

LICENSING, REGULATION AND ALCOHOL STRATEGY

Licences under the *Commercial and Private Agents Licensing Act* - Application Checklist (Natural Person)

- Completion of Form 2 - Application by a Natural Person. Please ensure this is filled in correctly as an incomplete form will not be processed.
- Confirmation of lodgement of your “Authority to Release Criminal History” in the form of receipt. The form must be lodged directly with a police station and a \$50 fee applies for each criminal history check and must be paid on lodgement.
- A certified copy, or an extract, of your Birth Certificate.
- Two separate testimonials signed by reputable persons as to the applicant’s character.
- The prescribed processing fee* per licence (Please note GST exempt).
- The granting fee*per category. (This is only paid if licence is granted).
- Copy of current photographic identification i.e. Driver’s Licence, Passport or Birth Certificate.
- A bond in the prescribed form as specified under part 5 of the commercial and Private Agent’s Act (For Commercial and Private Bailiff only).
- A copy of the newspaper advertisement published in accordance with Regulation 12 of the Commercial and Private Agents Licensing Regulations. (See the [Guide to Advertising](#) for more details).

**Please refer to the relevant schedule of fees.*

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