

Australian mutual recognition agreement – Registration form

DECEMBER 2021

This package contains the Registration Form and information material to register under the Australian Mutual Recognition agreement for a gaming industry employee licence or a casino special employee licence

How to apply

This is an interactive PDF form which allows you to:

- complete the form using a computer or tablet
- save your progress and continue at a later time
- print the completed form to sign and return.

You are still able to print the form and complete it by hand if you prefer.

This form has been designed to be completed using the free Adobe Acrobat Reader software. To download this free software, please [visit the following link](#) or search for the free “Adobe Acrobat Reader” on your devices app store.

This form may not function as intended if you use any other software.

Send application to:

Victorian Gambling and Casino Control Commission
GPO Box 1988
Melbourne Vic 3001

or lodge in person at:

Level 3, 12 Shelley Street Richmond

or via email to:

contact@vcglr.vic.gov.au

Need help?

For more information on how to apply for a liquor or gambling licence or permit:

- visit the Victorian Gambling and Casino Control Commission (VGCCC) website at vgccc.vic.gov.au
- telephone the VGCCC on 1300 182 457
- email the VGCCC at contact@vcglr.vic.gov.au

Registration form for a gaming industry employee licence or a casino special employee licence

Australian mutual recognition agreement– Registration form	1
Registration form for a gaming industry employee licence or a casino special employee licence	2
Information pages.....	3
Lodgement guide.....	5
Registration form for a gaming industry employee licence or a casino special employee licence	6
Statutory Declaration.....	9
Categories of Acceptable Witnesses	10
Financial Information Release Form	11
Consent for Release of Information by Law Enforcement Agencies.....	12
Attachment page	13
Attachment 1 – National Police Certificate from Victoria Police	14
Attachment 2 – Credit report.....	15

Information pages

Who should complete this registration form?

In accordance with the Australian Mutual Recognition Agreement, this registration form may be completed by a person currently holding the equivalent of a Victorian Gaming Industry Employee licence or Casino Special Employee licence in the following Australian jurisdiction:

Queensland – Repairer's Licence, Casino Employee Licence or Casino Key Employee Licence

Western Australia – Gaming Machines and Gaming Equipment Licence Endorsed to maintain and repair video lottery terminals, Casino Employee Licence or Casino Key Employee Licence

There is no fee applicable for submitting this registration form.

Note: Only persons over 18 years of age can be registered for a licence.

Can I work in Victoria upon lodgement of this registration form?

Upon lodging this registration form with the Victorian Gambling and Casino Control Commission (VGCCC) you will be, pending the grant or refusal of registration, taken to be registered. Note: Such registration is referred to as "deemed registration" and will allow you to carry on the occupation in Victoria as if it were substantive registration in this State, but you may do so only:

- (a) within the limits conferred by your substantive registration in the first State; and
- (b) within the limits conferred by your deemed registration in Victoria; and
- (c) subject to any conditions or undertakings applying to your registration in the first State, unless waived by the VGCCC; and
- (d) subject to any conditions applying to your deemed registration.

Directions for Completion

- Ensure that you type or print in BLOCK LETTERS an answer to every question.
- If a question does not apply to you or if there are no details to disclose in response to a particular question, state N/A in response.
- If there is not enough space on the form for your answer, please supply the required information on an attachment page. Begin each answer with the question number.
- The registration form will be returned if you don't provide a response to all applicable questions and ensure all required attachments are enclosed.

Refusal of Registration

The VGCCC may refuse to register a person if:

- (a) any of the statements or information in this registration form are materially false or misleading; or
- (b) any document or information required to be lodged with this form has not been provided or is materially false or misleading; or
- (c) The VGCCC decides that the occupation in which registration is sought is not an equivalent occupation and equivalence cannot be achieved by the imposition of conditions.

In addition, it is an offence under the *Gambling Regulation Act 2003* (the Act) to give information that is false or misleading. If you give false or misleading information, your registration may be refused and/or you may be prosecuted and fined up to 60 penalty units (for the current value of a penalty unit refer to the VGCCC website).

Note: A licence that is improperly obtained by giving false or misleading information may be cancelled.

Publication of Disciplinary Action

As a licence holder you may be subject to disciplinary action being taken by the VGCCC. If the VGCCC does take disciplinary action against you, its decision, including your full name and licence number, will be published on the VGCCC website and in the VGCCC Annual Report.

