

Official



**Australian Government**  
**Security Construction and**  
**Equipment Committee**

## SCEC-approved Locksmith Scheme Application for Renewal Form



Official

## Handling instructions

This document must be handled in accordance with its security classification and its protective markings, as prescribed by the Protective Security Policy Framework and the *Australian Government security caveat guidelines*.

## Disclaimer

The Commonwealth, its officers, employees, and agents exclude all liability for loss or damage (including in negligence) suffered or incurred by any organisation or individual as a result of their use of or reliance upon the information contained in this document.

## FOI statement

This document and any information, extract or summary from this document, is exempt under the *Freedom of Information Act 1982*. Refer related FOI requests to the Attorney-General's Department, Canberra.

## 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](mailto:scec@scec.gov.au)

## Release history

| Version No. | Release date | Amendment |
|-------------|--------------|-----------|
| 1.00        | 09-2009      | Final     |
| 2.00        | 08-11-2019   | Review    |

## 1 Applications for renewal of SCEC-approval

The approval status of Security Construction and Equipment Committee (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 of the locksmith's SCEC approval expiry date (before or after expiry).

## 2 Personal details

|                                |     |                    |  |
|--------------------------------|-----|--------------------|--|
| SCEC-approved locksmith number |     |                    |  |
| Applicant first name           |     |                    |  |
| Applicant middle names         |     |                    |  |
| Applicant last name            |     |                    |  |
| Date of birth (DD/MM/YYYY)     |     |                    |  |
| 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:<br><br>*This will become your login to the SCEC website, and must not be a shared/group email address (i.e. <a href="mailto:sales@locks.com.au">sales@locks.com.au</a> 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 |  |

#### 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 of 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.

## 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 fax number      |  |
| Company email address   |  |
| Company website address |  |

## 5 Passport photo

You must provide a passport-sized printed photograph of yourself, taken within the last 3 months. 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 convicted of an offence which involved fraud, theft, or dishonesty? |  |
| If yes, please provide details   |  |

## 7.1 AFP National Police Check

You must provide a completed Australian Federal Police National Police Check with this application. To obtain the appropriate national police check:

- a) The national police check application form is available from:  
[www.afp.gov/what-we-do/services/criminal-records/national-police-checks](http://www.afp.gov/what-we-do/services/criminal-records/national-police-checks)
- 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 results of the national police check must be included with this application.

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

## 7.2 Additional information

Is there any additional information you would like to provide?

## 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                     |
| Certified copy of AFP National Police Check certificate               | Yes/No                                    |

\*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 convicted of an offence involving fraud, theft, or dishonesty;
  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);
- e) Certify that I have read and fully understand the terms and conditions in the *SCEC-approved Locksmith Scheme Policy (A16615288)*, 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  
Security Construction and Equipment Committee  
GPO Box 1508  
Canberra, ACT, 2601