

Bookmaker registration – approval as a key employee

This package contains the application and information material to register as a bookmaker’s key employee.

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 design 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 Commission for
Gambling and Liquor Regulation
GPO Box 1988
Melbourne Vic 3001

or lodge in person at:

Level 3, 12 Shelley Street
Richmond Vic 3121

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 Commission for Gambling and Liquor Regulation
- (VCGLR) website at vcglr.vic.gov.au
- telephone the VCGLR on 1300 182 457
- email the VCGLR at contact@vcglr.vic.gov.au



Important Information

Bookmaker registration – approval as a key employee

Directions for completion

Answer every question and use **BLOCK** letters-

- If a question does not apply, or if there are no details to disclose in response to a particular question, print N/A (not applicable) in response.
- If the space available is insufficient, please supply the required information on an attachment page(s). If you do so, begin each answer with the title and reference of the question you are responding to.

Prior to lodging this application ,please ensure that you have attached all required items.

The application form will be returned to you if you do not provide a response to all applicable questions or if all required attachments are not enclosed.

- Note: There is currently no fee payable for this application.
- Note: Only persons 18 years and over can apply for registration.

Who should complete this application form?

You are required to obtain registration as a bookmaker's key employee in order to be employed by a registered bookmaker to act in a managerial capacity or be involved in a decision-making capacity in the bookmaking business. You must also hold a certification of registration as a bookmaker's key employee to be able to substitute for a registered bookmaker at an approved racecourse.

How can the application form be lodged?

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

False or Misleading Information

While working at an approved racecourse, a registered bookmaker's key employee must wear an identity card issued by the VCGLR at all times.

Identity card

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 application may be refused and/or you may be prosecuted and fined up to 60 penalty units (go to vcglr.vic.gov.au/Fees and Fines to confirm the current value of a penalty unit). Note: Registration that is improperly obtained by giving false or misleading information may be cancelled.

Privacy Policy

The Victorian Commission for Gambling and Liquor Regulation is committed to responsible and fair handling of personal information consistent with the *Privacy and Data Protection Act 2014* and its obligations under the *Gambling Regulation Act 2003*.

Confidentiality Provisions

Information provided in your application must not be disclosed by the VCGLR or its staff to someone else, except for the purposes stated in Division 6 of Chapter 10 of the Act (to access these provisions go to vcglr.vic.gov.au).



Bookmaker registration – approval as a key employee

This information will help you complete the process to apply for registration as a bookmaker's key employee (new or renewal).

Before you complete the licence application form

Step 1: Obtain a police clearance:

If you live in Australia or have lived in Australia for at least 12 months during the last 10 years, you are required to obtain a National Police Certificate (NPC) from Victoria Police. Read 'Attachment 1 – National Police Certificate' at the back of this application for more information.

and

If you have lived outside Australia for 12 months or more in the last 10 years, you may be required to obtain a police clearance from the country you lived in. Contact the VCGLR on 1300 182 457 to find out what information you need to provide to satisfy this requirement.

Step 2: Obtain a credit report:

If you live in Australia or have lived in Australia for at least 12 months during the last 10 years, you are required to provide an Australian individual credit report that is no more than three months old. Read 'Attachment 2 – Credit Report' at the back of this application for more information.

and

If you have lived outside Australia for 12 months or more in the last 10 years, you may be required to obtain a credit report from the country you lived in. Contact the VCGLR on 1300 182 457 to find out what information you need to provide to satisfy this requirement.

Step 3: Obtain two colour passport size photos and print your name on the back of each photo.

You are now ready to complete your licence application – proceed to Step 4.

Step 4: Complete this application form, ensuring the information you provide is accurate.

Step 5: Lodge your application with the VCGLR by mail or in person.

Your application must include the following:

- National Police Certificate
- credit report
- passport size photos
- correct application fee and
- any other document that forms part of your application.

Please note:

- Application fee: To check the current application fee, refer to the 'Gambling fees and fines' information sheet available at vcglr.vic.gov.au.
- Payment options: If you lodge your application by mail, you can pay the application fee by a cheque or money order made to the VCGLR or by credit card authorisation.
- Address: The VCGLR's postal and physical addresses are located on the cover page of the application form or at vcglr.vic.gov.au.