How can the registration form be lodged?

Your completed registration form (including all attachments) can be submitted by post or lodged in person at the VGCCC's office.

What happens after the registration form is lodged?

Upon receiving your licence registration form, the form will be reviewed to ensure that all questions have been completed and that all required attachments have been included. A registration form found to be incomplete in any way will be returned to you and your substantive registration may be refused.

What happens if there is a change to personal particulars after submission of this form?

If there is any change to any of the information provided in your registration form (between lodgement and a decision being made about your registration) you should notify the VGCCC in writing within 14 days of the change taking place.

What happens after a licence is granted?

Your licence, which is valid for a period of ten years, will be mailed to your nominated postal address. If you wish to make alternative arrangements, such as the personal collection of the licence, contact the VGCCC on 1300 182 457.

Please note that a licence is subject to conditions giving you an ongoing responsibility to notify the VGCCC of specified changes in your situation. This responsibility will continue even if you cease employment in the gaming industry, unless and until your licence expires, is cancelled or is formally surrendered by you to the VGCCC. Failure to notify the VGCCC of any specified change may result in disciplinary action being taken against you and/or a fine of up to 60 penalty units.

Is training required?

A gaming industry employee employed by a venue operator is required to complete:

- an approved training course within the first six months after starting employment; and
- an approved refresher course at least once every three years following completion of the approved training course.

Privacy Policy

The VGCCC is committed to responsible and fair handling of personal information consistent with the *Information Privacy Act 2000* and its obligations under the *Gambling Regulation Act 2003*.

Confidentiality Provisions

Information provided in your registration form must not be disclosed by the VGCCC or its staff to someone else, except for the purposes stated in Part 1, Division 6 of Chapter 10 of the *Gambling Regulation Act 2003*. To access this Act, go to www.vgccc.vic.gov.au.

Lodgement guide

Step 1:

Apply for your National Police Certificate (Name Check) and/or an equivalent report from the most current Australian Criminal Intelligence Commission's List of Accredited "Broker" Organisations – *Refer to Attachment 1 if you are applying to Victoria Police.*

Step 2:

Apply for your Credit Report–*Refer to Attachment 2.*

Step 3:

Obtain a Colour Passport Photo (with your name printed on the back of the photo).

Step 4:

When you have received your National Police Certificate and Credit Report you may:

Complete the application form.

Print and sign the form where required

Attach your National Police Certificate, Credit Report (Note: Ensure that all pages of your Credit Report are submitted),

Attach your passport photo

Attach either your current registration papers or a copy of these registration papers together with a statement certifying that the papers are complete and accurate copies of the original.

If registering for a Casino Special Employee Licence, this form **must** be accompanied by evidence that the applicant is employed, or has been offered employment, by a casino operator (Note: this evidence will be provided by the casino operator).

Registration form for a gaming industry employee licence or a casino special employee licence

OFFICE USE ONLY

Signature _____
(Revenue officer)
Date / /
Registration No. _____
Assigned to _____

Personal Particulars

1. (a) Mr Mrs Miss Ms

Male Female

Surname

First Name

Middle name(s)

Date of Birth: / /
(day/month/year)

Place of birth:

Country

State or Region

Arrival date in Australia (if applicable): / /
(day/month/year)

(b) Provide the preferred name to appear on the front of your licence in the box below (**Note:** If granted, your preferred given name will appear on the front of the licence and your full name will be printed on the back of the licence):

(c) Are you currently known or have you previously been known by another name(s), including any alias(es), Anglicised name(s), maiden name, married name(s) and name(s) changed via deed poll?

YES NO

If **YES**, provide additional details below:

Name changed from:

Name changed to:

Date of change: / /

Name changed from:

Name changed to:

Date of change: / /

Ensure that you provide any names noted above when applying for your NPC and your Credit Report.

(d) Have you had any legal name changes?

YES NO

If **NO**, proceed to Q2.

If **YES**, provide additional details below:

Name changed from:

Name changed to:

Date of change: / /

Name changed from:

Name changed to:

Date of change: / /

Ensure that you provide any names noted above when applying for your NPC and your Credit Report.

Have further details been provided on an attachment page?

