INFORMATION SHEET
Instructions when unable to attend an Authorised Photo Point in Victoria

Authorised Photo Points are located throughout Victoria. If you are unable to attend an Authorised Photo Point due to exceptional circumstances (e.g. residence is temporary interstate or overseas) you must read and complete the following instructions (Note: This is not the standard method of photo submission and will create delays in processing time):

1. Take the following items to a prescribed witness:
   Refer to the reverse side of this form for information on the classes of persons who qualify as a prescribed witness.
   - Two identical colour passport size photographs (45x35mm) with frontal view of head and shoulders, without tinted glasses or head covering (unless worn daily for religious purposes); and
   - Valid photographic identification (e.g. driver licence or passport) and a photocopy of such; and
   - Payment Notice; and
   - This form.

2. Photographs:
   - Write your licence/registration number of the back of each photograph; and
   - Have the witness sign and date the back of one of the photographs and state in writing: “I certify this is a true photograph of <insert applicant’s name>”.

3. Photographic Identification: The witness must sight your photographic identification and certify the photocopy, i.e. sign and date the photocopy and state in writing “I certify that the document presented for certification is a true copy of the original”.

4. Witness Declaration: The witness is to sign and date the declaration; and provide the below details.

   Witness Declaration
   I am satisfied that the person whose photograph and signature I have witnessed is the same person named on the attached Payment Notice.

   Signature of Witness: ___________________________ Date: / /

   Name of Witness:

   Class of Authorised Witness:

   Address of Witness:

5. Payment Notice: You must sign the Payment Notice is the presence of the witness.

6. Applicant to Complete: You must complete the below details; date and sign the Applicant Acknowledgement.

   Applicant Name:

   Licence/Registration Number (as per Payment Notice):

   Date of Birth: / /

   Applicant Acknowledgement
   I acknowledge that the particulars in this form and attachments are true and correct and I make this acknowledgement knowing that it is an offence against section 140A(1) of the Firearms Act 1996 and section 135 of the Private Security Act 2004 to knowingly supply information that is false or misleading (maximum penalty 240 penalty units or 4 years imprisonment).

   Signature of Applicant: ___________________________ Date: / /

7. Post: You must post this form; Payment Notice; both photographs; and certified photographic identification to the Licensing & Regulation Division via the address provided in the upper left hand corner of this information sheet.

Privacy Statement: The information requested is being collected and used by Victoria Police for the purposes of assessment of an application for a licence, registration, permit or approval. It will be used in accordance with relevant legislation, including the Firearms Act 1996, Private Security Act 2004, Control of Weapons Act 1990, Health Records Act 2001 and the Privacy and Data Protection Act 2014. The information may be disclosed to employers, approved bodies and other statutory authorities for the purposes of law enforcement and the administration of justice. To gain access to personal and health information held by Victoria Police, you must apply in writing to the Freedom of Information Division of Victoria Police, at www.police.vic.gov.au.
### List of prescribed witness classes

For the purpose of this application, the following classes of persons are authorised to act as a witness.