Strictly Confidential

Bookmaker registration – approval as a key employee

OFFICE USE ONLY

Amount Rec'd: _____ \$Receipt No: _____

Signature: _____

Date Rec'd: ____ / ____ / ____

Assigned to: _____

Application No: _____

Personal Particulars

The applicant is applying for (tick applicable box and provide details below):

new Registration as a Bookmaker; or

renewal of Registration as a Bookmaker

1. (a) Mr/Mrs/Miss/Ms (Circle) Male Female

Surname:

First name:

Middle name(s):

Date of Birth:

(dd/mm/yyyy)

Place of birth:

Country

State or region

Arrival date in Australia (if applicable):

(dd/mm/yyyy)

(b) Provide the preferred name to appear on the front of your gaming industry employee's 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):

Ensure you provide this preferred name when applying for your National Police Certificate and your Credit Report.

(c) Are you currently known or have you previously been known by another name(s), i.e. any alias(es), Anglicised name(s) or maiden name?

YES

NO

If YES, list other names below:

If YES, list other name/s:

Ensure you provide any names noted above when applying for your National Police Certificate and your Credit Report.

(d) Have you had any legal name changes, i.e. married name(s) and name(s) changed via decree nisi or deed poll?

YES

NO

If NO, proceed to Q2. If YES, provide additional details below:

Name changed from:

Name changed to:

Date of change: (dd/mm/yyyy)

Name changed from:

Name changed to:

Date of change: (dd/mm/yyyy)

Ensure you provide any names noted above when applying for your National Police Certificate and your Credit Report.

Have further details been provided on an attachment page?

YES

NO

2. Current Residential Address:

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

4. Contact Details:

Daytime telephone number:

Mobile telephone number:

Email address:



5. PHOTOGRAPHS:

Securely attach 2 colour passport size photographs taken within the last 3 months to this application. Do not cut or separate passport photographs. Ensure your name is clearly printed on the back of each photograph. It is recommended that you provide your photographs in a sealed envelope with your name clearly printed on the front of the envelope. Securely attach the envelope to this page.

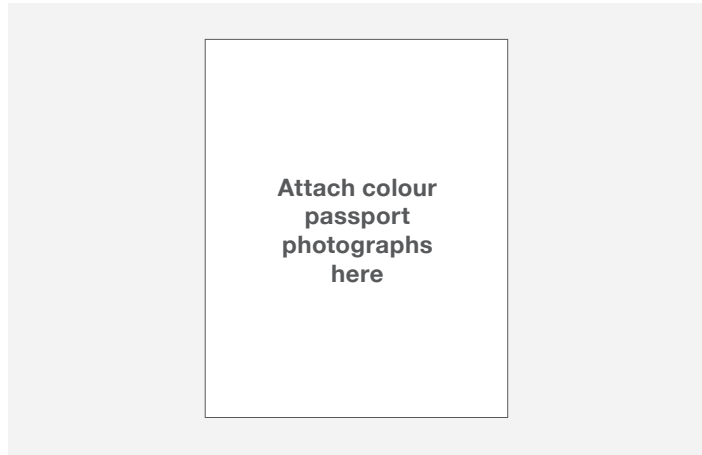
Complete the following:

(a) I have attached 2 passport size photographs:

YES

(b) Date photographs taken:

(dd/mm/yyyy)



Racing and Gambling History

Have you ever applied, whether in Victoria or elsewhere, for any racing industry, casino industry or gambling industry licence, approval, authorisation or registration?

YES NO

If **NO**, proceed to Q8. If **YES**, provide the following details for each application and then proceed to Q7.

(a) If the application was granted/approved or is still pending, provide details below:

Type of licence, approval etc:

Name shown on licence, approval etc

Licence No. (if known): Jurisdiction*:

Name of Racing/Gambling Regulator (if known):

Licence/approval/association dates:

to

* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

(b) If the application was refused or withdrawn, provide details below:

Type of licence, approval etc sought:

Date of application:

(mm/yyyy)

Jurisdiction*:

Reason for refusal or withdrawal of request:

Have further details been provided on an attachment page?

