

APPLICATION FOR RENEWAL OF APPROVED ATTENDANT/TECHNICIAN CERTIFICATE

Sections 84 and 96 Gaming Machine Act 2004

Important Information for Applicants

1. This application **must be completed in full** in black or blue print. Any question or section left unanswered or blank may result in the application form being returned to the applicant OR may result in the application not being considered. If a question does not apply or there is nothing to disclose insert "N/A".
 2. As part of the application process an applicant is required to undergo fingerprinting through the Australian Federal Police (AFP). Appointments can be made by telephoning the AFP on 6245 7351.
 3. Applicants must also complete and submit to the AFP a "National Police Check Application Form" available from the AFP website: <http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>. The code number for insertion on the AFP form is 30 and the mailing address for the police certificate should be noted as:
**ACT Gambling & Racing
Commission GPO Box 158
CANBERRA ACT 2601**
 4. Applicant's are **required** to attach the following documentation to their application:
 - a fully completed Statutory Declaration in relation to an Eligible Person (see Attachment to application)
 - a record of appointment for fingerprinting with the AFP
 - an original or certified copy of the applicant's **consumer credit report** (not an extract) dated within 1 month of lodging an application. *Reports may take a minimum of 10 working days to process and can be obtained from VEDA ADVANTAGE <http://www.mycreditfile.com.au> or DUN & BRADSTREET <http://www.dnbcreditreport.com.au>.*
 - four (4) recent passport photographs with applicant's name clearly printed on the back;
 - for Attendants a written statement from each licensee/employer stating that the applicant is employed as an Approved Attendant;
 - for Technicians a written statement from each approved supplier/employer stating that the applicant is competent to perform the functions of a Technician and is employed as an Approved Technician OR if in respect of own business a written statement to this effect.
 5. An Approved Attendant/Technician should apply to the Commission for renewal of his or her Certificate (other than a short-term Certificate) **NOT LATER THAN 1 MONTH**, and not earlier than 3 months, before the Certificate ends.
 6. If the space provided is insufficient to answer a question, please present relevant information on a separate attachment page.
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7. When completed, **this application form, the required documentation, Statutory Declaration and determined fee** should be forwarded to:
ACT Gambling & Racing Commission
GPO Box 158 CANBERRA ACT 2601

Queries regarding this application should be directed to the Commission on ☎62072343 or email Gaming.Operations@act.gov.au

This is Approved form AF2010-168 made under section 53D of the *Gambling and Racing Control Act 1999*

PERSONAL INFORMATION

Mr/Mrs/Miss/Ms (Circle)

Male

Female

.....
Surname

.....
Given Name

.....
Middle Name/s

Residential address and contact details:

.....
Street Suburb

State Postcode

Telephone: (....) Mobile Number:

Email address:

Postal address: (if the same as the address provided above write "as above")

Photographs:
 Securely attach four (4) colour passport photographs to your application. Ensure your name is clearly printed on the back of each photograph.

CERTIFICATE INFORMATION

Name of the Licensee(s)/Supplier(s) with whom you are or will be employed:

Phone:..... Facsimile:..... Certificate Number:.....

RESIDENCES

List all addresses at which you have lived during the past 2 years. ACCOUNT FOR ALL PERIODS – dates must be continuous, with no gaps.
 Include any period of no fixed address and state reason eg. travel.

From	To	Address	State/Country	Post Code
Example 10/10/2005	10/1/2006	ANU – Bruce Hall	Canberra, ACT	0221
/ /	Present			
/ /	/ /			
/ /	/ /			

EMPLOYMENT

List all work history for the past 2 years include part-time/full-time work, unemployment and schooling. ACCOUNT FOR ALL PERIODS – dates must be continuous, with no gaps.

From	To	Occupation	Employer Name
Example 10/10/2005	10/1/2006	Student	ANU
/ /	Present		
/ /	/ /		
/ /	/ /		
/ /	/ /		

Applicant's signature: Date:/...../.....

***Additional Notes:**

1. During the period in which this application is being processed and after any Certificate may have been issued, the applicant must notify the ACT Gambling and Racing Commission of any change in the applicant's address or any other matter set out in this application.

2. **Failure to provide a true, correct and complete answer to any question on this form may result in a refusal to grant a licence or the suspension or cancellation of any licence issued. A person who makes a declaration that is to his or her knowledge false in a material particular may be liable to prosecution for an offence under the *Statutory Declarations Act 1959 (Commonwealth)*.**

PRIVACY POLICY

Personal information supplied by an applicant is collected, used and stored in accordance with the *Privacy Act 1988* and the ACT Gambling and Racing Commission's privacy policy. A full copy of the Commission's privacy policy may be obtained either from its website at <https://www.act.gov.au/privacy> or by contacting the Commission on 62072343.

