

Instruction Pages for Private Security Business Personal Information Form

How do I complete this Personal Information Form (PIF)?

- Complete the application form using a blue or black pen
- Print clearly and neatly in capital letters
- Do **not** send original identification documents with this form
- Attach copies of supporting documents securely to your form and post with the related Private Security Business Application to:
 Licensing & Regulation Division
 GPO Box 2807
 Melbourne VIC 3001

If you have any queries regarding your application, you can contact Licensing & Regulation Division by email at Ird@police.vic.gov.au or by telephone on 1300 651 645. Alternatively, you can access our Internet site at www.police.vic.gov.au/privatesecurity for more information.

Who should complete a Personal Information Form should be completed by:

- The Nominated Person of a Body Corporate
- All Officers of the Body Corporate
- A Sole Trader
- All Partners in a Partnership; or
- Any Close Associate of the Business.

This form must be submitted with the related Private Security Business Application Form.

Current Business Licence or Registration holders can use this form to notify Licensing & Regulation Division of the details of a new person relevant to the business.

Fingerprints (licence applications only):

You must have your fingerprints taken and supply a certified copy of your National Police Records Check Certificate with this application. Fingerprints can be taken at the Melbourne city location or at a number of regional fingerprinting locations throughout Victoria. Please visit the Victoria Police National Police Checks and Fingerprinting website at: www.police.vic.gov.au/national-police-records-checks to make an appointment. Your application will not be approved until you submit a certified copy of your National Police Records Check Certificate.

Note: This requirement is waived if you hold a current Private Security Licence, or have previously undergone a Police Records Check (Name & Fingerprint) in relation to a current Private Security Business Licence for which your involvement remains.

How do I certify documents?

Documents must be certified by an Acceptable Referee as a “true copy of the original”. The Acceptable Referee certifying your documents must view the original document along with the copy.

The **same** Acceptable Referee that certifies your **identification** documents must also complete Part 3 - Identification Reference of this form. An example of how to certify an identification document is provided below.



Who can certify documentation?

Documents must be certified by an Acceptable Referee. **The referee must have known you for at least 12 months.** The **same**

referee that certifies your identification documents must also complete the identification reference in Part 3 of the application.

Note: that this is a referee in relation to verifying your identification only and in no way substantiates your suitability or otherwise for a licence or registration under this Act.

List of Acceptable Referees (Authority Types)