YES NO

7. Have you ever had any racing industry, casino industry or gambling industry licence, approval, authorisation or registration, whether in Victoria or elsewhere, suspended, cancelled, amended or revoked, or been the subject of disciplinary action by a regulatory body? (**Note:** Include details of any special conditions or restrictions imposed on a licence, approval authorisation or registration)

YES NO

If **NO**, proceed to Q8. If **YES**, provide details below:

Type of licence, approval etc: Jurisdiction*:

Licence No (if known):

Name of Regulator (if known):

Details of action taken or any special conditions or restrictions imposed on a licence, approval etc:

Have further details been provided on an attachment page?

YES NO

* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

8. Have you been a member of or been employed by the Victorian Commission for Gambling and Liquor Regulation in the last two years?

YES NO

If **NO**, proceed to Q9. If **YES**, provide details below:

Position Held:

Date finished:

(mm/yyyy)

9. Have you ever been excluded from a racecourse or casino either in Australia or overseas (List of excluded persons, book of cheats, Black Book - USA etc)?

YES NO

If **NO**, proceed to Q10. If **YES**, provide details on an attachment page.

Have further details been provided on an attachment page?

YES NO

Other Regulatory History

10. Have you ever had any other (non racing or gambling) licence, approval, authorisation or registration, whether in Victoria or elsewhere, suspended, cancelled, amended or revoked, or been the subject of disciplinary action by a regulatory body? (Note: Exclude your driver licence and motor vehicle registration and include details of any special conditions or restrictions imposed on a licence, approval etc)

YES NO

If **NO**, proceed to Q11. If **YES**, provide details below:

Type of licence, approval, authorisation or registration:

Licence No (if known): Jurisdiction*:

Name of Regulator (if known):

Details of action taken or any special conditions or restrictions imposed on a licence, approval etc:

Have further details been provided on an attachment page?

YES NO

* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

Legal Action

Note: A business association includes cases where you are or were a:

- director or company secretary of a company;
- partner in a partnership; or
- office holder of an incorporated association

at the time the legal action was taken against the company, partnership or incorporated association.

11. During the last 10 years, have you been, either personally or via a business association, a defendant or respondent in any finalised legal action?

YES NO

If **NO**, proceed to Q12. If **YES**, provide the following details for each action:

The legal action was (tick appropriate box):

personal via business association

Nature of legal action:

Plaintiff: Jurisdiction*:

Result/Settlement:

Court or tribunal where matter was heard:

Case no. issued by court/tribunal (if known):

Date of delivery of judgement (if known)

(dd/mm/yyyy)

If arising via a business association, describe how your responsibilities or actions related to the legal action:

A copy of independent documentation confirming the court outcome or, if settled out of court, a copy of the settlement agreement must be provided, **regardless of whether any terms of the agreement are confidential.**

Is a copy of the court outcome/settlement agreement attached?

YES NO

Have further details been provided on an attachment page?

YES NO

12. Is there any legal action currently being pursued against you, whether personally or via a business association?

YES NO

If **NO**, proceed to Q13. If **YES**, provide following details for each action:

The legal action was (tick appropriate box):

personal via business association

Nature of legal action:

Plaintiff: Jurisdiction*:

Court or tribunal where matter is scheduled to be heard:

Case no. issued by court/tribunal (if known):

Next scheduled hearing date (if known):

(dd/mm/yyyy)

If arising via a business association, describe how your responsibilities or actions related to the legal action:

Have further details been provided on an attachment page?

YES NO

* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

Charges, Findings of Guilt and Convictions

IMPORTANT INFORMATION

Persons Living in Australia

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) from the Victoria Police (refer to instructions at Attachment 3). The NPC you provide **cannot** be a copy and must be obtained not more than 3 months before this form is lodged.

You **must** advise details at Q17 of any offence not included in your NPC, including participation in a Diversion Program, spent convictions, findings of guilt, suspended sentences, matters where a good behaviour bond is given and/or matters where no conviction is recorded, other court orders and provide details of all outstanding charges. Failure to disclose such matters may affect your application. However, Children's Court matters more than 10 years old and non-custodial traffic matters, which are those for which a penalty other than a jail sentence or community based order was given, are not matters which you are required to disclose at Q17.

