

Applying for a Special Employee's or Technician's Licence

ELIGIBILITY

Applicants must be 18 years of age or over. Your application may be rejected if you have been convicted of an offence that involves dishonesty or any offence punishable by imprisonment of three or more months. You must generally be considered by the Commission to be sufficiently honest and trustworthy to hold a licence. In assessing your suitability the Commission may contact various organisations including the following:

- Tasmania Police
- Australian Securities and Investments Commission
- Registrar of Births, Deaths and Marriages
- Gaming Regulatory Authorities
- Credit Agencies
- Financial Institutions

You are required to give authority and consent to the Commission to obtain information (including financial and other confidential information) relevant to your application.

WHY DO I NEED A LICENCE

You **MUST NOT** operate gaming equipment without a licence to do so. Section 50(1) of the *Gaming Control Act 1993* states that "a person must not exercise the functions of a special employee except in accordance with the authority conferred on the person by a licence".

Failure to comply with this section may result in a **fine of up to \$6 000 or a term of imprisonment not exceeding three months or both.**

PROBITY REQUIREMENTS

All applicants with the **EXCEPTION** of those applicants **previously** fingerprinted for the purposes of obtaining a Tasmanian Gaming Commission Licence, are required to be fingerprinted and palm printed unless the Commission states otherwise. **Please do not have your fingerprints taken until requested by the Commission.**

If you think you may be entitled to claim a right of non-disclosure in relation to offences, you should check with the Privacy Commissioner on the Privacy hotline: 1300 363 992 (toll free).

DESTRUCTION OF FINGERPRINTS AND PALM PRINTS

Section 162 of the *Gaming Control Act 1993* provides for all fingerprints and palm prints obtained by the Commission be destroyed by the Commission as soon as the Commission has no further use for them. The Commission will also destroy fingerprints where an application for a licence is refused.

DOCUMENTS WHICH MUST ACCOMPANY YOUR APPLICATION

Two copies of identification documents from the list below must be included with your application. One of these **must be** a form of photo identification. All documents must be certified copies. The copies need to be endorsed with the words "**Original Sighted**" **signed (witness name).**

- Birth Certificate
- Department of Immigration and Multicultural Affairs Certificate of Evidence of Resident Status
- Citizenship Papers
- Medicare Card
- Australian Passport
- Plastic Bank or Credit Card, with signature
- Overseas Passport/Visa
- Tertiary Student Identity Card
- Driver Licence (can be expired up to 2 years)
- Department of Veterans' Affairs/Centrelink Pensioner Concession Card
- Firearm Licence
- Security Guard/Crowd Controller Licence
- Department of Immigration and Multicultural Affairs-issued travel documents, including a visa
- Births Deaths & Marriages Change of Name/Marriage Certificate or Deed Poll (to prove name change)

PERSONAL INFORMATION PROTECTION STATEMENT

1. Personal information will be collected from you for the purpose of determining your application and will be used by the Liquor and Gaming Branch, Department of Treasury and Finance, for managing, assessing, advising upon and determining the relevant application and may be used for other purposes permitted by the *Gaming Control Act 1993* and Regulations.
2. You are required to provide this information by the *Gaming Control Act 1993* and Regulations. Failure to provide this information may result in your application not being able to be processed or the service not being able to be provided.
3. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to contractors and agents of the Liquor and Gaming Branch, the Tasmanian Gaming Commission, law enforcement agencies, debt collection and other finance agencies for the purposes of conducting a credit check, courts and other organisations authorised to collect it.
4. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.
5. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the Department. You may be charged a fee for this service. Further information on the Department's policies in relation to the *Personal Information Protection Act 2004* can be found at <http://www.treasury.tas.gov.au/pip>



ACCEPTABLE WITNESSES

The following are acceptable categories of witnesses:

- A Commissioner for Declarations
- A Legally qualified Medical Practitioner
- A Justice of the peace or Bail Justice
- An Authorised Person of the Tasmanian Gaming Commission
- A member of the Police force
- A Pharmacist
- A Barrister and Solicitor of the Supreme Court

PASSPORT PHOTOGRAPHS

Your application must include four (4) recent passport photographs. These need to be signed on the reverse side by an acceptable witness from the list above.

APPLICATION FEE

The application fee for a **Special Employee or Technician** Licence is **\$246.05**.

Application fees are non refundable once an application has been registered. The fee can be paid by:

- Credit Card - use the inserted Credit Card Authority
- Money Order
- Cheque made payable to the Tasmanian Gaming Commission

Your application should be forwarded to the Liquor and Gaming Branch either in person or by mail.

LIQUOR AND GAMING CONTACT DETAILS

Hobart

80 Elizabeth Street, HOBART
G P O Box 1374, HOBART
Ph: (03) 6233 2475
Fax: (03) 6234 1728

Launceston

Henty House, 1 Civic Square, LAUNCESTON
P O Box 972, LAUNCESTON
Ph: (03) 6336 2261
Fax: (03) 6336 2799

E-mail: gaming@treasury.tas.gov.au

Web: www.treasury.tas.gov.au