

- ▶ You must complete Section C-Declaration by Referee. This section must be signed by an acceptable referee and yourself.
- ▶ You must sign and date the Acknowledgement section.
- ▶ Do not send original identification documents, cash, cheques or money orders
- ▶ Attach all supporting documents securely to the back of the application form and post to: Licensing & Regulation Division GPO Box 2807 Melbourne VIC 3001.
- ▶ Do not send any payment with your application. A "Payment Notice" will be sent to you upon receipt of your application. Your application will not be assessed until you have made payment.
- ▶ The total fee includes a non-refundable administration fee. If your application is abandoned, withdrawn or refused, you will receive a refund for the licence fee, but not for the administration fee. All application fees are GST exempt.
- ▶ For a schedule of fees, contact the Licensing & Regulation Division via visit their website: <https://www.police.vic.gov.au/private-security>.
- ▶ You need to attach your all support documentation
- ▶ After you have submitted your application and supporting documents in hard-copy, you can see progress of your application through your Victoria Police eServices account (can be also accessed via Victoria Police website). Applications are normally processed within 28 calendar days of receipt.

Note: For latest updated information please refer to LRD website: <https://www.police.vic.gov.au/applying-new-individual-licence-or-registration>



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**Australian Leading Institute of Technology (ALIT)**  
 ABN: 61 610 991 | RTO No:45156 | CRICOS:03981M  
 500 Spencer St., West Melbourne VIC 3003  
 Telephone: (03) 99175018 | Email: info@alit.edu.au

[www.alit.edu.au](http://www.alit.edu.au)



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# ELIGIBILITY FOR A PRIVATE SECURITY LICENCE



**Australian Leading Institute of Technology (ALIT)**  
 ABN: 61 610 991 145 | RTO No:45156 | CRICOS:03981M  
 VIC Business License: Z39-528-10 S

# Security Licensing Requirements

## To be eligible for a private security licence in the State of Victoria, you must:

- ▶ Be 18 years or over
- ▶ Be a resident of Australia or be the holder of a current visa (with relevant work rights) VEVO check
- ▶ Be subject to a National Police Check which requires the taking of your fingerprints\*
- ▶ Not be a prohibited person
- ▶ Be a fit and proper person. This includes not having any medical condition or history with police that would hinder your employment within the industry
- ▶ Provide 2 written references outlining your suitability for employment within the private security industry
- ▶ Demonstrate competency for working in the security industry by way of completing training relevant to the private security activity or activities you wish to be licensed for with a training organization approved by the Licensing and Regulation Division. Example Enrolling in Australian Leading Institute of Technology in Certificate II in Security Operation with Private Security Licence No. Z39-528-10S approved by the Licensing and Regulation Division.

### Certificate II in Security Operations

This program is scheduled to be delivered in approximately 18 days.

#### Mode of Study

Face to Face/Online classes with structured independent learning.

#### Delivery Location:

500 Spencer St, West Melbourne, VIC, 3003

[Enrol Now](#)

## How to Complete Your Application

**01** Create an account on e-service portal:  
<https://eservices.police.vic.gov.au/eServices/login.htm>

**02** Fill Victorian private security individual licence application. You can find this application form under the form tab.

**03** Once you complete your application, You will receive that filled application form via email. In order to submit your- application you need to print your application and complete the document checklist.

**04** For submission you need to print it and send it to the Licensing and Regulation Division along with your supporting documentation via the post.

Postal address : **Licensing & Regulation Division GPO Box 2807 Melbourne VIC 3001**

**05** During this time, you will receive notification in the mail to organise your fee payments, have your photograph taken at an approved VicRoads photo point and have your fingerprints taken (if applicable).

Note: This does not mean your application has been approved. If your application is refused, you will receive a refund.

**06** Upon receipt of your application, the Licensing and Regulation Division will process your application and if approved, will provide you with your plastic licence in the mail. Current processing times are published on the LRD website.

**07 Book a livescan fingerprint appointment**  
You need to livescan fingerprint appointment. As this is the part of licensing requirements.

- ▶ Search by suburb or postcode to book a livescan fingerprint appointment online bring a completed VP820B consent to check and release National Police Record application form and identity documents to your appointment for verification.

<https://www.police.vic.gov.au/fingerprinting#livescan-fingerprints>

## Activities of Private Security Licence

- ▶ Crowd Controller
- ▶ Security Guard
- ▶ Unarmed Guard
- ▶ Control Room Operator

## Application Summary

Important instructions you may need to know

- ▶ You have submitted the electronic version of your application; you must now complete the rest of this application in hard-copy.
- ▶ You need to submit your application in hardcopy.
- ▶ Prepare all supporting documents listed in the Application checklist.