You **must** ensure that all names noted in Q3(a), (b) & (c) are advised to the Victoria Police when applying for your NPC. If all such names are not shown in your NPC, your application will not be accepted.

Persons Living outside Australia

If you live outside Australia, to assist the VCGLR with its investigations you must seek an equivalent report from your local Police Agency. An equivalent report would be expected to reveal details in relation to any convictions, findings of guilt (either with or without conviction) and any matters still outstanding against you.

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

YES NO

If **YES** to Q13(a), an NPC must be provided.

(b) Do you currently live outside Australia or have you lived outside Australia for more than 12 months during the last 10 years?

YES NO

If **YES** to Q13(b), you are requested to seek an equivalent report from the relevant Police Agency which is an original document or a certified copy of the original document. If an equivalent report is not enclosed, provide an explanation on an attachment page.

Have further details been provided on an attachment page?

YES NO



14. **Other than** already disclosed in your NPC or any equivalent report from your local Police Agency:-

(a) Have you ever been found guilty of any offence?

YES NO

(b) Is there any investigation or charge currently pending against you in respect of any offence?

YES NO

(c) Have you ever participated in a Diversion Program?

YES NO

If **NO** to Q14(a), (b) and (c), proceed to Q15. If **YES** to Q14(a), (b) or (c), provide details below in relation to each matter:

Nature of Offence/Charge:

Date: (dd/mm/yyyy)

Jurisdiction*:

Result:

Result of Hearing or other Disposition (if known)

Have further details been provided on an attachment page?

YES NO

* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

Financial Particulars

15. (a) Have you ever been bankrupt, subject to an arrangement under the Bankruptcy Act (e.g. Part X) or subject to any like proceedings?

YES NO

If **NO**, proceed to Q15(b). If **YES**, complete the following and provide details of circumstances leading to bankruptcy/arrangement proceedings on an attachment page:

Date of Bankruptcy/Arrangement:

(dd/mm/yyyy)

Date of Discharge/Completion (proposed date):

(dd/mm/yyyy)

Note: If you are a discharged bankrupt, a **copy** of your Certificate of Discharge From Bankruptcy must accompany this application (Do not send the original certificate).

Is a copy enclosed?

YES

Name of Trustee:

Address:

(b) Are bankruptcy or any like proceedings pending?

YES NO

If **NO**, proceed to Q16. If **YES**, provide details of circumstances leading to these proceedings on an attachment page.

Have further details been provided on an attachment page?

YES NO

16. Are you currently, or have you been, a director or company secretary of a company or incorporated association, whether in Victoria or elsewhere:

(a) which has been wound up, placed into liquidation (except members' voluntary liquidation), had a receiver, controller or administrator appointed, entered into a formal or informal scheme of arrangement (however it is described) or has been subject to any like proceedings?

YES NO

(b) where an investigation into the affairs of the company/ incorporated association has been authorised by the Australian Securities and Investments Commission or its predecessors under Corporations Law, by the Registrar of Incorporated Associations under the Associations Incorporation Reform Act 2012, by the Australian Prudential Regulation Authority, by the Australian Competition & Consumer Commission or by any other regulatory body or law enforcement agency?

YES NO

If **NO** to Q16(a) and (b), proceed to Q17. If **YES** to Q16(a) or (b), in relation to each matter complete the following and provide details of circumstances leading to proceedings on an attachment page.

Company/Incorporated Association Name:

Type of proceedings:

Commencement Date:

(dd/mm/yyyy)

Details of administrator, liquidator, receiver, controller, regulatory body or law enforcement agency:

Name:

Phone no:

Have further details been provided on an attachment page?

YES NO

* "Jurisdiction" means the State or Territory and, if outside Australia, the country and locality

17. Have you ever been disqualified from acting as a director or company secretary of a company or are any like proceedings pending?

YES NO

If **NO**, proceed to Q18. If **YES**, complete the following and provide reason for disqualification or proceedings on an attachment page.