YES NO

2. Current Residential Address:

No. Street

City/Town

State

Postcode

3. Postal Address (if same as Q2, write 'as above')

No/PO Box Street

City/Town

State

Postcode

4. Contact Details:

Email Address:

Phone No. (AH):

Phone No. (BH):

Mobile No:

Fax No:

5. Photograph:

Securely attach your colour passport size photograph taken within the last 3 months to this registration form. Ensure your name is clearly printed on the back of the photograph. It is recommended that you provide your photograph in a sealed envelope with your name clearly printed on the front of the envelope. Securely attach the envelope to this page.

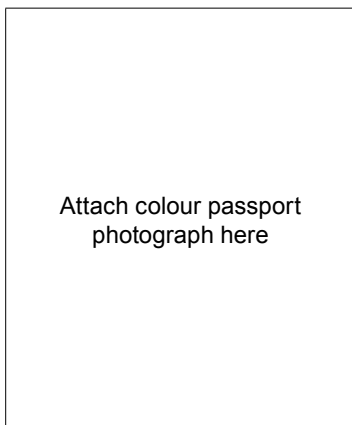
Complete the following:

(a) I have attached a passport size photograph:

YES

(a) Date photograph taken: / /

(day/month/year)



Gaming History

6. I am currently the holder of a

(specify the full name of your licence or registration)

issued in

(specify all Australian State/s or Territory).

Note: You must enclose either your a copy of these registration papers or a copy of your licence together with a statement certifying that the papers are complete and accurate copies of the originals.

Are either your a certified copy of these registration papers or a certified copy of your licence enclosed?

YES

7. (a) Is your registration/licence cancelled or currently suspended as a result of any disciplinary action by a Gaming Regulator?

YES NO

(b) Are you currently subject to any disciplinary proceedings being taken by a Gaming Regulator inrelation to those equivalent occupations?

YES NO

(c) Are you otherwise prohibited from carrying on those equivalent occupations or subject to anyspecial conditions in carrying on those equivalent occupations, as a result of criminal, civil or disciplinary proceedings?

YES NO

If NO to Q7(a), (b) & (c), proceed to Q8.

If YES to any of Q7(a), (b) & (c), provide details below:

Have further details been provided on an attachment page?

YES No

Charges, Findings of Guilt and Convictions

IMPORTANT INFORMATION

If you currently live in Australia or if you have lived in Australia for at least 12 months during the last 10 years this form must be accompanied by your original National Police Certificate (NPC). Note: The VGCCC will accept a National Police History Check obtained from Victoria Police, the Australian Federal Police and any other provider appearing on the most current Australian Criminal Intelligence Commission's List of Accredited "Broker" Organisations at: <https://www.acic.gov.au/services/national-police-checking-service/find-out-more-information/accredited-bodies>.

Your NPC must not be more than three months old when this form is lodged and you must ensure that all names noted in Q1(a)-(d) are included on your NPC. If all such names are not shown in your NPC, your application will not be accepted.

8. (a) Do you currently live in Australia or have you lived in Australia for at least 12 months during the last 10 years?

YES NO

If YES to Q8(a), an NPC must be provided.

Financial Particulars

IMPORTANT INFORMATION

You must obtain an original Credit Report if:

- you currently live in Australia; or
- you do not currently live in Australia but have lived in Australia at any time during the last 10 years; or
- you are or during the last ten years have been a director or officeholder of an Australian company.

If your circumstances do not meet the criteria noted above, a Credit Report is not required.

Your Credit Report cannot be more than three months old when you lodge this application and instructions on obtaining your Credit Report are provided in Attachment 3.

9. Have you enclosed your original Credit Report?

YES NO

If YES, proceed to Statutory Declaration.

If NO, provide reasons why your Credit Report has not been enclosed on an attachment page.

Statutory Declaration

I,¹

Of,²

DO SOLEMNLY AND SINCERELY DECLARE:

- (a) I have personally completed or verified all the information required in this registration form; and
- (b) I certify that the particulars contained in the completed registration form, including, if applicable, attachment pages, are true and correct in every detail and fully disclose the information required to complete this registration form.

AND I ACKNOWLEDGE that this declaration is true and correct and is made in the belief that a person making a false declaration is liable to the penalties for perjury.

