

Security clearance – application

This form is to be used to apply for a new or the renewal of a security clearance (previously called Unsupervised Handling Licence (UHL)) under the NSW Explosives Regulation.

Only individual applicants who are 18 years of age or over may apply.

The applicant must provide proof of identity documents to the value of at least 100 points to Australia Post at the time of lodging this application.

More information about applying for a SC is contained in the *Guide for applying for a security clearance* (catalogue no. WC04689).

How to fill in this form

Please use black ink only and print within the boxes in BLOCK LETTERS.

Where options are provided, please mark box(es) with a to indicate selection(s).

Assistance – 13 10 50

Fees

A fee is payable on lodgement of this application with Australia Post. Refer to the [WorkCover NSW fees schedule \(catalogue no. WC01011\)](#) on the WorkCover NSW website or call **13 10 50**. Credit card payments are available using MasterCard or Visa.

Lodgement instructions

At any Australia Post Bank@Post outlet.

Identity documents

Primary identification documents – only one can be used

- birth certificate, citizenship certificate or passport (passport must be current or expired within the last two years, but not cancelled). 70 points

Secondary identification documents

- a licence issued under Australian law (eg driver's permit or licence), which contains a photograph or signature 40 points
- student card issued by a tertiary institution 40 points
- utility bill in applicant's name (eg council rates, water, power or phone account) 25 points
- Medicare card 25 points
- credit or debit card, passbook or account statement from a financial institution (only one per financial institution can be counted) 25 points

Privacy compliance statement

This information is collected by WorkCover NSW for the purposes of undertaking an evaluation, assessment and processing of an *Security clearance – application* (catalogue no. WC00881) required by the NSW Explosives Act and Explosive Regulation.

This information may also be used by WorkCover for the purposes of confirming applicant details, to establish and maintain an internal and external database and to assist WorkCover and its inspectorate with its work generally. It may also be provided to other state, territory and the Commonwealth regulatory authorities.

Except for the purposes of prosecution and unless such disclosure is otherwise required by law, the information will not be accessed by other third parties in a way that would identify the individual without the consent of that individual.

You may also apply to WorkCover to access and correct any information about yourself that WorkCover holds if that information is inaccurate, incomplete, not relevant or out of date. Applications should be made in writing to: Privacy Contact Officer, WorkCover NSW, Locked Bag 2906, Lisarow, NSW 2252.

7. APPLICANT'S DECLARATION

I,

 (print name)

declare that:

- I am 18 years of age or over.
- The information contained in this application form is true and correct in every particular.
- I consent to the making of enquiries and the exchange of information with the authorities in other states and territories regarding any matter relevant to this application.
- I am aware that if WorkCover is notified by security authorities of a change in my security status the licence may be suspended or revoked (cancelled).
- I am aware that it is an offence under the NSW Explosives Act to provide any information or produce any documentation that I know is false or misleading and that a licence issued based on false or misleading information may be suspended or cancelled.
- I agree to comply with the NSW Explosives Act, the NSW Explosives Regulation and all conditions of the licence if this application is successful.

Applicant's signature

Date (DD/MM/YYYY)

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8. CHECKLIST

- Submit a completed *Application for national criminal history record check: Standard disclosure P877* (catalogue no. WC04684), refer section 5 of this application form.
- Submit two passport sized and quality photographs, with the applicant's/licence holder's name and date of birth on the back of the photographs, refer section 6 of this application form.

Catalogue No. **WC00881** WorkCover Publications Hotline **1300 799 003**
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