

# Existing RSA competency card: add privacy endorsement



## Before you complete this form

### What this form is for

If you have a current RSA competency card and you have completed the online Liquor & Gaming NSW (L&GNSW) privacy training course, you can use this form to apply for a replacement card that shows your privacy training endorsement.

You can use the online version of this form by visiting [onegov.nsw.gov.au](http://onegov.nsw.gov.au).

Interim certificates are valid for 28 days only from the date you completed the online course. You will not be able to work with ID scanners if your interim certificate expires and you have not received your new RSA competency card.

- ▲ **Don't use this form** if your card has expired. You will need to complete a new RSA course and be issued with a new card first.
- ▲ **Don't use this form** if your RSA competency card has been lost or stolen, was never received, or needs a name change. You'll need to use the CC0500 'Replacement competency card' form available at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

**Please allow 3–4 weeks for processing and delivery of your new RSA competency card.**

### Note:

You cannot work without a valid RSA competency card or interim certificate if your work involves any of the following:

- ▲ selling, serving or supplying alcohol, or working with gaming machines in hotels and clubs in NSW
- ▲ being an RSA marshal or security guard in the liquor or gaming industry
- ▲ staffing an ID scanner in Kings Cross.

### Cost

Consult the [RSA Fee Schedule](#) to calculate your renewal fee. Fees can only be paid by credit card and will include a 0.4% surcharge. GST is included. Fees are subject to change without notice.

If information is missing, we'll need to ask you to supply the required information to support the application. This may delay our response.

### Please check

- Have you answered all questions in Parts 1 to 4?
- Have you read and signed Part 5?
- Have you checked the [RSA Fee Schedule](#) to calculate your fee is correct?
- Have you completed your credit card details or enclosed payment?

## How to lodge this form

You can lodge the online version of this form by visiting [onegov.nsw.gov.au](http://onegov.nsw.gov.au)

@ [competency.card@liquorandgaming.nsw.gov.au](mailto:competency.card@liquorandgaming.nsw.gov.au)  
Credit card payment only. Include 'CC0550 Privacy endorsement' in the subject line.

✉ Competency Cards  
Liquor & Gaming NSW  
GPO Box 7060  
Sydney NSW 2001

👤 Liquor & Gaming NSW  
Level 6, 323 Castlereagh Street  
Haymarket NSW 2000  
Monday–Friday, 9am–5pm

Provide all pages of this application and supporting documents with payment. There's no need to include this introduction page.

## Need more information?

📞 [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)

@ [contact.us@liquorandgaming.nsw.gov.au](mailto:contact.us@liquorandgaming.nsw.gov.au)

📞 1300 024 720

## Your privacy

We will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*. It is being collected by Liquor & Gaming NSW and will be used for the purpose of processing your application and may be disclosed to other Government agencies for this purpose. General information about your application may be published on an electronic noticeboard and information about the application, if granted, on a public register. Providing this information is voluntary, but where relevant information is not provided this may lead to your application being refused, delayed or not further considered. You have the right to request access to, and correct details of, your personal information held by us. You can access further information on privacy at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au).

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# Existing RSA competency card: add privacy endorsement



**OFFICE USE ONLY** **CC0550**

By  Email  Mail  OTC

Date lodged

Amount paid \$

Receipt no.

Application no.

Finalised by

Date finalised

Notification issue date

## Part 1 Privacy training course

Online privacy training course completed on:

## Part 2 Existing RSA competency card details

RSA competency card no.

CCH

Competencies listed on card

- RSA (Class A)
- RCG (Class G)

## Part 3 RSA competency card holder details

Mr  Ms  Mrs  Miss  Other

Given name

Middle name

Family name

Date of birth

## Part 4 Contact details

Your email and mobile number are required to receive renewal alerts, renew your competency card and access your digital competency card.

Email

  


Contact phone

         

### Correspondence address

PO box or street address where replacement card will be sent via Australia Post regular service

  


Suburb/town/city

State

  

Postcode

   

*continue overleaf*

## Part 5 Declaration

- ▲ I declare that the information I have provided is true, correct and complete, and that I have made all reasonable enquiries to obtain the information required to complete this form.
- ▲ I acknowledge that the failure to provide all required information may result in an inability to process this application or a delay in the processing of this application.
- ▲ I acknowledge that it is an offence to provide false or misleading information.
- ▲ I understand that specific details I have provided may be 'personal information' under the *Privacy and Personal Information Protection Act 1998*.

Name

  

Signature

Date

## Part 6 Payment

Consult the [RSA Fee Schedule](#) to calculate your renewal fee.

Payment amount \$

### Credit card payments

A surcharge of 0.4% will be added to credit card payments.

Card type  MasterCard  Visa

Card number

Name on card

Expiry date

Cardholder signature

Date