



Office Use Only:	ASP	AUS	R	G
Exp:				

## AVIATION SECURITY IDENTIFICATION CARD (ASIC)

### PART 1 – TO BE COMPLETED BY APPLICANT

Must be completed in BLOCK CAPITALS and Black Ink Only Please

#### SECTION A – Personal Details

To be completed by ALL applicants:

- New ASIC  
 Renewal: Current ASIC #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Surname: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Previous Name Used:  Maiden Name  Also Known As  Previous Name: \_\_\_\_\_

Employed By: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Male  Female  
Day Month Year

Town/City of Birth: \_\_\_\_\_

State/County/Province of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ Note: Non-Australian Citizens must complete Section E

#### SECTION B – Contact Details

To be completed by ALL applicants:

Current Residential Address: \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Resident from Date: \_\_\_\_\_  
Day Month Year

Note: You must provide your residential address history for the past 10 years in Section C

Current Postal Address: \_\_\_\_\_  
 (If different from above)

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Numbers:  Home \_\_\_\_\_  
 (Please tick preferred  Work \_\_\_\_\_  
 contact number)  Mobile \_\_\_\_\_

### SECTION C – Address History

To be completed by ALL applicants- you must provide ALL residential addresses for the past 10 years:

Street Address _____ Suburb _____ State _____ Postcode _____ Resident From: _____ <small style="margin-left: 150px;">Day                      Month                      Year</small>
Street Address _____ Suburb _____ State _____ Postcode _____ Resident From: _____ <small style="margin-left: 150px;">Day                      Month                      Year</small>
Street Address _____ Suburb _____ State _____ Postcode _____ Resident From: _____ <small style="margin-left: 150px;">Day                      Month                      Year</small>
Street Address _____ Suburb _____ State _____ Postcode _____ Resident From: _____ <small style="margin-left: 150px;">Day                      Month                      Year</small>

- Please continue on a separate sheet and attach if necessary -

### SECTION D – Criminal History

If an Applicant, within the preceding 10 years to this application, has resided in a foreign country for more than 12 continuous months they must ensure ASA that they have no criminal history for that country (or countries):

- ▶ If you hold a foreign passport with a valid VISA to work in Australia or you have been granted Australian Citizenship since living overseas you must provide a copy of your VISA/Citizenship and complete a statutory declaration (available from Airport Management Centre) stating that you have no criminal history in any of the countries where you have resided for 12 months or more in the past 10 years
- ▶ If you are an Australian or New Zealand citizen then you must provide a current police check from all of the countries outside of Australia or New Zealand where you have resided for 12 months or more in the past 10 years

### SECTION E – Visa Details

You must complete this section if you are NOT a citizen of Australia or New Zealand:

Last Arrival Date into Australia: _____ Immigration Visa Number: _____ Visa Expiry Date: _____ Passport Number: _____ Vessel Name/Flight Number: _____ Arrival Port: _____
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Must be completed in BLOCK CAPITALS and Black Ink Only Please

**SECTION A – Employer Details**

Company Name:	_____		
Authorised Signatory:	_____		
	Title	Given Name	Surname
Employer Phone Number: (Please tick preferred)	<input type="checkbox"/> Work-	_____	
	<input type="checkbox"/> Mobile-	_____	
Employer Email:	_____		
Employer Address:	_____		
	Suburb _____	State _____	Postcode _____
Employer Postal Address: (If different to residential)	_____		
	Suburb _____	State _____	Postcode _____

**SECTION B – Security Access Requirements**

All applications for an **AUS** ASIC must be accompanied by a **separate letter** from the applicant's employer stating the name of all ports for which access is required, the frequency of access and the purpose of access.

If supporting documentation is not supplied at the time of submission an 'AUS' ASIC will not be considered for approval.

Please attach the supporting letter to the **back** of the application form.

