



Application for a security provider Class 2

—Individual licence

Mutual Recognition (Queensland) Act 1992

Trans-Tasman Mutual Recognition (Queensland) Act 2003

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. All dates should be DD/MM/YYYY. Place a tick in the appropriate box, where applicable.

Incomplete applications

Failure to correctly complete this form or provide all information, fees and documents requested may result in the application being returned to you by post which will delay the issuing of your licence.

Please note

Under the *Mutual Recognition (Queensland) Act 1992*, if you have an occupational licence issued in a State or Territory of the Commonwealth, you are entitled to have that licence recognised in Queensland under most, but not all, circumstances. Under the *Trans-Tasman Mutual Recognition (Queensland) Act 2003*, people registered in New Zealand have the same rights.

Applicants are deemed to be licensed in Queensland once they possess a receipt for the application fee and hold a current, equivalent licence at the time of lodgement. Deemed registration will continue until the licence is either granted or refused, provided that the interstate licence remains current.

Applicants from New Zealand please note: You are requested to advise the department in writing of the specific function or functions, that you yourself performed on your 'certificate of approval to be the employee of a security guard.' As a licence under the *Trans-Tasman Mutual Recognition (Queensland) Act 2003* can only be granted for an equivalent licence in Queensland, this information is required to assess which category of licence you are eligible for in Queensland.

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

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.

Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Mutual Recognition (Queensland) Act 1992* and the *Trans-Tasman Mutual Recognition (Queensland) Act 2003* to process your application. In accordance with these Acts, 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 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 the licence fees.

Change of details

If at any time your licence details and suitability requirements change, you must notify the Office of Fair Trading within 7 days.

Name of applicant

Name of applicant

Part 1—Occupation

<p>Occupation type</p> <p>Please note that these fees may be altered at any time by regulation.</p> <p>To find the fees for your licence, visit www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule</p>	<p>Single function</p> <p>I am applying for a:</p> <p><input type="checkbox"/> one year</p> <p><input type="checkbox"/> three years</p> <p>(please tick one box below)</p> <p><input type="checkbox"/> Security adviser</p> <p><input type="checkbox"/> Security equipment installer</p> <hr/> <p>I also enclose:</p> <p><input type="checkbox"/> Mandatory criminal history check fee</p> <p><input type="checkbox"/> Mandatory fingerprinting fee</p>	<p>Multiple functions</p> <p>I am applying for a:</p> <p><input type="checkbox"/> one year</p> <p><input type="checkbox"/> three years</p> <p>(please tick both boxes below)</p> <p><input type="checkbox"/> Security adviser</p> <p><input type="checkbox"/> Security equipment installer</p>
<p>Suitability</p> <p>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.</p>	<p>Criminal history</p> <p>A mandatory criminal history check will be conducted on all applicants. Processing of the application will not be progressed until this fee is paid.</p> <p>People who have been convicted of a disqualifying offence as defined in the Queensland <i>Security Providers Act 1993</i> within ten years of applying for a licence in Queensland are not considered to be appropriate to hold a licence. Please refer to Attachment C for a list of disqualifying offences under the <i>Security Providers Act 1993</i>.</p> <p>As eligibility criteria in relation to criminal history varies significantly between states and territories, people who have been convicted of any offences in the ten years prior to submitting an application should check their eligibility prior to lodging an application.</p> <p>Control orders</p> <p>You are not a suitable person to hold a licence under the <i>Security Providers Act 1993</i> if you are subject to a relevant control order as defined under the <i>Security Providers Act 1993</i>.</p>	
<p>Fingerprinting</p> <p>Already fingerprinted</p>	<p>Fingerprints must be undertaken on all applicants. A mandatory fingerprinting fee is payable in addition to the fees listed 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.</p> <p>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 statement attached to this application.</p> <p>While you have a current licence under the <i>Security Providers Act 1993</i> you only need to have your fingerprints taken once. This applies even if you apply for any additional security licences.</p> <p>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.</p>	

Part 2—Applicant details

<p>Section 1</p> <p>Applicant details</p>	<p>Preferred title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify)</p> <p>Surname</p> <p>Given names</p> <p>Have you been known by any other name? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Previous names</p> <p>Reason for change</p>
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Part 2—Applicant details continued

Section 2

Date, place of birth and visa details

NOTE: You must provide certified identification in your current name.

*Only photocopies of documents certified as being a true copy of the original document by persons listed in Attachment B can be accepted. The photocopy must contain the original signature of the person certifying the identification.

If you are not an Australian citizen, you must supply a certified copy of your international passport. See Notes Part 2 for more information.

If you are lodging this application in person you may provide an original of your **birth certificate/extract, passport, Australian citizenship certificate or driver's licence**, 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.*

Date of birth: / /
D D M M Y Y Y Y

Place of birth: Town State
 Country

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

Section 3 Contact details

Phone (business hours) Phone (after hours)

Fax (business hours) Mobile

Email

Preferred contact method B/H A/H Mobile Email Mail

Section 4 Residential address

A post office box address is not acceptable.

Unit/Flat number

Street number and name

Suburb State Postcode

Section 5 Postal address

Postal address

Suburb State Postcode

Change of address

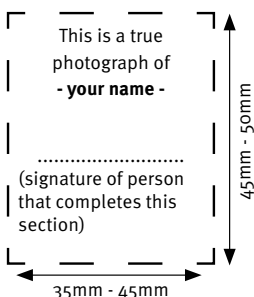
If you change your address you are required to notify the chief executive within 7 days. If you do not notify Industry Licensing within the required timeframes it may result in a fine being issued.