An individual employed as an officer or employee by one or more of the following: <ul style="list-style-type: none"> the Commonwealth, a State or Territory an authority of the Commonwealth, a State or Territory a local government body of a State or Territory who has been so employed continuously for a period of at least 5 years, whether or not the individual was employed for part of the period as an officer and for part as an employee. 	An individual registered or licensed as: <ul style="list-style-type: none"> a dentist a medical practitioner a pharmacist a veterinary surgeon under a law of a State or Territory providing for that registration or licensing.	An individual employed as a full-time teacher or as a principal at one or more of the following educational institutions: <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>. who has been so employed continuously for a period of at least 5 years.
An officer within the meaning of the <i>Defence Act 1903</i> .	A member of a municipal, city, town, district or shire council of a State or Territory.	A notary public.
A justice of the peace of a State or Territory.	A member of the Federal Parliament or a State Parliament.	A minister of religion who is authorised as a marriage celebrant.
An individual who is employed and registered as a nurse under the law of a State or Territory providing for that registration.	A member of: <ul style="list-style-type: none"> the Chartered Accountants Australia and New Zealand the Australian Society of Accountants the Institute of Public Accountants 	A registrar, clerk, sheriff or bailiff of a Federal, State or Territory Court
A legal practitioner of a Federal, State or Territory court.	A Commissioner for oaths of a State or Territory.	A judge or master of a Federal, State or Territory Court.
An employee of a financial institution who is authorised by the financial institution to open accounts with the institution.	An agent of a financial institution who is authorised by the financial institution to open accounts with the institution.	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.
A full time employee of: <ul style="list-style-type: none"> a financial institution a corporation that is a registered corporation within the meaning of the <i>Financial Sector (Collection of Data) Act 2001</i>. who has been employed continuously for at least 5 years by one or more financial bodies.	An employee of a bank carrying on a business outside Australia: <ul style="list-style-type: none"> That does not have an authority under Section 9 of the <i>Banking Act 1959</i>. That is engaged in a transaction with a cash dealer who is authorised by the bank to open accounts with the bank	An individual who is an agent of a totalisator agency board if: <ul style="list-style-type: none"> The individual conducts an agency of the totaliser agency board at particular premises; and The agency is not ancillary to any other business conducted at those premises
A fellow member of the national Tax and Accountants Association Limited.	A diplomatic or consular officer of an Australian Embassy, High Commission or Consulate, in Australia or overseas.	A holder of an office established by a law of the Commonwealth, a State or Territory in respect of which annual salary is payable.
A judge or master of a Federal, State or Territory court.	A stipendiary magistrate of the Commonwealth or of a State or Territory	A member of the Australian Federal Police, or of the police of a State or Territory, of or above the rank of sergeant
A member of the Chartered Institute of Company Secretaries in Australia Limited.	A manager of a post office	A member of the Institution of Engineers Australia, other than a member with the grade of student.
An individual who is registered as a tax agent under part VIIA of the <i>Income Tax Assessment Act 1936</i> .	A member of fellow of the Association of Taxation and Management Accountants	A member of the Legislative Assembly of the Australian Capital Territory, the Northern Territory or Norfolk Island.
An individual who, in relation to an Aboriginal community: <ul style="list-style-type: none"> is recognised by the members of the community to be a community elder. if there is an elected Aboriginal council that represents the community – is an elected member of the council. 	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.	

What identification documents are accepted?

If you do not currently hold a Victorian Firearm Licence, Security Licence/Registration or Chief Commissioner of Police Weapon Approval you must provide proof of your identity.

To prove your identity you are required to provide 100 points of identification (see list below). This must be in the form of

- **one** primary identification document (certified copy) **and**
- secondary identification documents (certified copies).

Copies of identification documents/photographs must be legible and of high quality.

Primary Identification (only one allowed)	Points	Secondary Identification (continued)	Points
Full Birth Certificate (or name change certificate if applicable).....	70	Mortgage documents confirming current address.....	35
Current Passport	70	Land Titles Office record confirming current address	35
Passport which has not been cancelled and was current within the preceding 2 years.....	70	Bank or Credit Card Statement confirming current address.....	25
Australian Citizenship Certificate.....	70	Department of Veterans' Affairs Health Care Card.....	25
Diplomatic documents and official documents issued to refugees	70	Medicare Card.....	25
		Telephone Account	25
		Credit Card	25
Secondary Identification		Statement from a primary, secondary or tertiary education institution (attended with the last 10 years) confirming date of birth.....	25
Public Service ID including photograph and/or signature	40	Membership records from a professional or trade association confirming date of birth.....	25
Any licence issued under Australian law including photograph and/or signature, e.g. Driver Licence	40	Records of a Public Utility confirming current address, e.g. gas, electricity or water bill.....	25
A Government issued ID showing entitlement to financial benefit including signature, e.g. Health Care Card issued by the Department of Human Services.....	40	Confirmation of enrolment issued by the Australian Electoral Commission confirming current address.....	25
ID Card issued by a tertiary education institution including photograph and/or signature	40	Victorian Proof of Age Card (Keypass is unacceptable).....	25
Records from an employer (with past 2 years) confirming current address, e.g. letter on company letterhead or a payment summary.....	35	Rental agreement document confirming your tenancy of a property	25
Council rates notice confirming current address.....	35	Working with Children Check	25

What are the probity requirements?

The full probity requirements that must be met by:

- the applicant and any close associate in the case of an application by a Natural Person (i.e. Sole trader or Partnership); and
- the Nominated Person, any officer of the Body Corporate and any Close Associate in the case of an application by a Body Corporate are outlined in the Private Security Act 2004 in Section 26(2) for licensing and in Section 83(2) for registration.

