

Please tick that you have:

1. Provided your NSW Driver Licence or RMS Photo Card details;
2. Provided acceptable evidence of Australian citizenship, permanent Australian residency or New Zealand citizenship;
3. Provided **identical** names on all forms and documents; or Provided, if applicable, an acceptable change of name document(s);
 - Marriage certificate(s) issued by the NSW Registry of Births, Deaths & Marriages or, if you were married elsewhere, a certified copy of the
 - Change of Name certificate issued by the NSW Registry of Births, Deaths & Marriages)OR Full birth certificate showing your name at birth and your new name (Extracts and Commemorative certificates are NOT acceptable)
4. Chosen the correct licence class(es), subclass(es) and term of licence required; which are 1A and C and **completed** all required sections;
5. Signed the Declaration and Consent;
6. Attached all relevant supporting documentation. (Ensure that you provide **original** certified copies of all documents – **EACH PAGE that has been photocopied must be signed** by a Justice of the Peace, Legal Practitioner or Public Notary as a true and correct copy of the original.); and

Provided the correct payment which \$160.00 + \$40.00 (for finger prints) if you SLED has taken your finger prints recently then you don't have to pay \$40.00 for finger print. This can be with a Credit Card (fill card details on form) a cheque or a money order (which can be done at the post office). YOU CANNOT HAND THIS APPLICATION FORM INTO THE POLICE DEPARTMENT YOU MUST MAIL IT.

7. Forward the completed application form to:

Security Licensing & Enforcement Directorate
NSW Police Force
Locked Bag 5099
PARRAMATTA NSW 2124

Within 21 days you will receive a notification to give your fingerprints at your local police station. After another 21 days you will receive a notification to get your photo taken at an RTA office for your licence.

NEW SECURITY LICENCE APPLICATIONS FAQs

Who is eligible to apply for a security licence in NSW?

If you wish to apply for a NSW security licence, you must:

- be 18 years of age or over;
- be a fit and proper person to hold the class of licence sought;
- have the relevant competencies and experience required;
- have successfully completed the required training (including assessment);
- be competent to carry on the security activity to which the proposed licence relates;
- be an Australian citizen or permanent Australian resident (or hold New Zealand citizenship); and
- obtain either a NSW Driver Licence or Photo Card or Customer Number from Roads & Maritime Services (RMS).

What documents do I need to provide to prove that I am an Australian citizen/permanent Australian resident/ New Zealand National?

When you submit your application you must include a certified copy of ONE of the following:

- **Full** Australian birth certificate (Extracts and Commemorative certificates are NOT acceptable)
- Certificate of Australian Citizenship
- Australian passport (or an acceptable Australian travel document)
- Non-Australian passport and visa pages (clearly showing name, date of birth, photograph, passport number, expiry date, country of issue and relevant visa)

Note: If the name on your evidence of permanent residency document is **different** to your current name, you **must** provide an original certified copy of acceptable documentary evidence of your change of name.

Why must I submit certified copies?

You must supply a certified copy of all supporting documents for the following reasons:

- You should always retain your original documents for safe keeping. However, as you are required to provide documentary evidence of proof of identity in support of your application, a photocopy of the original is required.
- Copies must be certified to prove that the photocopy is an exact copy of the original and has not been altered in any way.
- Only an Authorised Person has the legal authority to certify that the photocopy is a true and correct copy of the original.

What documents need to be certified?

When providing ANY of the following documents, only **certified copies** will be accepted:

- Australian citizenship/ permanent Australian residency documents /Birth Certificate
- Certificate of successful completion of a relevant Pre-Licence Course (PLUS the statement of attainment) from an [approved Registered Training Organisation](#)
- First aid training qualification
- Change of name document
- Any copies of original documents submitted with your application

How do I obtain certified copies?

When having documents certified, you should:

- Take a CLEAR photocopy of all documents, ensuring that the details on the copy are easily visible.
- Take the photocopies AND the original documents to an Authorised Person.
- Have the Authorised Person compare the copy against the original.

FAQ – for Security Licence Application Form for SLED

- The Authorised Person must sign EVERY photocopied page. If you have photocopied documents on BOTH sides of a page, BOTH sides MUST be signed.
- Once all photocopied documents are signed, submit ONLY these signed copies.

