

# 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, Lissarow, NSW 2252.



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## 1. APPLICATION TYPE

- ☐ New application. Complete section 2 onwards.
- ☐ Renewal. Please provide your licence details below and complete all sections. For a renewal where no details have changed complete sections 1, 2 that are marked with an asterisk; 4, 5, 6 and 7.

SC licence number (renewals only)

Expiry date (DD/MM/YYYY)



Name on the licence

## 2. APPLICATION DETAILS

\*Title

\*Family/Surname

\*Given name

\*Other names

\*Date of birth (DD/MM/YYYY)

\*Sex ☐ Male ☐ Female

Daytime contact number

Mobile number

Fax number

Email

\*Street address (must NOT be a PO Box)

Unit number/Street number/Property number (include Lot or DP number if applicable)

Street name

Suburb

State

Postcode

### Australia Post use only

Document type	Date of issue	State of issue	Documentation number	Expiry date	Point value
Point total					

Name of Australia Post Checking Officer

Name of Post Office/Agency

Signature

Date (DD/MM/YYYY)

### Australia Post disclaimer

- Australia Post is acting as an agent for WorkCover to identify you under the requirements set out by the NSW Explosives Act.
- Your application will be forwarded to WorkCover who will determine whether a licence will be granted.
- WorkCover is required, under the NSW Explosives Act, to provide licensees with certain information. This information will be sent to you when and if your application is approved.

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## 6. PASSPORT SIZE AND QUALITY PHOTOGRAPHS (complete for new applications and renewals)

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☐ 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.

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