Resident Status and Visa Details

Evidence of Permanent Australian Residency

You are required to provide any of the following documents certified by an acceptable referee:

- An Australian Passport; **OR**
- An Australian Full Birth Certificate; **OR**
- A Certificate of Australian Citizenship; **OR**
- Evidence of Resident Status from the Department of Immigration and Border Protection (DIBP).

New Zealand Residents

If you are from New Zealand (NZ), you are required to supply a copy of your NZ passport and a copy of the visa page clearly showing the Immigration Australia stamp with the date of arrival in Australia certified by an acceptable referee. You must also provide a certified copy of your criminal history check, as provided by you to the Department of Immigration and Border Protection during your visa application.

Evidence of Authority to Work

- Your passport clearly showing your arrival date, and your entitlement to work in Australia
- **You must have the appropriate work rights that permits you to work within the security industry.**
- A certified copy of your criminal history check, as provided by you to the Department of Immigration and Border Protection during your Australian visa application.

Who can provide a suitability reference?

In addition to the identification reference required in Part 3 of this form, you must also provide two written suitability references attesting that you are of suitable character to have involvement in or be associated with a Private Security Business licence/reg

Suitability referees must not be related to you by birth or marriage and must have known you for at least 12 months.

Suitability references can be provided by any of the classes of persons listed on the Suitability Reference form (see attached copies).

What are the competency requirements for Licensing?

If you are the Nominated Person, a Sole Trader or a Partner for a **Private Security Business Licence** then you must provide evidence that you meet the competency requirements stipulated in Section 26(3) of the *Private Security Act 2004*.

To do this you must provide at least one of the following:

- **A detailed resume**

Your resume must detail your experience in the Private Security Industry, particularly in relation to the security activity (or activities) being applied for: Copies of any relevant qualifications and/or documentation must be supplied to support your resume.

- **A certified copy of an Approved Training Course**

The training course(s) completed must be relevant to the security activity (or activities) being applied for.

- **A certified copy of your membership to an Approved Security Industry Organisation**

Your membership to an Approved Security Industry must be relevant to the security activity (or activities) being applied for. For further details regarding what organisations are Approved Security Industry Organisation or what the approved Training Courses are for licensing purposes, access the Licensing & Regulation Division website at www.police.vic.gov.au/privatesecurity.

Post your completed form to:

Licensing & Regulation Division
GPO Box 2807
MELBOURNE 3001
Phone: 1300 651 645
Web address: www.police.vic.gov.au



VICTORIA POLICE

Office use only

Licence/Registration number issued

Grid boxes for licence/registration number

Private Security Business Personal Information Form

Part 1 - Type of Application

1. What type of application has been applied for?

- Private Security Business Licence Private Security Business Registration

2. What is the name of the person or body corporate that has applied for the Private Security Business Licence/Registration?

Grid boxes for name of person or body corporate

3. What is your role in the business?

- Nominated Person of the Body Corporate
 Officer of the Body Corporate
 Sole Trader
 Partner
 Close Associate

4. **Fingerprints (licence applications only):**

Have you had your fingerprints taken? Yes No

Note: All persons associated with a Private Security Business licence application (i.e. Nominated Person, Director and Close Associate(s)) must undergo a National Police Records Check (including National Name check and fingerprint records search). Provide a certified copy of the National Police Records Check Certificate with the Private Security Business licence application. For information on how to book a fingerprint appointment, go to www.police.vic.gov.au/national-police-records-checks.

Part 2 - Personal Information

Current Name

Family Name

First Given Name

Second Given Name Sex: Male Female

Third Given Name Date of Birth / /

Previous Names

1. Have you ever officially changed your name? Yes No

If you cross "yes", you MUST provide evidence of all changes of name. You can do this by providing a certified copy of your:

- Change of name certificate; or
- Full birth certificate that includes the schedule of all name changes; or
- Marriage certificate.