<table>
<thead>
<tr>
<th>Class</th>
<th>Authorised to act as a witness</th>
</tr>
</thead>
<tbody>
<tr>
<td>A member of:</td>
<td>A member of a municipal, city, town, district or shire council of a State or Territory.</td>
</tr>
<tr>
<td>• the Chartered Accountants Australia and New Zealand; or</td>
<td>An employee of a financial institution who is authorised by the financial institution to open</td>
</tr>
<tr>
<td>• the Australian Society of Accountants; or</td>
<td>accounts with the institution.</td>
</tr>
<tr>
<td>• the Institute of Public Accountants.</td>
<td>An employee of a bank carrying on a business outside Australia:</td>
</tr>
<tr>
<td>An agent of a financial institution who is</td>
<td>• that does not have an authority under Section 9 of the Banking Act 1959; and</td>
</tr>
<tr>
<td>authorised by the financial institution to open accounts with the</td>
<td>• that is engaged in a transaction with a cash dealer;</td>
</tr>
<tr>
<td>institution.</td>
<td>who is authorised by the bank to open accounts with the bank.</td>
</tr>
<tr>
<td>A full-time employee of a company carrying on insurance business</td>
<td>A full time employee of:</td>
</tr>
<tr>
<td>who has been employed continuously for at least 5 years by one or</td>
<td>• a financial institution; or</td>
</tr>
<tr>
<td>more companies of that type.</td>
<td>• a corporation that is a registered corporation within the meaning of the</td>
</tr>
<tr>
<td>An officer within the meaning of the Defence Act 1903.</td>
<td>Financial Sector (Collection of Data) Act 2001;</td>
</tr>
<tr>
<td>A legal practitioner of a Federal, State or Territory Court.</td>
<td>who has been employed continuously for at least 5 years by one or more financial bodies.</td>
</tr>
<tr>
<td>An individual registered or licensed as:</td>
<td>An individual who is employed and registered as a nurse under the law of a State or Territory providing for that registration.</td>
</tr>
<tr>
<td>• a dentist;</td>
<td></td>
</tr>
<tr>
<td>• a medical practitioner;</td>
<td></td>
</tr>
<tr>
<td>• a pharmacist; or</td>
<td></td>
</tr>
<tr>
<td>• a veterinary surgeon;</td>
<td></td>
</tr>
<tr>
<td>under a law of a State or Territory providing for that registration</td>
<td></td>
</tr>
<tr>
<td>An diplomatic or consular officer of an Australian Embassy, High</td>
<td>A holder of an office established by a law of the Commonwealth, a State or Territory in</td>
</tr>
<tr>
<td>Commission or Consulate, in Australia or overseas.</td>
<td>respect of which annual salary is payable.</td>
</tr>
<tr>
<td>A stipendiary magistrate of the Commonwealth or a State or Territory</td>
<td>A judge or master of a Federal, State or Territory Court.</td>
</tr>
<tr>
<td>A member of the Legislative Assembly of the Australian Capital</td>
<td></td>
</tr>
<tr>
<td>Territory or Norfolk Island.</td>
<td></td>
</tr>
<tr>
<td>A minister of religion who is registered as a marriage celebrant.</td>
<td></td>
</tr>
<tr>
<td>A notary public.</td>
<td></td>
</tr>
<tr>
<td>A member of the Australian Federal Police, or of the police force</td>
<td>A member of the Australian Federal Police, or of the police of a State or Territory, of or</td>
</tr>
<tr>
<td>of a State or territory, who in the normal course of his or her</td>
<td>above the rank of sergeant.</td>
</tr>
<tr>
<td>duties, is in charge of a police station.</td>
<td></td>
</tr>
<tr>
<td>An individual employed as an officer or employee by one or more of</td>
<td>A member of the Australian Federal Police, or of the police of a State or Territory, if or</td>
</tr>
<tr>
<td>the following:</td>
<td>above the rank of sergeant.</td>
</tr>
<tr>
<td>• the Commonwealth, a State or Territory;</td>
<td></td>
</tr>
<tr>
<td>• an authority of the Commonwealth; a State or Territory; or</td>
<td></td>
</tr>
<tr>
<td>• a local government body of a State or Territory; who has been</td>
<td></td>
</tr>
<tr>
<td>employed continuously for a period of at least 5 years, whether or</td>
<td></td>
</tr>
<tr>
<td>not the individual was employed for part of that period</td>
<td></td>
</tr>
<tr>
<td>as an officer and for part as an employee.</td>
<td></td>
</tr>
<tr>
<td>An individual employed as a full-time teacher or as a principal at</td>
<td>An individual employed as a full-time teacher or as a principal at one or more of the</td>
</tr>
<tr>
<td>one or more of the following:</td>
<td>following educational institutions:</td>
</tr>
<tr>
<td>• a primary or secondary school forming part of the education</td>
<td>• a primary or secondary school forming part of the education system in a State or Territory;</td>
</tr>
<tr>
<td>system in a State or Territory; or</td>
<td>• an institution listed in section 4 or paragraphs 34(4)(b)-(i) (inclusive) of the</td>
</tr>
<tr>
<td>• a local government body of a State or Territory; who has been</td>
<td>Higher Education Funding Act 1988;</td>
</tr>
<tr>
<td>employed continuously for a period of at least 5 years, whether or</td>
<td>who has been so employed continuously for a period of at least 5 years.</td>
</tr>
<tr>
<td>not the individual was employed for part of that period</td>
<td></td>
</tr>
<tr>
<td>An individual who is an agent of a totalisator agency board if:</td>
<td>A Commissioner for oaths of a State or Territory.</td>
</tr>
<tr>
<td>• the individual conducts an agency of the totalisator agency board</td>
<td>An individual who is registered as a tax agent under part VIIA of the Income Tax Assessment</td>
</tr>
<tr>
<td>at a particular premises; and</td>
<td>Act 1936.</td>
</tr>
<tr>
<td>• the agency is not ancillary to any other business conducted at</td>
<td></td>
</tr>
<tr>
<td>those premises.</td>
<td></td>
</tr>
<tr>
<td>A member of the Chartered Institute of Company Secretaries in</td>
<td>A member or fellow of the Association of Taxation and Management Accountants.</td>
</tr>
<tr>
<td>Australia Limited.</td>
<td>A member of the Institution of Engineers Australia, other than a member with the grade of</td>
</tr>
<tr>
<td>A fellow member of the National Tax and</td>
<td>student.</td>
</tr>
<tr>
<td>Accountants’ Association Limited.</td>
<td></td>
</tr>
</tbody>
</table>