identification process will also have criminal history searches conducted against them.

Ongoing probity checks will be performed daily by comparing fingerprints stored on NAFIS against unidentified latent fingerprints from unsolved crime scenes. This is in addition to overnight matching of licence details against the Queensland Police Service database to determine if a licensee has been charged with a disqualifying offence.

Fingerprint records will also be available to other police services in Australia. However, your fingerprints will **NOT** be available to the Office of Fair Trading.

As your fingerprints are only required while your security provider licence is current, once your licence ceases, because it has expired, the application has been withdrawn or the Chief Executive has cancelled your licence or has refused to renew your licence, your fingerprints will be destroyed. The fingerprint records to be destroyed will only be the fingerprints taken as part of the security provider licence process. The destruction will include the copy stored at the Fingerprint Bureau and the security provider licence fingerprint record stored on NAFIS. The destruction will be performed by two highly qualified fingerprint specialists and will be done in the presence of a Justice of the Peace. Destruction will be scheduled automatically after all appeal rights are exhausted. You will not have to request to have this done.

## Part 9—Lodgement details

<p><b>IMPORTANT!</b></p> <p>Please make sure you:</p> <ul style="list-style-type: none"> <li>provide all necessary information and documentation</li> <li>sign the application</li> <li>return all pages of the application form.</li> </ul>	<p><b>Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Office.</b></p> <p><b>By mail:</b> Industry Licensing Unit, GPO Box 3111, Brisbane QLD 4001</p> <p><b>In person:</b> Visit <a href="http://www.qld.gov.au/fairtrading">www.qld.gov.au/fairtrading</a> or call <b>13 QGOV</b> (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.</p>
<p><b>Refunds</b></p>	<p>If the application is withdrawn prior to a licence being issued, or the application is refused, the department will retain an administration fee plus the fees for the criminal history check and fingerprinting if they have already been undertaken, and refund the balance.</p>
<p><b>Change of details</b></p>	<p>If at any time your licence details or suitability requirements change, you must notify the Office of Fair Trading within 7 days.</p>

## Part 10—Disqualifying offences

Definition	Disqualifying offence provisions under the Criminal Code			
<p>A person is not an appropriate person to hold a licence if the person, within ten years of applying for a licence, has been convicted of a disqualifying offence; or an offence that would be a disqualifying offence if committed in Queensland.</p>	Chapter 9	(Breaches)	Chapter 37	(Offences analogous to stealing)
	Chapter 9A	(Consorting)	Chapter 38	(Stealing with violence—Extortion by threats)
	Chapter 16	(Offences relating to the administration of justice)	Chapter 39	(Burglary—Housebreaking—and like offences)
<p><b>Disqualifying offence</b> means an offence:</p>	Chapter 20	(Miscellaneous offences against public authority)	Chapter 40	(Other fraudulent practices)
<p>a) under the <i>Weapons Act 1990</i> that is punishable by imprisonment for one year or more, even if a fine may be imposed in addition or as an alternative</p>	Chapter 22	(Offences against morality)	Chapter 41	(Receiving property stolen or fraudulently obtained and like offences)
<p>b) under the <i>Drugs Misuse Act 1986</i> that is punishable by imprisonment for one year or more, even if a fine may be imposed in addition or as an alternative</p>	Chapter 28	(Homicide—Suicide—Concealment of birth)	Chapter 42A	(Secret commissions)
	Chapter 29	(Offences endangering life or health)	Chapter 46	(Offences)
<p>c) against the <i>Police Service Administration Act 1990</i>, section 10.19(b), (c), (d), (e) or (f)</p>	Chapter 30	(Assaults)	Chapter 49	(Punishment of forgery and like offences)
<p>d) against a provision of the Criminal Code of the Commonwealth, part 5.3, or a law of a State, or an overseas country, that relates to terrorism</p>	Chapter 32	(Rape and sexual assaults)	Chapter 52	(Personation)
	Chapter 33	(Offences against liberty)	Chapter 56	(Conspiracy)
	Chapter 33A	(Unlawful stalking)		
<p>e) against a provision of the Criminal Code mentioned at the right: or that is a prescribed offence within the meaning of the <i>Penalties and Sentences Act 1992</i>, section 161N; and committed with a serious organised crime circumstance of aggravation within the meaning of the <i>Penalties and Sentences Act 1992</i>, section 161Q</p>	Chapter 36	(Stealing)		
	<b>Disqualifying offence under repealed provisions of the Criminal Code</b>			
	Section 343A	(Assault occasioning bodily harm)	Section 344	(Aggravated assaults)

## Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name .....

Postal address .....

Suburb ..... State    Postcode

Mobile ..... Fax number .....

Receipt request    Yes     No

Email .....

## Payment

### Payment details

Cash—pay in person     Debit/Credit card     Money order     Cheque  
**Do not send cash by mail**

Make money order or cheque payable to the Office of Fair Trading.  
**A receipt will not be issued unless specifically requested.**

### Debit/Credit card

**OFT cannot accept debit/credit card details over the phone or email (including any attachments) in accordance with the Payment Card Industry Data Security Standard. If an email is received containing debit/credit card details, it will be deleted immediately and your application and payment will not be processed.**

Charge my:

Debit/Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ .....    Expiry date:   /

Cardholder's signature:

.....



### By post

A cheque or money order can be posted in, together with the application form.  
**Make money order or cheque payable to the Office of Fair Trading**



### In person

You can also visit a Fair Trading Office or an applicable Queensland Government Service Office to lodge this application and pay the applicable fees over the counter.  
 Visit [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading) or call **13 QGOV** (13 74 68) for your nearest Fair Trading Office or Queensland Government Service Office.