Date of disqualification:

(dd/mm/yyyy)

Jurisdiction*:

Have further details been provided on an attachment page?

YES NO

IMPORTANT INFORMATION

You **must** obtain a 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 have been during the last ten years a director of officeholder of an Australian company.

If your circumstances do not meet the criteria noted above, a Credit Report is **not** required. **Note:** If you live or have lived outside Australia for at least 12 months during the last 10 years you are requested to submit an equivalent report from the relevant agency in that jurisdiction*.

The Credit Report you obtain cannot be more than 3 months old when you lodge this application and you **must** ensure that **all** names noted in Q2(a) - (d) are advised when applying for your Credit Report. If any such names are not shown in your Credit Report, your application will **not** be accepted. Instructions on obtaining your Credit Report are provided at Attachment 3.

18. Have you enclosed your Credit Report or an equivalent report from the relevant agency in your jurisdiction*?

YES NO

If **YES**, proceed to Q19. If **NO**, provide reasons why a Credit Report or an equivalent report from the relevant overseas agency has not been enclosed on an attachment page.

Have further details been provided on an attachment page?

YES NO

19. Apart from matters recorded in your Credit Report or any equivalent report from an overseas agency, are you currently in default of any debt incurred solely or jointly in your name? (**Note:** Do not include details unless a payment is overdue or in arrears)

YES NO

If **NO**, proceed to Declaration. If **YES**, complete the following:

Have further details been provided on an attachment page?

YES NO

Declaration
Financial Institution or creditor:

Total amount owing: Total amount in default:

Number of days payment is overdue:

Financial Institution or creditor:

Total amount owing: Total amount in default:

Number of days payment is overdue:

Declaration

I declare that I have read and understood the questions in this application form and the directions for answering them and I have answered the questions truthfully and completely to the best of my knowledge, including information provided in the Schedules appended.

Signature of applicant:

[Signature box]

Date:

Signature of witness*:

[Signature box]

Print name of witness:

* Any adult can be a witness.

Financial Information Release Form

Gambling Regulation Act 2003

In the matter of this application for registration as a bookmaker's key employee and for the purposes of ongoing monitoring by:

Name: _____ of
(Full name of applicant)

Address: _____ ('applicant')
(Full address of applicant)

The applicant hereby authorises all **persons** who receive this **financial information release form** from the Victorian Commission for Gambling and Liquor Regulation (the VCGLR) and its staff to undertake the **authorised actions** for the **authorised purposes** as set out below:

AUTHORISED ACTIONS

1. To allow the VCGLR 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 VCGLR 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 VCGLR 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 VCGLR to be satisfied that the applicant and each of its associates is of sound and stable financial background and that, in conducting on-going monitoring, those financial resources continue to be desirable and satisfactory. This authorisation commences on the date below and continues until the later of:

- the VCGLR considers that I am no longer a bookmaker's key employee; or
- the expiry of any registration of the bookmaker (if granted).

Signature of applicant

Date (dd/mm/yyyy)

NOTES

1. A photocopy of this form will be considered as effective and as valid as the original.
2. A reference in this **financial information release form** to the VCGLR includes a reference to a member of its staff and any other person appointed in writing by the VCGLR.



Consent for Release of Information by Law Enforcement Agencies

Gambling Regulation Act 2003

In the matter of this application for registration as a bookmaker's key employee and for the purposes of ongoing monitoring by:

Name: _____ (Full name of associate)
Address: _____ ('associate')
(Full address of associate)

CONSENT

The associate hereby consents to all probity investigations carried out by the Victorian Commission for Gambling and Liquor Regulation (the VCGLR) and its staff, including but not limited to:-

(a) Inspection of criminal, intelligence or other records kept or maintained by:

- the Victoria Police;
- any State, Territory, federal or overseas police force;
- any crime investigation agency;
- any corporate regulatory agency;
- any gaming regulatory body;
- any casino regulatory body;
- any Court;
- 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 of 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 by the VCGLR to the investigation or assessment of my application for approval as a nominee of a bingo centre operator under the *Gambling Regulation Act 2003*.