X

.....
(signature of registrant)

DECLARED AT³

in⁴

On this day of 20

X

.....
(signature of witness⁵)

before me

(Name of witness – print)

(Address of witness)

(Capacity of witness⁵)

¹ Full Name of Registrant

² Address of Registrant

³ Place of Declaration, eg. Melbourne

⁴ State of Declaration, eg. Victoria

⁵ See following page for categories of Acceptable Witnesses

Categories of Acceptable Witnesses

1. A justice of the peace or a bail justice
2. A public notary
3. An Australian lawyer (within the meaning of the Legal Profession Act 2004)
4. A clerk to an Australian lawyer
5. The prothonotary or deputy prothonotary of the Supreme Court, the registrar or a deputy registrar of the County Court, the principal registrar of the Magistrates' Court, or a registrar or deputy registrar of the Magistrates' Court
6. The registrar or an assistant registrar of probates
7. The associate to a judge of the Supreme or County Court
8. The secretary of a master of the Supreme or County Court
9. A person registered as a patent attorney under Chapter 20 of the Patents Act 1952 of the Commonwealth
10. A member of the police force
11. The sheriff or a deputy sheriff
12. A member or former member of either House of Parliament of Victoria
13. A member or former member of either House of Parliament of the Commonwealth
14. A councillor of a municipality
15. A senior officer of a Council as defined in the Local Government Act 1989
16. A registered medical practitioner within the meaning of the Medical Practice Act 1994
17. A registered dentist within the meaning of the Dental Practice Act 1999
18. A veterinary practitioner
19. A pharmacist
20. A principal in the teaching service
21. The manager of an authorised deposit-taking institution
22. A member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
23. The secretary of a building society
24. A fellow of the Institute Legal Executives (Victoria)
25. A minister of religion authorised to celebrate marriages
26. A person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification

Financial Information Release Form

In the matter of this registration for a Gaming Industry Employee Licence or Casino Special Employee Licence under the Australian Mutual Recognition Agreement and for the purposes of ongoing monitoring by:

Name:

(Print full name)

Address:

(Print full address)

the registrant hereby authorises all persons who receive a photocopy of this financial information release form from the Victorian Gambling and Casino Control Commission (the VGCCC) to undertake the authorised actions for the authorised purposes as set out below:

Authorised actions

1. To allow the VGCCC to inspect and obtain a copy of any document, record or correspondence in the possession or under the control of the person, which contains information pertaining to the applicant (or to the applicant and another person and to any subsidiary, related body corporate, trust or partnership to which the applicant was a party), including but not limited to:
 - any loan information;
 - any information relating to an account held with a financial institution (passbook, statement or other), including information relating to withdrawals, deposits, transfers and balances;
 - any information (including trust account information) of any solicitor, accountant, real estate agent or other fiduciary.
2. To answer written or verbal queries of, and to provide information (by any means) to the VGCCC to undertake the authorised actions, about the financial resources of the applicant.

Release

In consideration of a bank, other financial institution, solicitor, accountant, financial adviser or any other person or organisation who has lent money to or borrowed from the applicant providing any of those particulars recorded against the applicant as detailed above under the heading "Authorised actions", I hereby release the VGCCC to the full extent of the law and against any claim or demands of any kind and any actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the use or misuse of the information obtained out of this authorisation.

Authorised purposes

To enable the VGCCC to make an assessment of—

- the integrity, responsibility, personal background and financial stability of the registrant; and
- the general reputation of the registrant having regard to character, honesty and integrity; and
- the suitability of the registrant to perform the type of work proposed to be performed by the registrant as a licensee; and
- if a Gaming Industry Employee Licence or Casino Special Employee Licence is granted, the on-going suitability of the licensee in regard to the above matters.

EXECUTION AS A DEED:

X

Registrant's signature

Dated: / /
(day/month/year)

X

Signature of witness (any adult can be a witness)

Print name of witness

NOTES:

1. This **financial information release form** is approved for the purposes of section 10.4.5 (1) (d) of the *Gambling Regulation Act 2003* and/or section 42(1)(d) of the *Casino Control Act 1991*. Among the people to whom it is intended to be produced are banks and other financial institutions, solicitors, accountants, financial advisers and any other person or organisation that has lent money to or borrowed from the registrant.
2. In this financial information release form reference to a member of staff of the VGCCC is reference to a person employed by the VGCCC to assist in the administration of the *Gambling Regulation Act 2003* and/or the *Casino Control Act 1991*.

