

FINGERPRINTING FOR YOUR LICENCE



VICTORIA POLICE
LICENSING & REGULATION
DIVISION

Phone: 1300 651 645

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licensingregulation@police.vic.gov.au

Applying for an Individual Private Security Licence ? You need to do this:

Call 1300 881 596 between 8am and 5pm Monday to Friday to make an appointment (for both metropolitan and country applicants);

Complete a [National Police Record Check application form](#);

Take your completed form, 100 points of identification (including one document that displays current residential address, signature and date of birth) and payment for your National name check and fingerprint records search (Metropolitan customers - EFTPOS, credit card, cheque or money order, Non-metropolitan customers - cheque or money order only) to your fingerprinting appointment;

Allow a minimum of 10 working days between the time your fingerprints are taken and receiving your National Police Records Check Certificate.

Forward a Certified True copy of your National Police Certificate to Licensing & Regulation Division to enable your application to be processed.

Please post your National Police Certificate to Security Services Unit, Licensing & Regulation Division, GPO Box 2807 Melbourne Vic 3001.

If you wish to deliver your National Police Certificate in person, our office is located on Level 4, Tower 3 (Formerly Yarra Tower) Victoria Police Centre, 637 Flinders St Docklands Vic 3008.