

Application for a security firm's licence

Security Providers Act 1993

This form is effective from 1 July 2011

ABN: 13 846 673 994

OFFICE USE ONLY

Date received

.....

Lodgement details

Lodgement unit number

.....

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 quoted in this application may be altered at any time by regulation. All dates should be DD/MM/YYYY.

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 processing of your licence.

Privacy statement—please read

The Office of Fair Trading is collecting information, including personal information, on this form as required by the *Security Providers Act 1993*. In accordance with the Act, some personal information may be passed on to police services in Australia (including federal, states and territories) and New Zealand to assist with criminal history searches. Enquiries may also be made with the Department of Immigration and Citizenship to verify eligibility to work in Australia. Other information may be disclosed without your consent where authorised or required by law. Your name, business address (if applicable), licence class, licence status, conditions and expiry date will be placed on a register that may be inspected by the public and is available online.

No GST payable on licence fees (see list of licence fees on page 2).

A criminal history check fee of \$35.90 (inclusive of \$1.13 GST) is payable for each individual whose date and place of birth appear on this application (e.g. a company with two directors will be required to pay \$71.80 being 2 x \$35.90 for the criminal history checks).

Criminal history check fee \$35.90 x = \$

A mandatory fingerprinting fee of \$100.00 (GST exempt) is payable for each individual whose date and place of birth appear on this application (e.g. a company with two directors will be required to pay \$200 being 2 x \$100 for the fingerprinting fee).

Fingerprinting fee \$100.00 x = \$

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.

Refunds—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.

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Part 3—Trading particulars continued

| | |
|---|---|
| <p>Section 3 Business details Note: a post office box address is not acceptable.</p> | <p>Business/trading name</p> <p>Please show the full name as listed on the <i>Certificate of Registration of a Business Name</i>.</p> <p>Registered Business Number (BN) <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/> (Not Australian Business Number.)</p> <p>Address</p> <p>Suburb State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> |
| <p>Section 4 Contact details</p> | <p>Phone (business) Fax (business)</p> <p>Mobile Website</p> <p>Email</p> |
| <p>Section 5 Postal address For any correspondence or licence to be sent to.</p> | <p>Address</p> <p>Suburb State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> |
| <p>Section 6 Additional address/es Note: a post office box address is not acceptable. Attach a separate list if necessary.</p> | <p>If you intend to trade from any other place of business, please provide address or addresses.</p> <p>Address</p> <p>Suburb State <input type="text"/><input type="text"/><input type="text"/> Postcode <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p>Phone (business) Fax (business)</p> |

Part 4—Personal details (Must be completed by sole operator, ALL partners or ALL corporation officers)

| | |
|--|--|
| <p>Section 1 Position held and name Please make as many copies as required.</p> | <p>Part 4 — Personal details should be photocopied and completed by EVERY person referred to in Part 3, Section 2. Your application will be delayed if these details are not provided.</p> <p><input type="checkbox"/> Sole operator <input type="checkbox"/> Partner <input type="checkbox"/> Corporation officer</p> <p>Preferred title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other (specify)</p> <p>Surname</p> <p>Given names</p> <p>Have you ever been known by any other names?</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes—Give other names</p> |
| <p>Section 2 Date and place of birth Note: the following people can certify photocopies of documents: Justice of the Peace; Commissioner for Declarations; barrister/solicitor; or a Notary Public. Refer to Personal identification 100 point check</p> | <p>If you are lodging this application in person, you must provide 100 points of identification from the checklist in Section 6, 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.</p> <p>Date <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/> D D M M Y Y Y Y</p> <p>Place of birth: Town..... State <input type="text"/><input type="text"/><input type="text"/></p> <p>Country</p> <p>Driver's licence number State of issue <input type="text"/><input type="text"/><input type="text"/></p> <p>Passport number Visa number</p> <p>Country of issue</p> <p>Passport type: <input type="checkbox"/> Government <input type="checkbox"/> Private <input type="checkbox"/> UN refugee</p> |

Part 4—Personal details continued

**Section 3
Eligibility to work in
Australia**

Note: the following people can certify photocopies of documents: Justice of the Peace; Commissioner for Declarations; barrister/solicitor; or a Notary Public.

If you or any other person mentioned on this application are not an Australian citizen, please provide an international passport showing the passport holder details and the page displaying the visa. This must clearly state eligibility to work in Australia. If there are any conditions on the visa, please supply written advice from the Department of Immigration and Citizenship explaining the conditions.