In accordance with the Information Privacy Principles you are able to gain access to any personal information held about you by the Commission.

FOR OFFICE USE ONLY

Certificate Number:	Short Term approval issued with expiry date of: / /
	Full approval issued with expiry date of: / /
Signature of approving Delegate of the Commission	
Date/...../.....	
Applicant's signature:	
Date:/...../.....	

PAYMENT DETAILS

IMPORTANT INFORMATION

The prescribed fee must accompany an application for an Approved Attendant/Technician Certificate. Please note that once an application is submitted to the ACT Gambling and Racing Commission the application fee is non-refundable. The determined fee is available on the Commission website: <https://www.gamblingandracing.act.gov.au/industry/forms-and-fees/gaming-machines#technician> or by contacting the Commission on 62072343.

Please indicate the method of payment:

- money order or cheque made payable to the ACT Gambling and Racing Commission;
 credit card (Visa or Master Card). Please complete the required details in the area provided below.

PAYMENT BY CREDIT CARD

Card type Master Card Visa Amount \$ (maximum of \$3,000)

Card Number: _ _ _ _ / _ _ _ _ / _ _ _ _ Expiry Date: _ _ / _ _

Name on Card: Signature:

THIS SECTION FOR OFFICE USE ONLY

Processed by: Date:/...../..... Reference Number:

(Authorised Officer)

Applicant's signature: **Date:**/...../.....

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true and correct in every particular.

Signature of Applicant _____ Date: ____/____/____

Declared at _____ on _____ of _____

(Place)

(Day)

(Month and Year)

Before me, _____ Name of Witness

(Signature of Witness)

(FULL NAME IN BLOCK)

of _____
(STREET) (SUBURB) (STATE) (POSTCODE)

QUALIFICATION: _____
(see below)

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* - see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor Dentist Legal practitioner Patent attorney Medical practitioner Nurse Optometrist Pharmacist
Physiotherapist Psychologist Trade marks attorney Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- | | |
|---|--|
| Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public | (b) a non-commissioned officer within the meaning of the <i>Defence Force Discipline Act 1982</i> with 5 or more years of continuous Australian Consular Officer or Australian Diplomatic Officer (within the service); or |
| meaning of the <i>Consular Fees Act 1955</i> | (c) a warrant officer within the meaning of that Act |
| Bailiff | Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants |
| Bank officer with 5 or more continuous years of service | Member of: |
| Building society officer with 5 or more years of continuous service | (a) the Parliament of the Commonwealth; or |
| Chief executive officer of a Commonwealth court | (b) the Parliament of a State; or |
| Clerk of a court | (c) a Territory legislature; or |
| Commissioner for Affidavits | (d) a local government authority of a State or Territory |
| Commissioner for Declarations | Minister of religion registered under Subdivision A of Division 1 of Part IV of the <i>Marriage Act 1961</i> |
| Credit union officer with 5 or more years of continuous service | |
| Employee of the Australian Trade Commission who is: | |
| (a) in a country or place outside Australia; and Notary public | |
| (b) authorised under paragraph 3 (d) of the <i>Consular Fees Act 1955</i> ; Permanent employee of the Australian Postal Corporation with 5 or and more years of continuous service who is employed in an office | |
| (c) exercising his or her function in that place supplying postal services to the public | |
| Employee of the Commonwealth who is: | Permanent employee of: |
| (a) in a country or place outside Australia; and (a) the Commonwealth or a Commonwealth authority; or | |
| (b) authorised under paragraph 3 (c) of the <i>Consular Fees Act 1955</i> ; (b) a State or Territory or a State or Territory authority; or and (c) a local government authority; | |
| (c) exercising his or her function in that place with 5 or more years of continuous service who is not specified in Fellow of the National Tax Accountants' Association another item in this list | |
| Finance company officer with 5 or more years of continuous service | Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made |
| Holder of a statutory office not specified in another item in this list | |
| Judge of a court | Police officer |

Justice of the Peace Registrar, or Deputy Registrar, of a court Magistrate Senior Executive Service employee of:

Marriage celebrant registered under Subdivision C of Division 1 of Part (a) the Commonwealth or a Commonwealth authority; or
IV of the *Marriage Act 1961* (b) a State or Territory or a State or Territory authority

Master of a court Sheriff

Member of Chartered Secretaries Australia Sheriff's officer

Member of Engineers Australia, other than at the grade of student Teacher employed on a full-time basis at a school or tertiary Member of the Association of
Taxation and Management Accountants education institution

Member of the Australian Defence Force who is:

(a) an officer; or