

# Investigation Agents Licence

## Employees

### Guidelines for Applicants

#### Who needs to be licensed?

If you wish to perform the functions of an investigation agent as listed below, you must hold an Investigation Agents Licence with Consumer and Business Services.

#### Collection work

- Ascertaining the whereabouts of or repossessing goods that are subject to a security interest
- Collecting or requesting the payment of debts
- Executing legal process for the enforcement of a judgement or order of a court
- Executing distress for the recovery of rates, taxes or money

#### Inquiry work

- Obtaining or providing (without the written consent of a person) information as to the personal character or actions of the person or as to the business or occupation of the person
- Searching for missing persons
- Obtaining evidence for the purpose of legal proceedings (whether the proceedings have been commenced or are prospective)

**Please note:** Licences can be restricted to only working as an employee or an employee under supervision.

#### Am I eligible to obtain a licence?

You are entitled to be licensed to work as investigation agent (employee) if you meet the following criteria:

- You hold the required qualifications
- You have not been convicted of a Prescribed Offence (refer to the Prescribed Offences guideline for more information)
- You are a fit and proper person
- You are not suspended or disqualified from practicing or carrying on an occupation, trade or business under Australian law

#### How do I apply?

Visit our website [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au) and apply on line, or come in to our customer service centre at 91 Grenfell Street Adelaide.

All applications need to be printed, signed and submitted with the appropriate supporting documentation.

#### What information do I need to provide to complete an application?

##### Fees

The application and pre-grant fee specified in the fee schedule.

##### National Police Certificate (NPC)

A NPC is required *except* where one of the following applies;

- The applicant is a director of a company listed on the Australian Stock Exchange
- The applicant has lodged a National Police Certificate with CBS within the previous 12 months
- The applicant is an overseas resident who has never resided in Australia
- The applicant has held a licence within the last 12 months and is applying for an equivalent licence
- The applicant already holds or is associated with another licence issued under this Act for which an NPC or Personal Information Declaration form (Security Agent) has already been supplied
- The applicant is also applying for a Security Agents licence for which a Personal Information Declaration must be supplied

The certificates must be no more than twelve months old at the time of lodging your application. A National Police Certificate can be obtained through state and territory police departments and the Australian Federal Police. Alternatively, you can obtain National Criminal History/Record Checks from CV Check Pty Ltd (visit [www.cvcheck.biz](http://www.cvcheck.biz)) or a Crimtrac Accredited Agency (visit [www.crimtrac.gov.au](http://www.crimtrac.gov.au) for further information).

**Important note:** Checks that simply verify you are able to work with particular persons (e.g. children) without specifying your criminal history are **not** sufficient.

**❑ Evidence you meet the qualification requirements**

You must attach copies of your qualifications. The approved qualifications are listed on the guidelines Investigation Agent (Employee) Qualifications.

**Fee schedule**

Fees and charges effective 1 July 2017

No GST is applicable - our ABN is 15 088 976 178

<b>Application and pre-grant fees</b>	<b>Application Fee</b>	<b>Pre-Grant Fee</b>	<b>Total</b>
Individual (Employee, employee under supervision or security industry trainer)	\$467.00	\$303.00	\$770.00
<b>Amending licence/registration conditions</b>			
Application for alteration to conditions	\$284.00		\$284.00

**Periodic Fees**

Individual (Employee, employee under supervision or security industry trainer)	\$303.00
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**Other Fees**

Replacement of licence card or certificate	\$26.50
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**Payment options**

Credit cards accepted are Visa and MasterCard.

Annual renewal fees can be made online at [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au) or by phone on 1300 668 531.

Cheques should be made payable to the Commissioner for Consumer Affairs.

Eftpos facilities are available at our Customer Service Centre in Adelaide.

Information regarding BPAY is provided on annual renewal notices.

Partial or instalment payment options are not available.

**For more information**

<b>Email</b> occupational@sa.gov.au	<b>Website</b> <a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a>	<b>Phone</b> Ph: 131 882	<b>In person</b> Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000
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