Applicant's Position:	_____		
Type of ASIC:	<input type="checkbox"/> <b>Red</b>	– Applicant requires access to the <u>Airside</u> Security Zone	
	<input type="checkbox"/> <b>Grey</b>	– Applicant does NOT require access to the <u>Airside</u> Security Zone	
Ports Covered:	<input type="checkbox"/> <b>ASP</b>	– Alice Springs Airport access only	
	<input type="checkbox"/> <b>AUS</b>	– Australia wide access (supporting letter must be provided)	
Reason for access: (You must be specific in this area; please justify applicant's need to access certain secure areas by stating actions and duties involved in position)	_____		
	_____		
	_____		
	_____		
	_____		
	_____		

## SECTION C – Employer Certification

I, \_\_\_\_\_ hereby:  
(Print Name)

- (i) confirm that the preceding applicant and employer details are correct and request that an Aviation Security Identification Card (ASIC) be issued to the applicant for the areas indicated in this application;
- (ii) agree to notify Alice Springs Airport of any changes to the above particulars and to recover and return the ASIC prior to the applicant leaving our employ or upon transfer to a position which no longer has an operational need to retain the ASIC;
- (iii) understand that Alice Springs Airport may exercise its right to suspend production of ASICs for any company who has expired/unrecovered ASICs that have not been returned to ASA;
- (iv) understand that ASICs not collected by the applicant within **2 months** from the date approved will be cancelled and **NO** refund will be given.

Signed: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_  
Day Month Year

## SECTION D – Payment

Payment for ASIC applications must be made at the time of submission, no applications will be accepted without payment.

**ASIC Application cost: \$255 (Inc GST)**

ASA accepts the following methods of payment:

- Cash
- Credit,
- EFTPOS
- Cheque made payable to 'Alice Springs Airport'

**ASIC fees are non-refundable, even if an application is unsuccessful or cancelled.**

Your company has the option of providing ASA with an Ongoing Credit Card Authority Form that will be securely retained by us and used for payment each time the company submits an application. Alternatively, you can attach a Single Payment Credit Card Authority Form that we will use for once off payment. Both of these forms are available at the Airport Management Centre.

**SECTION A – Alice Springs Airport Privacy Statement**

ASA collects the information contained in this application to determine whether to issue an ASIC to the Applicant. The collection of Information is in compliance with Division 9 - *Aviation Transport Security Act 2004*, Part 6 - *Aviation Transport Security Regulation 2005*, *AusCheck Regulations 2007*, Alice Springs Airport Transport Security Program and *The Privacy Act 1988*. Information provided with this Application will be kept in the strictest confidence and handled in accordance with the Privacy Act 1988 and the National Privacy Principles contained in Schedule 3 of that Act.

Where an Applicant is successful in obtaining an ASIC through ASA as the issuing body the personal information contained in this Application and a copy of their Identification will be kept in a separate secure file relating to such employment, and will only be accessible by ASA staff for the purposes of updating ASIC application information and otherwise in relation to the security clearance requirements at the Airport.

Where an Applicant is unsuccessful in obtaining an ASIC through ASA as the issuing body the personal information contained in this Application will be retained for a period of 2 years for security purposes, and will be destroyed after this time.

**BY SUBMITTING THIS APPLICATION TO ASA YOU ARE ACCEPTING THE PROCEEDING PRIVACY INFORMATION****SECTION B – Identification**

Before Alice Springs Airport can issue an ASIC to you, you must provide adequate personal identification. Under the *Aviation Transport Security Regulations 2005* you must produce to ASA:

Note: One form of identification must include a photograph

**One (1) form of identification from the following:**

- A Birth Certificate or certified copy
- A copy (certified under section 44 of the Australian Citizenship Act 1948) of a citizenship granted to him or her
- Current valid Australian or Foreign Passport

**AND**

**One (1) form of identification from the following:**

- Current State or Federal Licence (e.g. Drivers or firearms) showing current address
- State or Federal Government employee identification card
- Australian student identification card

**OR**

**One (1) form of identification from the FIRST list above plus two (2) from the following:**

- Signed statement by his or her employer or former employer about the employment
- Certified copy of Certificate of Title
- Current rates notice
- Document issued by financial institution regarding mortgage or other security
- Extract from the electoral role

**Please note:**

- ▶ You must submit your application with **photocopies attached** and **bring the original documents with you**.
- ▶ If a name change has occurred i.e. through marriage then the name change certification must be produced along with the above identification documents.