2. Have you ever been known by another name (not including official name changes)? Yes Please attach a list of names you have been known by to the back of this form. No

Part 2 - Personal Information (continued)

Business Address

Flat / Unit Number

Street Number

Lot Number

	/		/	
--	---	--	---	--

Street Name

--

Street Type
(RD, ST, AVE,)

--

Town / Suburb

--

Postcode State

--

--

Residential Address

Property name (if applicable)

--

Flat / Unit Number

Street Number

Lot Number

	/		/	
--	---	--	---	--

Street Name

--

Street Type
(RD, ST, AVE,)

--

Town / Suburb

--

Postcode

--

State

--

Postal Address (only complete this section if you want correspondence forwarded to an address different to your residential address)

Box / Bag Number

--

GPO Box

PO Box

Locked Bag

Private Bag

RMB

RSD

Street Name

--

Street Type
(RD, ST, AVE,)

--

Town / Suburb

--

Postcode State

--

--

Contact Details

Telephone (Home)

--

(Mobile)

--

(Work)

--

(Facsimile)

--

Drivers Licence No.

--

State of Issue

--

--

--

Email Address (indicate exact case)

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Part 3 - Identification Reference

Identification Requirements

1. Do you have a **current** Victorian Firearm Licence, Security Licence/Registration or CCP Weapon Approval? Yes No
2. If you answer "yes" what is your licence/registration or approval number?

If you answer "no" you **MUST** provide 100 points of Identification Documents **certified** by an Acceptable Referee and arrange for the same Acceptable Referee to complete the declaration below.

Refer to the instruction pages for a list of Acceptable Referees. The Referee must have known you for at least 12 months and must not be related to you by birth or marriage.

Declaration by Referee

The **Acceptable Referee** must complete the statement below.

I, (name of Referee) declare that I have known

(full name of Applicant)

by that name for a period of years and months and vouch for his/her identity.

I certify that the above details are true and correct, the applicant's signature below was completed in my presence and the Identification Documents I have signed are a true copy of the original.

The Identification documents certified were the following:

Signature of Referee

Date

 / /

Type of Authority

Address

Telephone

 (Home) (Business) (Mobile)

Signature of Applicant

You must sign and date in the spaces below **in the presence** of the above Acceptable Referee.

Signature of Applicant

Date

 / /

Part 4 - Previous History & Resident Status

(you must answer ALL of the Questions below)

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 you answered "yes" to any of the above please provide details below.

Date	Court
<input type="text"/>	<input type="text"/>
Offence	
<input type="text"/>	
Result	
<input type="text"/>	

Date	Court
<input type="text"/>	<input type="text"/>
Offence	
<input type="text"/>	
Result	
<input type="text"/>	

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

Previous Security Licence/Registration (Please ensure BOTH questions are answered)

1. Have you ever been the subject of any refusal, cancellation, suspension or prohibition of a private security licence/registration 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/Registration? Yes No
 If you answered "yes" please indicate:
 State Licence/Registration Number

Australian Residency

Are you an Australian Citizen or Permanent Resident of Australia? Yes No
 If you answered "yes" you must provide **certified** evidence (by an acceptable referee) of your Australian Residency. You are required to provide one of the following:

- Australian passport; or
- Australian full Birth Certificate; or
- Certificate of Australian Citizenship; or
- Evidence of Resident Status from the Department of Immigration and Border Protection (DIBP).

If you answered "no" you **must** provide the following:

New Zealand Residents

- Citizens of New Zealand must supply a **certified** copy (by an acceptable referee) of their New Zealand passport clearly showing the Australian Immigration date of arrival stamp.

Non Australian and New Zealand Residents

- A **certified** copy (by an acceptable referee) of your passport which includes showing your arrival date.
- You must have the appropriate work rights that permit you to work within the security industry; and
- A **certified** copy (by an acceptable referee) of your criminal history check, as provided by you to the Department of Immigration and Border Protection (DIBP) during your Australian visa application.

