

Official



Australian Government
Security Construction and
Equipment Committee

SCEC-approved Locksmith Scheme Application Form



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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

Release history

Version No.	Release date	Amendment
1.00	09-2010	Final
2.00	08-11-2019	Review

1 Introduction

This document allows suitably qualified locksmiths to apply to the Security Construction and Equipment Committee (SCEC) for approval to participate in the SCEC-approved Locksmith Scheme. Further information on the scheme can be found in the *SCEC-approved Locksmith Scheme Policy* (A16615288), available at www.scec.gov.au.

2 Personal details

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 *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	

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 requirement to obtain SCEC approval; and
- d) statement to whether you work with combination locks and commercial grade hardware in your daily duties and, if so, for how long.

Note: If you are self-employed, please provide a signed Statutory Declaration in place of the signed letter from an employer. You will also need to provide two references from businesses from whom the locksmith has performed commercial work using high security locks and keying systems.

If you have not been working with combinations locks and commercial grade hardware in the past six months, you must provide evidence of previous work in this area.

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 Locksmith qualifications

Please describe your locksmith qualifications

Institution (include state) where formal locksmith qualifications were obtained	
Year that formal locksmith qualifications were obtained	
Title of formal locksmith qualifications	

5.1 Required documentation

You must provide evidence of your formal locksmithing qualification(s). This evidence must be certified by a justice of the peace, or a person defined under the *Statutory Declarations Act 1959*.

6 Character references

Please provide the following contact information for two character referees. Character referee's will be contacted by SCEC, must be a fair and unbiased individual, and must not be a relative.

6.1 Referee # 1

First name			
Middle names			
Last name			
Date of birth			
City of birth		State of birth	
Country of birth			
Phone number			
Email address			
Nature of your relationship			
Length of your relationship			

6.2 Referee # 2

First name			
Middle names			
Last name			
Date of birth			
City of birth		State of birth	
Country of birth			
Phone number			
Email address			
Nature of your relationship			
Length of your relationship			

7 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*.

8 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*.

9 Criminal history

Have you ever been convicted of an offence which involved fraud, theft, or dishonesty?	Y/N
If yes, please provide details	

9.1 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
- 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*

9.2 Additional information

Is there any additional information you would like to provide?

10 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.

10.1 Required documentation checklist

Documentation / Material	Attached with this completed application?
Letter from employer, or statutory declaration if self employed	Yes/No
If self-employed, two references from businesses for whom have performed commercial work using high security locks and keying systems.	Yes/No
Certified passport-sized photo	Yes/No
Certified copy of State/Territory security license(s) (if applicable)	Yes/No/Not applicable
Certified AFP National Police Check certificate	Yes/No
Certified copy of locksmith qualifications	Yes/No

*Applications will not be accepted without the required documentation attached.

10.2 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