## SECTION C – AusCheck Privacy note and Acknowledgement

Before submitting the application you must confirm that you consent to us using your information in order to determine whether we can issue you with an ASIC under the *Aviation Transport Security Regulations 2005*. Please refer to the attached AusCheck Privacy Notice for details on how your information may be used.

I, \_\_\_\_\_ hereby:  
(Print Name)

- (i) certify that the personal information I have provided on this form relates to me and is correct;
- (ii) acknowledge that I have read the attached *AusCheck Privacy Notice*, which explains how AusCheck will use my personal information;
- (iii) consent to the forwarding of this form to the Attorney-General's Department (AusCheck) and understand that my personal information will be disclosed to the Australian Security Intelligence Organisation to coordinate a background check and security assessment and the Department of Immigration and Citizenship (DIAC) for the purpose of confirmation of my immigration status.

Signed: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_  
Day Month Year

## SECTION D – ASIC Holder Obligations Agreement

Before Alice Springs Airport can issue an ASIC the applicant must agree to comply with certain conditions of use of an ASIC. Please see the attached information sheet containing the list of ASIC Holder Obligations.

I, \_\_\_\_\_ hereby:  
(Print Name)

- (i) acknowledge that I have read the attached *ASIC Holder Obligations*, and I understand and agree to comply with the conditions of issue and use of an ASIC;
- (ii) understand that incorrect use of the ASIC or access provisions will result in the immediate withdrawal of the ASIC and access privileges.

Signed: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_  
Day Month Year

## SECTION E – Security and Safety induction

If your application for an ASIC is successful you must complete the Alice Springs Airport Security Induction before your card can be issued. The object of this is to keep Alice Springs Airport safe and secure and is required for all people seeking an ASIC.

The induction is **computer based** and consists of fifteen multiple choice questions, all questions have been captured from the Airport Security and Safety Induction Guide, copies of which are available at the Airport Management Centre or download from our website at [www.alicespringsairport.com.au](http://www.alicespringsairport.com.au)

When you are notified that your ASIC is ready for collection you can make an appointment to sit your test and, on successful completion, collect your ASIC.

## AUSCHECK PRIVACY NOTICE

### WHY IS MY PERSONAL INFORMATION BEING COLLECTED?

You have applied for an Aviation Security Identification Card (ASIC). ASICs are only issued after AusCheck has conducted a background check on you. ASA will collect the information that AusCheck needs about you, in order to correctly identify you, and to conduct a background check. For example, supplying your date of birth and address information helps ensure that AusCheck can exclude criminal records that relate to a different person with the same name as you.

Only your identity and immigration information is used during the background checking process. Your work information is stored in the AusCheck database for other purposes (See 'How will my information be used').

### HOW WILL MY PERSONAL INFORMATION BE USED?

AusCheck will coordinate a background check, by using the information you provide to your Issuing Body to ask the following Government agencies for information about you:

- The Australian Security Intelligence Agency (ASIO): ASIO will check your name on a database of known persons involved with politically motivated violence. ASIO will also keep your information and use it as necessary for national security purposes.
- CrimTrac: If you are over 18, CrimTrac will check your criminal history in the databases of all Australian legal jurisdictions and supply a copy of your criminal record to AusCheck. CrimTrac will not use your information for any other purpose.
- The Department of Immigration and Citizenship (DIAC): If your Issuing Body asks, DIAC will check your citizenship status or your legal right to work in Australia. DIAC may also use your information for immigration compliance purposes.

### SPENT CONVICTIONS

The aim of the 'spent convictions' scheme is to prevent discrimination on the basis of old and minor criminal convictions, for people who have had a 'clean' record since that time.

'Spent convictions' will not show up in your criminal record check.

Your conviction will be considered a 'spent conviction' if:

- it is old—it is 10 years since the date of your conviction (or 5 years if you were a child at the time of your conviction); and
- it was minor—you were sentenced to less than 30 months (2 ½ years) imprisonment (or you were not imprisoned at all); and
- you have not re-offended during the 10 year waiting period (or 5 years if you were a child at the time of your conviction); and
- an exclusion does not apply.

'Spent convictions' also include convictions that have been set aside or pardoned.