Note: Photocopies of certified documents are not considered to be certified and will not be accepted.

Who can certify documents?

Documents may be certified by any one of the following:

- Justice of the Peace
- Legal Practitioner
- Notary Public

The person certifying the documents must:

- Compare the original document to the copy of the document to be submitted and ensure it is identical.
- Write (or stamp) on the copy "I certify this to be a true copy of the original document sighted by me".
- Sign the statement.
- Print the following details:
 - Name
 - Contact telephone number Profession or occupation
 - Date certified

In addition, a Justice of the Peace must also print their **registration number** and the **state** in which they are registered.

What is an acceptable change of name document?

Acceptable change of name documents must show a clear link between each of your names.

Acceptable documents are limited to **certified copies** of the following:

- Marriage certificate(s) issued by the Registry of Births, Deaths & Marriages or, if you were married elsewhere, a certified copy of the marriage certificate issued by the celebrant or church
- Change of Name certificate issued by the NSW Registry of Births, Deaths & Marriages
- Full birth certificate showing your name at birth and your new name (Extracts and Commemorative certificates are NOT acceptable)
- Divorce decree
- Deed poll registered with the relevant authority
- Instrument evidencing change of name form registered in the Land Titles Office

How can I get an application form for a new licence?

To obtain an application, you can either:

1. Download the relevant application form and schedule of fees from the '[Download Application Forms](#)' webpage.
2. Call the Security Licensing & Enforcement Directorate (SLED) on **1300 362 001** between 8:30am - 4:30pm Monday to Friday to have an application pack posted to you.

What happens if I send my application form without all of the relevant information or certified copies of documents?

If an application is received at the SLED with incorrect or incomplete details, a letter will be sent to the applicant advising them to provide / amend these details. The application will be held at the SLED for 21 days during which time the applicant **must** supply the required documents / information if they wish their application to proceed. If the requested documentation is not received within this 21 day period, the application will be rejected and returned to the applicant.

How long after I send in my application will I get my licence?

If you have correctly completed your application form and there is no criminal history recorded against you, you may expect to receive your "Photograph Advice" within approximately four weeks of having your fingerprints taken. If there is a requirement for further investigation or information, or if you are an ex- police officer, further delays may be experienced.

What will happen to my licence fee if I withdraw my application?

If a licence application is withdrawn prior to the licence being approved, the SLED will retain a non-refundable processing fee. This fee varies depending on the type of application submitted. The remainder of the licence fee will be refunded.

Further details on the non-refundable processing fee can be found in the 'Schedule of Fees' on the ['Download Application Forms'](#) webpage.

However, once a licence has been issued there is no provision under the *Security Industry Act 1997* for the refund of any fees paid.

What are the mandatory personal identification requirements?

To apply for a NSW security licence you must satisfy the following two identification requirements:

1. You **must** hold either a NSW Driver Licence OR a Photo Card or a Customer Number issued by the Roads & Maritime Services (RMS) showing your current name: **AND**
2. **ALL** documentation submitted with your application that displays your name **must** show your name written and spelt in exactly the same way (unless you provide acceptable evidence of a change of name).

What happens after I receive the Photographic Advice letter?

When you receive your Photographic Advice (PA) letter you will need to personally attend a Roads & Maritime Services (RMS) Office to collect your security licence. You will need to take with you the PA letter, and proof of identity.

You will have your photo taken and your security licence card will be issued to you on the same day.

It is a requirement under Section 21 (4) of the *Security Industry Act 1997* that the person making the application collect their security licence within 60 days of receiving the PA letter.

This date appears on your PA letter as the 'final date of acceptance'. The RMS cannot issue you with a photo-licence after that date.

If you do not collect your photo licence by the final date of acceptance, your application will be refused.

NOTE: If you lose or misplace your Photographic Advice BEFORE the final date of acceptance of the Photographic Advice letter, please contact the SLED Customer Service Centre between 8:30am - 4:30pm Monday to Friday on 1300 362 001.

TRAINING FAQs

What are the training requirements to apply for a Class 1 NSW security licence?