If this application is being lodged in person, the original of this passport can be copied and certified by the officer accepting your application. If this application is being lodged by mail, a copy certified as a true copy, of the visa is required (see note).

**Section 4
Home address**

Note: a post office box address is not acceptable.

Address

Suburb State Postcode

Phone (home) Fax (home)

Mobile

Email

**Section 5
Postal address**

Address

Suburb State Postcode

**Section 6
Personal identification 100
point check**

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.

You must provide at least one primary document and one or more secondary documents to make up the 100 points.

Note: the following people can certify photocopies of documents: Justice of the Peace; Commissioner for Declarations; barrister/solicitor; or a Notary Public.

| Document | Points value | Document value |
|--|--------------|----------------|
| Primary documents | | |
| Passport (current or expired within the past two years, but not cancelled) | 70 | |
| Birth certificate/extract | 70 | |
| Citizenship certificate | 70 | |
| Secondary documents | | |
| Australian driver's licence | 40 | |
| Public service employee ID card | 40 | |
| Social security card | 40 | |
| Tertiary education student ID card | 40 | |
| 18+ card | 40 | |
| Mortgage documents | 35 | |
| Letter from employer (current or within last two years) | 35 | |
| A rating authority e.g. land rates | 35 | |
| Utility bill* e.g. electricity, gas, telephone | 35 | |
| ATM card, credit card, bank book statement* | 25 | |
| Council rates notice | 25 | |
| Medicare card | 25 | |
| Marriage certificate | 25 | |
| Total points: | | |

* You cannot use more than one from the same financial institution or utility.

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Part 4—Personal details continued

**Section 7
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*.

Do you have any convictions less than ten years old?

No Yes—Please attach details.

Do you have any convictions greater than ten years old where the sentence imposed was 30 months imprisonment or greater?

No Yes—Please attach details.

Have you ever been bankrupt or had your estate assigned for the benefit of your creditors?

No Yes—Please attach details.

Have you ever had a licence refused, suspended or cancelled under the *Security Providers Act 1993*, *Invasion of Privacy Act 1971* or similar Act of any state, territory or country?

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 (Cwlth)*, or the *Fair Work Act 2009 (Cwlth)* 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.

Do you have any unrecorded findings of guilt within the past five years for a disqualifying offence as defined in the *Security Providers Act 1993* that have not been quashed or set aside by a court?

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.

Corporation

Do any of the suitability questions in Section 7 apply to the corporation?

No Yes—Please attach details.

Part 5—Checklist and declaration

It is an offence to supply incorrect or misleading information.

Processing timeframes:

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

Processing times vary depending on volumes of applications on hand, seasonal fluctuations, and whether an office holder’s 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 the requirements have been met:

- I/We have made appropriate enquiries and to the best of my knowledge all details on this application have been provided honestly and correctly.
- I/We are a member of an approved security industry association and have enclosed evidence of membership.
- I/We have enclosed 100 points of identification for each sole proprietor/partner and office holder/s shown on this application.
- The prescribed application fee is enclosed with this form.
- Criminal history check fee \$35.90 x = \$
- Fingerprinting fee \$100.00 x = \$
- I/We have read the mandatory fingerprinting privacy statement attached to this application.

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

Signature: Date / /

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 a departmental 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.

Part 6—Lodgement and payment details

| | |
|--------------------------|---|
| Change of address | If you change your address you are required to notify the chief executive in writing within seven days. If you do not notify Industry Licensing within the required timeframes it may result in a fine being issued. |
| Lodgement details | <p>Please lodge the completed application, any supporting documentation and fees to the Office of Fair Trading at the address below, or at one of our regional offices.</p> <p>By mail: Industry Licensing Unit Office of Fair Trading, GPO Box 3111, Brisbane QLD 4001.</p> <p>Visit www.fairtrading.qld.gov.au or call 13 QGOV (13 74 68) for information and your nearest Fair Trading Office.</p> |