Part 4 - Previous History & Resident Status (continued)

Authority to Work

If you are not an Australian Citizen or Permanent Resident or a resident of New Zealand, 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 work in the security industry.

Consent (All applicants must complete this part)

- By ticking this box, I give consent to Victoria Police to make any necessary inquiries and exchange information with other authorities of Australia, New Zealand or internationally in relation to the reason for completing this form.

Bankruptcy Details (in relation to a business)

1. Are you currently, or have you been insolvent or under administration? Yes No
2. Have you ever been declared bankrupt? Yes No

If you answered "yes" to either question 1 or 2 please provide details below

Other Information

1. Have you served as a member of a Police Force within the last ten years? Yes No

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

Part 5 - Suitability Reference

You must attach 2 written suitability references. Referees must be a class of person as listed on the Victoria Police Suitability Reference Form (see attached)

Your referees must not be related to you by birth or marriage and must have known you while you have lived in Australia, for 12 months or more.

Your suitability references must:

- Be dated and no more than 12 months old
- Contain the full name, address, contact details and authority type of the referee; and
- Indicate that you are of suitable character to hold a private security licence/registration with the security activities being applied for.

**See the attached Suitability Reference Forms for more information
Extra Suitability Reference Forms can be downloaded from our website**

Part 6 - Competency Requirements for Licensing

This part is a requirement for the nominated person, sole trader or partner of a Business LICENCE application only.

If you are a nominated person, sole trader or partner you must provide evidence that you meet the competency requirements as specified in section 26(3) of the *Private Security Act 2004*.

You must provide at least one of the following:

- A detailed resume outlining your experience in the Private Security Industry, particularly in relation to the security activity (or activities) being applied for, and copies of any relevant qualifications and/or documentation; or
- A certified copy of an Approved Training Course which is relevant to the security activity (or activities) being applied for; or
- A certified copy of your membership to an Approved Security Industry Organisation relevant to the security activity (or activities) being applied for.

For further details regarding what organisations are Approved Security Industry Organisation or what the approved Training Courses are for licensing purposes, access the Licensing & Regulation Division website at www.police.vic.gov.au/privatesecurity

Part 7 - Medical History of Applicant or Nominated Person

This part must be completed by the Nominated Person, Sole Trader or Partner of a Business licence or registration application only. Officers of the Body Corporate and Close Associates of the business are not required to complete this part.

Do you currently have any medical or psychiatric conditions or impairments that may directly impact your ability to hold a licence, registration or approval for the reasons or activities being applied for or renewed? Yes No

In the past 5 years have you been treated for:

Mental Health conditions including, but not limited to, depression or stress? Yes No

Alcohol or drug related problems? Yes No

A physical disability or any other medical condition (e.g. neurological, stroke or brain injury) which could impact your ability to hold a licence, registration or approval? Yes No

If you answered 'Yes' to any of the above questions you must obtain a medical report. The medical report must:

- Be legible and written on the letterhead of the relevant registered medical practitioner who is, or has been, treating you or is familiar with your conditions;
- Outline the medical conditions for which you are being, or have been treated for;
- State whether your current or past medical conditions may prevent you from being a fit and proper person to hold a licence, registration or approval for the reasons or activities being applied for or renewed; and
- Be signed and dated by the relevant registered medical practitioner. Please note that the medical report must be current.

Part 8 - Acknowledgement

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:

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Privacy Statement: The personal and health information requested is being collected and used by Victoria Police for the purposes of assessment of an application for a licence, registration, permit or approval. It will be used in accordance with relevant legislation, including the *Firearms Act 1996*, *Private Security Act 2004*, *Control of Weapons Act 1990*, *Health Records Act 2001* and the *Privacy and Data Protection Act 2014*. The information may be disclosed to employers, approved bodies and other statutory authorities for the purposes of law enforcement and the administration of justice. To gain access to personal and health information held by Victoria Police, you must apply in writing to the Freedom of Information Division of Victoria Police, at www.police.vic.gov.au.