Applicants must attain the units of competency required for the licence subclass/es sought. Information on the competency requirements for each Class 1 subclass can be found on this website under "[Competency requirements for Class 1 licences](#)".

Who can conduct the security training required to obtain a NSW security licence?

Only SLED approved Registered Training Organisations (RTOs) are authorised to conduct security training (not including first aid) for persons wishing to obtain a NSW Class 1 security licence.

FAQ – for Security Licence Application Form for SLED

The current list of SLED approved RTOs is available on this website under "[Approved Registered Training Organisations](#)".

How long do my qualifications remain valid?

For an initial Class 1 security licence, the SLED will not accept qualifications that were issued more than 12 months prior to the licence application being made.

For existing licensees, your security related qualifications remain valid while you remain active in the security industry and maintain your knowledge and skills. First aid qualifications are only valid for three years from the date they were issued.

If you are no longer active within the NSW security industry and wish to re-enter the industry, you may contact the SLED Call Centre between 8:30am - 4:30pm Monday to Friday on **1300 362 001** for further information.

Will I ever need to update my training to remain employed in the security industry?

If your security licence lapses and/or you leave the security industry for a length of time, you may be required to update your qualifications before being eligible to apply for a new licence. You may contact the SLED Call Centre between 8:30am - 4:30pm Monday to Friday on **1300 362 001** for further information. You must update your first aid training every three years.

Can I get recognition for prior learning (RPL)?

No. The SLED does not accept training certificates that were issued through RPL for NSW Class 1 security licences.

GENERAL FAQs

I want to talk to someone personally about my application. Where do I go?

Applicants can contact SLED by phone (**1300 362 001**, 8:30am - 4:30pm Monday to Friday), fax (1300 362 066) or email (sled@police.nsw.gov.au). The Security Licensing & Enforcement Directorate does not provide counter services. Applications and payments will only be accepted by post.

What is the term of my licence?

Class 1 and Class 2 licences are available for a one or five-year period, unless suspended or revoked during the licence period. Master licences are issued for a period of five years. In addition, a Justice of the Peace must also print their registration number and the state in which they are registered.

Must I wear my Photo Licence?

Yes. The photo licence must be worn and clearly visible at all times when carrying on a security activity unless a written exemption has been granted the Commissioner. Applications for exemptions will only be considered from Master Licence holders who can demonstrate their employees are engaged in loss prevention, transport of cash and/or valuables and in some cases for close personal protection duties whilst in plain clothes for covert reasons.

What happens if I lose my photo licence?

If you have lost your licence you should report the loss immediately to the Police Assistance line (PAL), phone number 131444 and obtain the event (reference) number. As security guards are required to display their licences, you must complete a "P645 - Application for Amendment or Replacement of an Individual Licence" form (available on the '[Download Application Forms](#)' webpage) and send it to SLED along with the applicable fee, immediately. You may continue to work pending receipt of your new replacement licence, providing you keep the event number on you for quoting upon demand. A "photographic advice" will be sent to you to take to the Roads and Maritime Services to obtain your replacement licence.

I have recently moved, how do I inform you of my change of address?

The Security Licensing & Enforcement Directorate MUST be notified of your new address within 14 days of moving. Your new address details will only be accepted in **writing**. You can either send the address and telephone particulars by post, send a fax to SLED on 1300 362 066, or submit the information by email to sled@police.nsw.gov.au.

I have had my 5 year licence for 6 months but I do not wish to work in the Security Industry again. Am I entitled to a refund?

No.

If I hold a Master Licence for my business, do I require Class 1 or 2 licences to carry out security activities?

Yes. A Master Licence is for the business only and allows you to employ or provide persons to carry out security activities. If you are a Sole Trader (ie. you do not employ staff) you must hold both a Master Licence and the appropriate individual licence/s.

What will happen to my licence fee if I withdraw my application?

The Security Licensing & Enforcement Directorate will retain an administration fee (this varies depending on the type of application) and the remainder of the licence fee will be refunded, provided that your application is withdrawn prior to your licence being approved.

I have a security licence in another state of Australia. Do I need a licence in New South Wales?

Yes. If you have an equivalent licence in another state or New Zealand, you may apply for a licence in New South Wales under 'Mutual Recognition' laws. For further information, you should contact SLED.