



# Application to Renew a Licence

## SECURITY AND RELATED ACTIVITIES (CONTROL) ACT 1996

WESTERN AUSTRALIA  
POLICE FORCE  
LICENSING SERVICES

**LICENSING ENFORCEMENT DIVISION**  
303 Sevenoaks Street Cannington, Western Australia 6107  
Post: Locked Bag 9 East Perth WA 6892  
Email: securitylicensing@police.wa.gov.au  
Telephone: 1300 171 011

### Instructions to all applicants - follow all of these steps to complete your application

You must carefully complete all sections and attach all required documents

### INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

If you have any queries regarding the completion of this application, contact Licensing Services on 1300 171 011

## Section 1. Personal Details

- Record your full name, residential address, postal address, date of birth and all telephone numbers and email addresses.
- Enter your Motor Driver Licence number.

## Section 2. Licence Category

- Enter your existing licence number.
- Select which category of licence you wish to renew and tick the corresponding box.

## Section 3. Personal History

### ALL APPLICANTS

- Record the details of any findings of guilt in the past 3 years and penalty imposed by a court, whether within Australia or overseas. This encompasses Criminal or Children Court convictions (include Spent Convictions or where a conviction was not recorded).
- Declare if you have been known by any other legal name.

### Agents

- Enter the details of any bankruptcy in the last 3 years. You must disclose whether you are still an undischarged bankrupt.
- If any information relating to your business has changed, provide details (include address changes, business structure or officeholders).

## Section 4. Signing the Declaration

- Do not sign this without a person who is an Australian resident over the age of 18 years present to witness your signature.

## Section 5. Relevant Documentation

### ALL APPLICANTS

- Four (4) passport photographs (Must display head and shoulders and be on white or very light background, no eye-altering contact lenses or shaded glasses to be worn).
- Renewal fee.

### Security Officer, Security Bodyguard and Crowd Controller

- Current First Aid Certificate.

### Agent Licence Holders only

- Current letter from accountant.

### **PENALTIES APPLY FOR OMISSIONS, FALSE OR MISLEADING INFORMATION**

## Application Checklist

- ☐ Correct licence types nominated
- ☐ Full particulars of personal history, including criminal record or bankruptcy completed
- ☐ All relevant documentation provided
- ☐ Full renewal fees payable

### **AN APPLICATION FOR RENEWAL MUST BE RECEIVED 28 DAYS PRIOR TO EXPIRY DATE OF EXISTING LICENCE.** **FAILURE TO DO SO MAY RESULT IN REFUSAL TO RENEW YOUR LICENCE.**

For people wishing to submit their application via the post, a money order or cheque made payable to  
"The Commissioner of Police" is required for the total amount on the renewal notification:

Licensing Services  
Locked Bag 9  
EAST PERTH WA 6892

Completed applications can be lodged in person at:

Licensing Services  
303 Sevenoaks Street  
CANNINGTON WA 6107

**Country applicants may attend their nearest police station**





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*THIS APPLICATION MUST BE RECEIVED BY THE  
LICENSING OFFICER 28 DAYS PRIOR TO EXPIRY OF CURRENT LICENCE.  
APPLICANT MUST PERSONALLY COMPLETE THIS ENTIRE APPLICATION IN CAPITAL LETTERS*

### Section 1. Personal Details

#### LICENCE HOLDER DETAILS

Family Name

All Given Names

Date of Birth  
DD/MM/YYYY

Gender

Driver's  
Licence

#### CONTACT ADDRESS - Postal

Unit / Street Number	Street Name	Street Type
Suburb	State	Postcode

#### CONTACT ADDRESS - Residential

*Tick if Postal Address is the same as Residential Address*

Unit / Street Number	Street Name	Street Type
Suburb	State	Postcode

#### CONTACT DETAILS

Mobile Phone	Other Phone
Email	

### Section 2. Licence Category

Licence Number

		Security Installer (tick class)	Security Consultant (tick class)
Security Agent	Crowd Control Agent	Locksmith	Locksmith
Security Officer	Crowd Controller	Alarms/CCTV	Alarms/CCTV
Security Monitoring Officer	Inquiry Agent	Doors	Doors
Security Bodyguard	Investigator	Locks only	Security Risk Management

### Section 3. Personal History

**Have you been found guilty of an offence by a court in the last 3 years? Include all criminal, children's court, spent convictions, or findings of guilt where a non conviction was recorded**

No Yes (*Provide details below*)

Conviction	State	Country	Year of Outcome
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### Section 3. Personal History *continued*

Have you been known by any other name?

No

Yes (*Provide details below*)

Surname

First Name

Reason for former name

Have you been declared bankrupt in the last 3 years (**Agents only**)?

No

Yes - Attach details

Are you still an undischarged bankrupt?

No

Yes

Have you updated any company/business information on your licence since your original application?

No

Yes - Provide details below

*This includes all changes to address, and company structure*

### Section 4. Declaration

I certify that the information contained in this application has been provided by myself and that it is true and correct in every particular and that I completed this application myself. I am aware that it is an offence under Section 51 of the Security and Related Activities (Control) Act 1996 to provide false or misleading information.

Applicant's Full Name

Applicant's  
Signature

Date

Witness Full Name

Witness  
Signature

Date

**Security Officer / Security Bodyguard / Crowd Controller:**

You must hold a current first aid certificate at all times and ensure your employer holds a copy of your current certificate.

**All Agents:**

A current accountant's letter confirming that the business you are an agent on behalf of, is financially sound, must be provided at renewal. If any business details have changed provide evidence to support the change. In some instances a new application may be required.

**Renewal payments cover a 3 year period for all licence types.**



# Credit Card Payment Authorisation

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Email: [securitylicensing@police.wa.gov.au](mailto:securitylicensing@police.wa.gov.au)

Telephone: 1300 171 011

***Please note we only accept Mastercard and Visa credit cards***

Licence Holder Name

Security Licence  
Number

## Credit Card Information

Card Type            Mastercard            Visa

Cardholder Name

Card Number

Expiry Date  
DD/MM/YYYY

CCV

Total \$

## Declaration

Authorisation  
signature of  
cardholder

Date  
DD/MM/YYYY