Part 3—Photographs

Photographs

Two recent passport photographs must accompany this application. **Only passport photographs can be accepted.**

Note: 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: Dated: / /
D D M M Y Y Y Y

Part 4—Registration details

Details of current interstate registration for this occupation

Note: registration includes any licence, admission, approval, certificate, etc.

Specify all the states and territories (or New Zealand) in which you currently hold or previously held registration for this occupation.

At least one licence must be current when this form is received by the office.

A copy of the current registration document/s must accompany this notice.

State/territory/NZ	Type of occupational registration/licence	Registration/licence number	Date of expiry

Part 5—Conditions

Conditions

Are there any conditions, limitations or restrictions which apply to your registration in any state or territory of Australia or in New Zealand?

No Yes—If yes, please provide details

Part 6—Statutory declaration

Under the *Mutual Recognition (Queensland) Act 1992*, the Office of Fair Trading can refuse to grant registration if you provide false or misleading statements or information.

Please have the Statutory Declaration in Attachment A completed and witnessed by a person authorised to do so as listed in Attachment B.

Part 7—Checklist

Please check each item as you complete.

Please note: there are penalties for making a false or misleading statement.

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

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

- Criminal history check fee.
 - I have enclosed certified proof of identity documents.
 - I have enclosed the fingerprinting fee and I have read the mandatory fingerprinting privacy statement below.
 - I have enclosed the application fee of \$
- (Note: Applicants are deemed to be licensed in Queensland once they possess a receipt for the application fee and hold a current, equivalent licence at the time of lodgement. If payment is not received with your initial application, you will not receive a receipt and therefore will not be deemed licensed in Queensland).
- I have completed each part of this form honestly and correctly to the best of my knowledge.
 - I have enclosed any extra necessary information or documents.
 - The attached statutory declaration section on this form has been completed, signed and witnessed (see attachment A).
 - I have included a copy of my current interstate or New Zealand occupational licence.
 - I have enclosed certified photographs.

Part 8—Declaration and signature

Applicant signature and consent

Please note: If you do not provide all of the information requested on this form your application will be delayed until the office receives the required details from you.

In submitting this application, I consent to an Australian criminal history check being conducted by 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 understand any disclosures will be subject to applicable federal, state and territory legislation and/or applicable police service policy.

Enquiries may also be made with the Department of Home Affairs to verify eligibility to work in Australia. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

I consent to the making of enquires of, and exchange of information with, the authorities of any state or territory of Australia or of New Zealand regarding my activities in the relevant occupation and any other matters relevant to this notice.

I declare the answers I have given on this form and attachments are true and correct in every detail.

I have read and agree to the terms stated above.

Signature:

Signatory's name (please print)

Date: / /
D D / M M / Y Y Y Y

Lodgement details

IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

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.

By mail:

Industry Licensing Unit, GPO Box 3111, Brisbane QLD 4001

In person:

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.

Refunds

If an applicant withdraws an application prior to a licence being issued, or it is refused, the application fee and fees paid for criminal history checks that have already been conducted are not refundable.

Change of details

If at any time your licence details or suitability requirements change, you must notify the Office of Fair Trading within 7 days.

This area has been intentionally left blank.

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.

This area has been intentionally left blank.

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: /
M M Y Y Y Y

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 or call **13 QGOV** (13 74 68) for your nearest Fair Trading Office or Queensland Government Service Office.

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Proceed to next section.**

ATTACHMENT B

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;
- with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

Disqualifying offences

Definition

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.

Disqualifying offence means an offence:

- a) under the *Weapons Act 1990* that is punishable by imprisonment for one year or more, even if a fine may be imposed in addition or as an alternative
- b) under the *Drugs Misuse Act 1986* that is punishable by imprisonment for one year or more, even if a fine may be imposed in addition or as an alternative
- c) against the *Police Service Administration Act 1990*, section 10.19(b), (c), (d), (e) or (f)
- 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
- e) against a provision of the Criminal Code mentioned at the right: or that is a prescribed offence within the meaning of the *Penalties and Sentences Act 1992*, section 161N; and committed with a serious organised crime circumstance of aggravation within the meaning of the *Penalties and Sentences Act 1992*, section 161Q

Disqualifying offence provisions under the Criminal Code

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)
Chapter 20	(Miscellaneous offences against public authority)	Chapter 40	(Other fraudulent practices)
Chapter 22	(Offences against morality)	Chapter 41	(Receiving property stolen or fraudulently obtained and like offences)
Chapter 28	(Homicide—Suicide—Concealment of birth)	Chapter 42A	(Secret commissions)
Chapter 29	(Offences endangering life or health)	Chapter 46	(Offences)
Chapter 30	(Assaults)	Chapter 49	(Punishment of forgery and like offences)
Chapter 32	(Rape and sexual assaults)	Chapter 52	(Personation)
Chapter 33	(Offences against liberty)	Chapter 56	(Conspiracy)
Chapter 33A	(Unlawful stalking)		
Chapter 36	(Stealing)		

Disqualifying offence under repealed provisions of the Criminal Code

Section 343A	(Assault occasioning bodily harm)	Section 344	(Aggravated assaults)
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