Consent for Release of Information by Law Enforcement Agencies

In the matter of this registration for a gaming industry employee licence or casino special employee licence under the Australian Mutual Recognition Agreement by:

Name:

Address:

Date of Birth: / /
(day/month/year)

CONSENT

I hereby consent, for the purposes of a request for approval pursuant to the *Gambling Regulation Act 2003* (the GRA) and/or the *Casino Control Act 1991* (the CCA), to all probity investigations carried out by the staff of the Victorian Gambling and Casino Control Commission (the VGCCC), including but not limited to:-

- (a) Inspection of criminal, intelligence or other records kept or maintained by:
- the Victoria Police;
 - any crime investigation agency;
 - any gaming regulatory body;
 - any Court;
 - any State, Territory, federal or overseas police force;
 - any corporate regulatory agency;
 - any casino regulatory body;
 - any government agency.
(collectively referred to as 'law enforcement agencies')
- (b) Release of particulars of any convictions, findings of guilt or other information recorded against me by the law enforcement agencies including, without limitation:-
- details all prosecutions, including acquittals and matters withdrawn or dismissed and all findings of guilt, whether or not a conviction was recorded;
 - matters or charges still outstanding;
 - law enforcement agencies intelligence howsoever obtained;
 - any other matters recorded as arising either in Victoria or elsewhere by any law enforcement agency and considered relevant to the investigation or assessment of my registration form for a Gaming Industry Employee Licence and/or Casino Special Employee Licence or my ongoing suitability as a licensee under the GRA and/or the CCA by the VGCCC.

RELEASE

Upon signing this consent, the Applicant hereby releases the VGCCC, each law enforcement agency and their servants, agents or contractors to the full extent of the law and against any claim or demands of any kind and any actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken or made in respect of the use or misuse of the information obtained out of this consent, including particulars of any conviction, findings of guilt or other adverse material purporting to relate to the Applicant.

ACKNOWLEDGMENT

I acknowledge having read and understood the terms of the consent and have noted that independent legal advice may be sought before signing this consent. This consent commences on the date below and continues until the later of:-

- the VGCCC considers that I am no longer the holder of a gaming industry employee licence or casino special employee licence; or
- the expiry of any Gaming Industry Employee Licence or Casino Special Employee Licence (if granted).

EXECUTION AS A DEED

X
.....
Signature of applicant

Dated: / /
(day/month/year)

X
.....
Signature of witness (any adult can be a witness)

Print name of witness

Attachment page

Please copy if additional pages are required and number each page.

Have you used an additional attachment page to provide any further information?

YES

No

Victorian Gambling
and Casino Control
Commission

ABN 56 832 742 797

AM RF 20220114

Level 3, 12 Shelley Street
Richmond VIC 3121
GPO Box 1988
Melbourne VIC 3001

E: contact@vcglr.vic.gov.au

T: 1300 182 457

vcglr.vic.gov.au

ABN 56 832 742 797



Attachment 1 – National Police Certificate from Victoria Police

If you live in Australia or have lived in Australia for at least 12 months during the last 10 years, an **original** National Police Certificate (NPC) **must** be provided when you lodge your VGCCC application form. Your NPC is obtained by submitting a '*Consent to Check and Release National Police Record*' form (Consent form) to the Victoria Police. You may download the Consent form, which includes instructions for completion, at www.VGCCC.vic.gov.au/Police-Consent-Form. If you have any difficulties in accessing the Consent form contact the VGCCC at contact@vcqlr.vic.gov.au or on 1300 182 457.

NPC Application Process

Should you have other questions in relation to your police record check you may contact the Public Enquiry Service of Victoria Police on 1300 881 596 between 8am and 5pm. Please inform the customer service officer that you are a VGCCC applicant.