RELEASE

Upon signing this consent, the associate hereby releases the VCGLR, 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 associate.

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 VCGLR considers that I am no longer a bookmaker's key employee; or
- the expiry of any registration of the bookmaker (if granted)

A photocopy of this form will be considered as effective and as valid as the original

EXECUTION AS A DEED

Signature of applicant

Date (dd/mm/yyyy)

Signature of witness

Printed name of witness (any adult can be a witness)



Attachment Page

NOTE:

Please copy if additional attachment pages are required.

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

YES

NO



Attachment 1– Proof of Identity

Proof of Identity Documentation

When applying for a National Police Certificate, applicants must supply a minimum of two types of identification from the list below with a minimum total of 100 points. Identification must include at least one type of photo ID (Category A) plus identification that contains the applicant’s current residential address, signature and date of birth.

Category A (at least one Category A document must be provided)

	Points
Current Passport	70
Driver licence/Learner’s permit/boat licence	40
Firearms/Private security licence	40
Current tertiary student ID card (with photo)	40
WWC Check card/Keypass/Proof of age card	40
Certified current passport size photo (if the applicant does not possess any other Category A ID)	40

Category B

Australian citizenship certificate	70
Birth certificate (not extract)	70
Birth card	70
Australian travel documents or current Australian Visa	70
Department of Veterans Affairs (DVA) card	40
Centrelink card (with reference number)	40
Government employee ID	40

Category C

Medicare card	25
Credit card or account card	25
Marriage certificate (registry issue only)	25
Change of name certificate (registry issue only)	25
Bank statement (with residential address)	25
Motor vehicle registration or insurance papers	25
Property rates notice/utilities notice	25
Property lease agreement	25
Home insurance papers	25
Taxation assessment notice	25
Records of primary, secondary or tertiary education	25
Records from a current or previous employer	25
Records of a professional or trade association	25



Attachment 1 – National Police Certificate

How to apply for a National Police Certificate

Step 1: Go to vcglr.vic.gov.au to access the 'Consent to Check and Release National Police Record Form' from the 'Forms and Submissions' section.

Step 2: Fill in the NPC application and make sure you provide the following information:

- At 'Section A – Type of check required', select 'National name check'.
- At 'Section B – Details of applicant', check that you state your correct date of birth, current name and previous names in full (first name, all middle names and surname). You should also include an alias that you may have or have previously had, as well as a preferred first name (this will appear on the front of your licence).
- At 'Section E – Purpose of check', select 'Casino or gaming licence'.

Step 3: Print your NPC application and take it to an authorised officer along with 100 points of ID and a photocopy of each ID (as instructed on the application) for certification and then follow Step 4.

Step 4: Post your NPC application, 100 points of certified ID and the correct application fee to:

Public Enquiry Service
Victoria Police
GPO Box 919, Melbourne Victoria 3001

Any enquiry about your NPC, including the status of your application for an NPC, should be directed to the Victoria Police Public Enquiry Service on 1300 881 596 (8.00am – 4.00pm weekdays).



Attachment 1 – Credit Report

You **must** obtain a 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 Dun & Bradstreet Australia (D&B) or Veda Advantage (Veda). 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

Dun & Bradstreet Australia

D&B 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 D&B website for current fee).

The D&B ‘My Credit Report’ form can be completed online at dnb.com.au (secure site) or alternatively, you may contact D&B on 13 23 33 (+61 3 9828 3333 for international callers) or at clientservices@dnb.com.au to arrange for provision of your Credit Report. D&B’s ‘Frequently Asked Questions’ may be viewed at checkyourcredit.com.au/FAQs

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 mycreditfile.com.au or alternatively, you may contact Equifax on 13 83 32 to arrange for its provision. Additional information may also be found at 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 VCGLR application form];
- any **preferred** given name [as stated in the Personal Particulars section of your VCGLR 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 VCGLR 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 VCGLR application form. **If you fail to meet any of the requirements noted below, your VCGLR application form will be considered incomplete and returned to you.**

Your Credit Report must:

- be submitted to the VCGLR 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 preferred given name, 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 VCGLR application form.