However there are a few exclusions that apply to you, as a person applying for an ASIC. This means that the details of some convictions for maritime and aviation security relevant offences will be given to AusCheck and used in its assessment of you. All other 'spent convictions' are considered irrelevant to your application for an ASIC, and so will not be given to AusCheck. If you believe the 'spent convictions' rules have been breached by AusCheck, you can apply to the Office of the Australian Information Commissioner for an investigation.

### WHAT HAPPENS AFTER MY BACKGROUND IS CHECKED?

AusCheck will use the results of these checks to advise your Issuing Body whether you have an adverse criminal record, an adverse security assessment, a qualified criminal record, a qualified security assessment, or are prevented for immigration reasons from being issued with an ASIC. However AusCheck will only tell your Issuing Body what is necessary for your Issuing Body to decide whether or not to issue you with an ASIC. Your Issuing Body will **not** receive a copy of your security assessment. Your Issuing Body will **not** receive a copy of your criminal history, except if you have applied for an ASIC and you have a particular pattern of criminal convictions. Your Issuing Body will be told about your immigration check results. AusCheck will also keep your personal information and photo on a database. The database can be accessed by Issuing Bodies, Industry Participants in certain circumstances, and Australian Government authorities that have functions relating to law enforcement or national security.

You can see the *AusCheck Privacy Policy* at [www.ag.gov.au/AusCheck/AusCheckPrivacyPolicy](http://www.ag.gov.au/AusCheck/AusCheckPrivacyPolicy) or for a copy call the Attorney-General's Department Privacy Officer on 02 6141 2550.

**PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION AND FUTURE REFERENCE**

## **OBLIGATIONS OF THE ASIC HOLDER**

*(As per the Aviation Transport Security Regulations 2005)*

- ASIC card holders who have been convicted of an Aviation-Security relevant offence must let Alice Springs Airport know of the conviction and any sentence with 7 days. It is an offence not to notify the Alice Springs Airport about a conviction for an Aviation-Security-relevant offence.
- An ASIC holder who changes their name has 30 days to notify Alice Springs Airport. A copy of the Name Change Certificate must be submitted to ASA along with a Statutory Declaration.
- The holder of the ASIC must return it to Alice Springs Airport within one (1) month if
  - (a) the ASIC expires; *or*
  - (b) the holder is notified that it has been cancelled; *or*
  - (c) the ASIC has been damaged, altered or defaced; *or*
  - (d) the holder no longer has an operational requirement to hold an ASIC; *or*
- (1) The holder of an ASIC commits an offence if;
  - (a) the ASIC has been lost, stolen or destroyed; and
  - (b) the holder of the ASIC knows about the loss, theft or destruction; and
  - (c) he or she does not make a report, in the form of a statutory declaration, of the loss to Alice Springs Airport within seven (7) days of becoming aware of the loss, theft or destruction.
- (2) For paragraph (1), where the ASIC has been stolen or lost he or she must supply Alice Springs Airport with a statutory declaration and a copy of the police report or other information issued by the police.
- The ASIC is to be prominently displayed in the approved manner when entering, remaining on or leaving an Airside Security Zone or secure area- above waist high; at the front or side of the body; with the whole front face of the card clearly visible
- The holder of an ASIC must not enter, or stay in a secure area other than for a lawful purpose
- When not in use the card will be kept in a safe place, and the holder will do their utmost to ensure the card's security at all times
- The holder of the ASIC and the holder's belongings and vehicle may be subject to a search by an Authorised Airport Officer before entering or while within the Security Controlled Areas
- The ASIC remains the property of Alice Springs Airport
- Incorrect use of the ASIC or Access provisions will result in the immediate withdrawal of the ASIC and access privileges
- The Applicant agrees to ASA notifying their Employer when an application has been unsuccessful.
- Where an Applicant is notified that his/her Application is unsuccessful, the Applicant agrees to immediately return any visitor's pass on issue
- Following an unsuccessful Application, the Applicant agrees not to seek a visitor's pass until he/she meets the ASIC issuing criteria
- If there are any changes in circumstances to any part of this application, including the personal consent section, Alice Springs Airport must be advised immediately
- The applicant as well as their employer are bound by the conditions of use, and will be responsible for any breaches on the conditions of use by the holder of the card

**For further information please contact the ASIC Department at ASA on 08 8951 1211**

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