In addition, when completing the Consent form you must ensure that:

- you cross the box 'Casino or gaming licence' in 'Section E: Purpose of check', Option 1;
- choose the "Name Check" option in Section A (unless you have been advised otherwise by the VGCCC);
- provide your first name, middle name/s, surname [as stated in the Personal Particulars section of your VGCCC application form];
- provide any preferred given name to appear on your licence [as stated in the Personal Particulars section of your VGCCC application form]; and
- provide any alias(es), previous names, maiden name, name changes (legal or otherwise) as well as names you have used or by which you have been known [as stated in the Personal Particulars section of your VGCCC application form].

Note: If any such names are not shown in your NPC, your VGCCC application form will **not** be accepted and you will need to apply for a new NPC. Also, the NPC **must** be current at the time of lodgement of your VGCCC application form and not exceed three months from the date of issue by the Victoria Police. If you do not provide your NPC or enclose either a photocopied NPC or an NPC more than three months from the date of issue, your VGCCC application form will be considered incomplete and will be returned to you. A minimum of ten working days should be allowed from the date applications are received at the Public Enquiry Service for applications to be processed.

All matters detailed on your NPC are taken into consideration by the VGCCC and are essential to allow assessment of your character, honesty and integrity. Should you wish to dispute any of the information disclosed in your NPC you should do so **prior** to lodging your VGCCC application form, by writing to The Manager, Public Enquiry Service, Records Services Division, Victoria Police, PO Box 919, Melbourne Victoria 3001.

Attachment 2 – Credit report

You **must** obtain an **original** Credit Report if you currently live in Australia, or if you have lived in Australia for at least 12 months during the last 10 years or if you are or have been a director or company secretary of an Australian company during the last 10 years. (**Note:** If your circumstances do not meet these criteria, a Credit Report is **not** required).

You may obtain a copy of your Credit Report from either illion (formerly known as Dun & Bradstreet Australia) or Equifax. These companies offer a number of services to monitor and manage your credit profile and adhere to the Privacy Act, Credit Reporting Code of Conduct and the National Privacy Principles by providing you with the right to obtain a copy of your Credit Report.

HOW TO OBTAIN YOUR CREDIT REPORT

ILLION

illion offers two timescales for delivery. The **'Standard Service'** allows for your Credit Report to be supplied to you free of charge in 10 business days. This report may be received via mail, or via an online account created specifically for you. The **'Instant Access'** service allows you to view your report within 24 hours online or have it delivered by Express post (refer to the Ilion website for current fee).

The illion 'My Credit Report' form can be completed online at www.illioncom.au (secure site) or alternatively, you may contact illion on 13 23 33 (+61 3 9828 3200 for international callers) to arrange for provision of your Credit Report.

EQUIFAX

To obtain your Credit Report from Equifax, you must submit the 'My Credit File – Request by Gaming or Racing Applicant' form by post, fax or email, as addressed on the form (refer to the form for current fee). The Credit Report will be forwarded within one business day. This form may be downloaded at www.mycreditfile.com.au or alternatively, you may contact Equifax on 13 82 22 to arrange for its provision. Additional information may also be found at www.mycreditfile.com.au.

IMPORTANT INFORMATION REGARDING YOUR CREDIT REPORT

When requesting a copy of your Credit Report, you are required to provide the following details:

- Family Name, First Name, Middle Name, Salutation as stated in the Personal Particulars section of your VGCCC application form];
- Any other name(s) you have used - List any other name(s) by which you are currently known or were known previously, such as alias(es), anglicised name(s), maiden name, married name(s) and name(s) changed via deed poll [as stated in the Personal Particulars section of your VGCCC application form]; and
- Current and Previous Residential Address Date of Birth and Driver Licence Number (if available).

Your Credit Report and any other letter from the Credit Report provider advising of the result of the search conducted must accompany your VGCCC application form. **If you fail to meet any of the requirements noted below, your VGCCC application form will be considered incomplete and returned to you.** Your Credit Report must:

- be original and not a photocopy;
- be submitted to the VGCCC within three months from its date of issue;
- include your current name and any other name(s) that you are currently or were previously known by, such as any alias(es), anglicised name, maiden name, name(s) changed via deed poll;
- correctly disclose your date of birth, address and driver licence number (if available); and
- include all pages of the report as provided to you by the Credit Report provider.

If you find any issues with your Credit Report, e.g. it is incomplete or you wish to dispute any of the information disclosed therein, you should contact the Credit Report provider (see contact details above) and resolve the issue/s prior to lodging your VGCCC application form.