



## SCEC Approved Locksmith Application Form

### NEW APPLICATION

#### Required Documentation/Material Checklist

Documentation/Material	Attached?
Letter from Employer, or Statutory Declaration if self employed	Yes
Certified Passport Photo	Yes
Certified copy of State/Territory Security Licences (if applicable)	Yes / No
National Police Check certificate (dated within the last 12 months)	Yes
Applicant Declaration (signed)	Yes
Copy of locksmith qualifications	Yes

Please return completed renewal application form and all supporting documentation to:

**Chair Security Construction and Equipment Committee**  
**GPO Box 1508**  
**Canberra ACT 2601**



### Personal Details

Full Name (First, Middle, Last)

Date of Birth (dd/mm/yyyy)

Place of Birth (City, State, Country)

Are you an Australian Citizen?

### Contact Details

Current Residential Address **Not a P.O. Box**

Street Number and Name

City/Town

State/Territory, Postcode

Mailing Address **P.O. Box is acceptable**

Street Number and Name/ P.O. Box

City/Town

State/Territory, Postcode

Home Telephone

Mobile Telephone

Email Address\*

\*This email address will be used as your login to the SCEC website and therefore cannot be a shared email address



## Employment Details

### You must provide the following details about your employer

Employer Name

Business/Trading Name

Company ABN/ACN  
(if applicable)

Employer's registered address  
and place of business  
(not P.O. Box)

Postal address  
(if different to registered  
address and place  
of business)

Contact Name

Phone Number

Email Address

You must provide a signed  
letter from your current  
employer describing:

**Note:** *If you are self-employed, please provide a signed Statutory Declaration in place of the signed letter from an employer.*

- the nature of your current position, particularly:
  - i. length of service with employer;
  - ii. current position with employer;
  - iii. confirmation of a continued requirement to maintain SCEC approval;
  - iv. whether your roles and responsibilities continue to involve working with combination locks and commercial grade hardware in your daily duties.



## SCEC Approved Locksmith Register Details

### Details will appear on the SCEC Approved Locksmith Register:

Company Name	<input type="text"/>
Company Address	<input type="text"/>
Phone Number	<input type="text"/>
Fax Number	<input type="text"/>
Email Address	<input type="text"/>
Website (if applicable)	<input type="text"/>

### Locksmith Qualification

Describe your locksmith Qualification/s

Provide documentary evidence of your locksmith qualification (e.g certificate)

*Must be certified by a Justice of the Peace or a person defined under the Statutory Declarations Act 1959*

### Character References

You must supply the following contact details for two character referees.

Character referee must:

- not be a relative, spouse, partner, de-facto etc
- be a fair and unbiased individual

Full name	<input type="text"/>
Contact number	<input type="text"/>
Home address	<input type="text"/>
Business address	<input type="text"/>
Nature and length of relationship	<input type="text"/>



Full Name

Contact Number

Home address

Business address

Nature and length of relationship

*Note: character references **will** be contacted by SCEC*

### Passport Photo

You must supply a passport-sized printed photograph taken within the 3 months preceding the application, and certified by a Justice of the Peace or other person as defined under the *Statutory Declarations Act 1959* on the non-image side:

For example:

“This is a true likeness of <your name>, Signed...”

### Security Licence

Australian State and Territory certification and licence (if applicable):

- Provide a certified copy of your current Australian State / Territory Security Licence (unless the relevant State or Territory does not issue security licences to Locksmiths<sup>1</sup>).

<sup>1</sup> Each state and territory has its own licencing requirements. Most states and territories require that both businesses and individuals be licensed. Please refer [www.asial.com.au/Licensingrequirementsforeachstateandterritory?searchTerms\[\]=licence](http://www.asial.com.au/Licensingrequirementsforeachstateandterritory?searchTerms[]=licence)



## 7. Previous Convictions

Have you ever been convicted of an offence which involved fraud, theft or dishonesty?  Yes  No

National Police Check.

### You must:

- complete the national police check application form available at
- <https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>
- submit the completed and signed form to the AFP
- provide the returned AFP National Police Check to SCEC:

Use Code 40 – “Other Commonwealth purpose ONLY”

Chair of Security Construction and Equipment Committee  
GPO Box 1508  
Canberra ACT 2601



## SCEC Approved Locksmith Code of Conduct

### A SCEC Approved Locksmith must:

- Behave honestly and with integrity in the course of any dealings with the Australian Government, any Australian Government Agency, Australian Public Service (APS) Staff or its Contractor(s);
- Act with care and diligence in the course of APS related work;
- When acting in the course of APS related work, treat everyone with respect and courtesy, and without harassment;
- When acting in the course of your work, comply with all applicable Australian laws;
- Maintain appropriate confidentiality about dealings that the locksmith may have with any aspect of their work in relation to Australian Government, any Australian Government Agency, APS Staff or its Contractor(s);
- Maintain appropriate confidentiality about dealings that the locksmith may have with any Australian Government Minister or Minister's member of staff;
- Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with the Australian Government, any Australian Government Agency, APS Staff or its Contractors;
- Use Commonwealth resources in a proper manner;
- Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the locksmith's work or contractual agreement with the Australian Government or Government Agency;
- At all times behave in a way that upholds the integrity and good reputation of the APS;
- Not make improper use of:
  - \* inside information;
  - \* the locksmith's duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person.



# APPLICANT DECLARATION

[Unsigned applications will not be accepted]

**I hereby:**

1. declare that, as at the date of my signature below:
  - a. all answers and statements in this application; and
  - b. the supporting documents provided,
 are true and accurate to the best of my knowledge;
2. consent to security checks by ASIO in relation to my application;
3. acknowledge that should SCEC become aware of any misrepresentation or falsification by me in relation to my application for SCEC Locksmith Approval, SCEC may reject my application or revoke my SCEC Approval;
4. acknowledge that SCEC may revoke my Locksmith Approval at any time if SCEC, at its absolute discretion, considers that I am no longer a fit and proper person to be a SCEC Approved Locksmith, and that the circumstances which may indicate a locksmith is no longer a fit and proper person include:
  - a. providing false and misleading information to SCEC as part of the application process or after being Approved as a locksmith;
  - b. breaching any of the Conditions of Approval;
  - c. being convicted of an offence involving fraud, theft or dishonesty;
  - d. no longer being employed as a locksmith;
  - e. not having the necessary current State and Territory certification and licence (as required in the place of employment);
5. certify that I have read and fully understand the terms and conditions in the document titled 'SCEC Approved Locksmith Application and Conditions of Approval August 2009' and accept all the conditions detailed in that document; and
6. undertake to comply with the SCEC Approved Locksmith Code of Conduct and all other Conditions of Approval.

**Applicant**

Applicant

Signature

Date

**Witness**

Witness

Signature

Address

Date