Part 7—Disqualifying offences

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---|--|--|---|--|---|--|--|---|--|--|---|--|--|---|--|--|----------------------------------|-----------------------|--|-----------------------|---------------------------------------|--|--|---------------------------------------|--|--------------------------|---------------------------------|--|-------------------------|-----------------------|--|--|---|--|--|--|--|-----------------------------------|
| <p>Definition</p> <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> <p>Disqualifying offence means an offence:</p> <ul style="list-style-type: none"> 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 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 c) against the <i>Police Service Administration Act 1990</i>, section 10.19(b), (c), (d), (e) or (f) d) against a provision of the Criminal Code mentioned at the right. e) 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>Disqualifying offence provisions under the Criminal Code</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Chapter 9 (Unlawful assemblies—breaches of the peace)</td> <td style="width: 33%; border-left: 1px dotted black;"></td> <td style="width: 33%;">Chapter 38 (Stealing with violence—Extortion by threats)</td> </tr> <tr> <td>Chapter 16 (Offences relating to the administration of justice)</td> <td style="border-left: 1px dotted black;"></td> <td>Chapter 39 (Burglary—Housebreaking—and like offences)</td> </tr> <tr> <td>Chapter 20 (Miscellaneous offences against public authority)</td> <td style="border-left: 1px dotted black;"></td> <td>Chapter 40 (Other fraudulent practices)</td> </tr> <tr> <td>Chapter 22 (Offences against morality)</td> <td style="border-left: 1px dotted black;"></td> <td>Chapter 41 (Receiving property stolen or fraudulently obtained and like offences)</td> </tr> <tr> <td>Chapter 28 (Homicide—Suicide—Concealment of birth)</td> <td style="border-left: 1px dotted black;"></td> <td>Chapter 42 (Frauds by trustees and officers of companies and corporations—false accounting)</td> </tr> <tr> <td>Chapter 29 (Offences endangering life or health)</td> <td style="border-left: 1px dotted black;"></td> <td>Chapter 42A (Secret commissions)</td> </tr> <tr> <td>Chapter 30 (Assaults)</td> <td style="border-left: 1px dotted black;"></td> <td>Chapter 46 (Offences)</td> </tr> <tr> <td>Chapter 32 (Rape and sexual assaults)</td> <td style="border-left: 1px dotted black;"></td> <td>Chapter 49 (Punishment of forgery and like offences)</td> </tr> <tr> <td>Chapter 33 (Offences against liberty)</td> <td style="border-left: 1px dotted black;"></td> <td>Chapter 52 (Personation)</td> </tr> <tr> <td>Chapter 33A (Unlawful stalking)</td> <td style="border-left: 1px dotted black;"></td> <td>Chapter 56 (Conspiracy)</td> </tr> <tr> <td>Chapter 36 (Stealing)</td> <td style="border-left: 1px dotted black;"></td> <td></td> </tr> <tr> <td>Chapter 37 (Offences analogous to stealing)</td> <td style="border-left: 1px dotted black;"></td> <td></td> </tr> </table> <p>Disqualifying offence under repealed provisions of the Criminal Code</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Section 343A (Assault occasioning bodily harm)</td> <td style="width: 33%; border-left: 1px dotted black;"></td> <td style="width: 33%;">Section 344 (Aggravated assaults)</td> </tr> </table> | Chapter 9 (Unlawful assemblies—breaches of the peace) | | 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 42 (Frauds by trustees and officers of companies and corporations—false accounting) | Chapter 29 (Offences endangering life or health) | | Chapter 42A (Secret commissions) | Chapter 30 (Assaults) | | Chapter 46 (Offences) | Chapter 32 (Rape and sexual assaults) | | Chapter 49 (Punishment of forgery and like offences) | Chapter 33 (Offences against liberty) | | Chapter 52 (Personation) | Chapter 33A (Unlawful stalking) | | Chapter 56 (Conspiracy) | Chapter 36 (Stealing) | | | Chapter 37 (Offences analogous to stealing) | | | Section 343A (Assault occasioning bodily harm) | | Section 344 (Aggravated assaults) |
| Chapter 9 (Unlawful assemblies—breaches of the peace) | | 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) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Chapter 28 (Homicide—Suicide—Concealment of birth) | | Chapter 42 (Frauds by trustees and officers of companies and corporations—false accounting) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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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, 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 8—Payment details

Payee details

This section must be completed by the person who provides the payment for this application.

Name

Address

Suburb State Postcode

Phone () Fax ()

Credit card payment

Cash Credit card Money order Cheque

Make money order or cheque payable to the Office of Fair Trading.

A receipt will not be issued unless specifically requested.

Charge my:

Mastercard VISA

Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ Expiry date: /
M M / Y Y Y Y

Cardholder's signature:

.....