SCEC™

Australian Government
Security Construction and
Equipment Committee

SCEC-approved locksmith scheme
Application for renewal form

Handling instructions

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Inquiries

Inquiries should be addressed to:

Chair of the Security Construction and Equipment
Committee (SCEC) GPO Box 1508
Canberra, ACT, 2601
Ph: 02 6234 1217
Email: scec@scec.gov.au

Release history

Version No.	Release date	Amendment
1.00	2018	Final
2.00	2019	Review
3.00	2025	Update – Disclosure/Criminal history (A16997971)

1 Applications for renewal of SCEC-approval

The approval status of SCEC-approved locksmiths will expire after five years. Locksmiths wishing to remain in the scheme must complete and submit this form, with all required documentation, within six months before the expiry date.

2 Personal details

SCEC-approved locksmith number	
Applicant first name	
Applicant middle names	
Applicant last name	
Date of birth (DD/MM/YYY)	

City of birth		State of birth	
Country of birth			
Are you an Australian citizen?	Y/N	Other citizenships	

2.1 Current residential address (must not be a PO box)

Unit number		Street No.			
Street name					
Suburb		State		Postcode	

2.2 Mailing address (PO box is acceptable)

Same as residential address	YES/NO		If yes, go to section **2.3**		
Unit number		Street No.		PO box No.	
Street name					
Suburb			State	Postcode	

2.3 Contact information

Mobile No.		Home No.	
Email address - Must be a personal email address. This will become your login to the SCEC website, and must not be a shared/group email address (i.e. sales@locks.com.au is not acceptable).			

3   Employment information

Employer (company) name	
Trading name (if different)	
ABN/ACN	
Supervisor name	
Supervisor contact phone number	
Supervisor contact email address Em	

3.1   Employer address

Unit number		Street No.		PO box No.	
Street name					
Suburb			State		Postcode	

3.2   Required documentation

You must provide a signed letter from your current employer describing the nature of your current position, particularly:

a) Length of service with employer;

b) Current position with employer;

c) Statement of ongoing requirement to maintain SCEC approval; and,

d) Statement to work undertaken for an Australian Government agency, using SCEC-approved devices, since gaining SCEC-approved locksmith status.

Note: If you are self- employed, please provide a signed Statutory Declaration in place of the signed letter from an employer outlining the type of work undertaken, for who and when that work was undertaken.

4   SCEC-approved locksmith register details

The details provided here will appear on the SCEC-approved locksmiths register

Company name	
Company address	
Company phone number	
Company email address	
Company website address	

5   Identification photo

You must provide a printed passport photograph of yourself, taken within the last 6 months. Details of acceptable photos can be found at www.passports.gov.au/PhotoGuidelines.

This photo must be certified by a justice of the peace, or a person defined under the *Statutory Declarations Act 1959*.

6   Security license

You must provide evidence of your current Australian state or territory security license (unless the state or territory does not issue security licenses to locksmiths).

This evidence must be certified by a justice of the peace, or a person defined under the *Statutory Declarations Act 1959*.

7   Criminal history

Have you ever been charged, found guilty or convicted of an offence?	
If yes, please provide details	

7.1 AFP National police check

You must provide a completed Australian Federal Police (AFP) national police check (NPC) with this application. To obtain the appropriate national police check:

a)   The national police check application form is available from:

   https://afpnationalpolicechecks.converga.com.au/

b)   Under Purpose of Check select the following options from the drop down menu:

   a.   Purpose Type: Commonwealth Employment/Purpose; and,

b.   Purpose of check: 40 – "Other Commonwealth purpose ONLY"

The certificate provided as the results of the national police check must be included with this application. A printout of the digital copy provided by AFP is acceptable. State or Territory police checks will not be accepted.

7.2   Other disciplinary action

Have you ever been subject to investigation or disciplinary action by an employer or professional body? If yes, please provide details.

8 Declaration and signature

Once satisfied that all elements of this application have been completed as thoroughly as possible, please select the appropriate response for all sections of the required documentation checklist, and then print the completed form, and sign the declaration.

8.1 Required documentation checklist

Documentation / Material	Attached with this completed application?
Letter from employer, or statutory declaration if self employed	Yes/No
Certified passport photo	Yes/No
Certified copy of State/Territory security license(s) (if applicable)	Yes/No/Not applicable
AFP National police check certificate (dated within the last 12 months)	Yes/No

Note: Applications will not be accepted without the required documentation attached.

8.2 Declaration

I hereby:

a) Declare that, as at the date of my signature below, all answers and statements in this application and the supporting documents provided are true and accurate to the best of my knowledge;

b) 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;

c) Consent to security checks by ASIO in relation to my application;

d) Acknowledge that SCEC may revoke my 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:

    1. Providing false or misleading information to SCEC as part of the application process or after being approved;

    2. Breaching any of the Conditions of Approval;

    3. Being found guilty or convicted of an offence:

    4. No longer being employed as a locksmith;

    5. Not having the necessary current State or Territory certification or license (as required in the place of employment);

    6. Failure to advise SCEC of any changes of circumstances, including but not limited to changes in employer, address, or contact details.

Changes of circumstances can be reported via email or in hard copy. Failure to report changes in circumstances may result in revocation of SCEC approval.

e) I certify that I have read and fully understand the terms and conditions in the *SCEC-Approved Locksmith Scheme Policy*, and accept all the conditions detailed in that document.

Signature of applicant:

Applicant full name	
Applicant signature	
Date of signature	

Signature of witness:

Witness full name	
Witness signature	
Date of signature	

Please post this completed application form, including all required documentation, to the Chair of SCEC at:

Chair of the Security Construction and Equipment Committee (SCEC)
GPO Box 1508
Canberra, ACT, 2601