

AVIATION SECURITY IDENTIFICATION CARD (ASIC) APPLICATION FORM

Important Information

Identification Requirements: All applicants must ensure they bring original identification documents as detailed on page 2. Copies are not acceptable. All name changes must be accompanied by a Change of Name or Marriage Certificate. Non-Australian citizens must provide current visa documentation. All applicants must provide proof of current address.

Confidentiality: The information contained in this application will not be conveyed to a third party, other than state or federal law enforcement agencies, including the Australian Customs and Border Protection Service, without your written approval.

Drug & Alcohol Management Plans are in place at Mackay Airport. Random testing may be carried out by authorized persons under both Mackay Airport and CASA management plans.

Airside Driving Authority: Where an Airside Driving Authority (ADA) is required, the employer and applicant must complete and submit the appropriate additional form to the Mackay Airport P/L (Mackay Airport) Office.

NQA Privacy Policy: Is available on the Mackay Airport website.

Inductions: All ASIC applicants must complete the on-line Mackay Airport Security Awareness Induction prior to being issued a card. This is a legislative requirement.

The on-line Mackay Airport Site Induction, and any others relevant to your position, must also be completed to work on site.

Refer website link <http://www.mackayairport.com.au/business/working-on-airport/inductees/>

Application forms should be submitted at least six (6) weeks prior to need.

All applications must be lodged in person.

CHECKLIST – TO BE COMPLETED PRIOR TO ATTENDING THE ADMIN OFFICE

- Applicant to complete and sign Part A***
- Employer to complete and sign Part B***
- Original Identification Documents (see page 2)***
- Visa documentation (NON-AUST citizens only)***
- Proof of current address***
- \$230 application fee***
- \$50 deposit (refundable on return of ASIC)***
- Completed ALL relevant Inductions on-line***
- Completed ADA application form (if applicable)***

**Mackay Airport Admin Office opening hours: 09:00 – 12:00 and 13:00 – 16:00
Monday to Friday**

| IDENTIFICATION REQUIREMENTS | | |
|--|--|---|
| <p>A minimum of three identification documents are required (one each from category A, B and C). A category D document is only required if the category A, B or C do not display proof of a current residential address. ALL DOCUMENTS PROVIDED FOR IDENTITY VERIFICATION MUST BE ORIGINAL AND PRESENTED IN-PERSON.</p> | | |
| Category A: Start of identity in Australia. | | |
| One document required | <input type="checkbox"/> Australian Birth Certificate <input type="checkbox"/> Australian Citizenship Certificate <input type="checkbox"/> Australian Citizenship by descent extract <input type="checkbox"/> ImmiCard <input type="checkbox"/> Australian Visa with foreign passport <input type="checkbox"/> Australian protection Visa with Australian CTD | FOR OFFICE USE ONLY: Name: Number: Date of Issue: Date of Expiry: Country/State of Issue: |
| Category B: Link between identity and person by means of photo and signature. | | |
| <p>A Government-issued document with applicant's photo and signature. Must be current and valid.</p> | | |
| One document required Must be different to document provided in Category A | <input type="checkbox"/> Passport <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Australian Proof of Age Card <input type="checkbox"/> Embassy/Consulate photo ID card <input type="checkbox"/> Adult Firearms or Shooters Licence <input type="checkbox"/> Australian Industry Licence e.g. taxi licence <input type="checkbox"/> Australian Police ID card <input type="checkbox"/> Australian Security or Crowd Controller licence <input type="checkbox"/> Australian working with children/vulnerable people card | FOR OFFICE USE ONLY: Name: Number: Date of Issue: Date of Expiry: Country/State of Issue: |
| Category C: Evidence of the person operating in the community with their identity. | | |
| <p>Must be current and valid.</p> | | |
| One document required Category B document that has not already been used may be used in Category C | <input type="checkbox"/> Medicare Card <input type="checkbox"/> Marriage Certificate (or similar) <input type="checkbox"/> ASIC or MSIC <input type="checkbox"/> Government employee or military ID card <input type="checkbox"/> Evidence of employment e.g. payslip <input type="checkbox"/> Evidence of Indigenous heritage <input type="checkbox"/> Australian tertiary student ID card <input type="checkbox"/> Academic transcript or Australian Trade Certificate <input type="checkbox"/> Bank card – credit or ATM <input type="checkbox"/> Australian government benefit, pension or health care card <input type="checkbox"/> Other Cat B document | FOR OFFICE USE ONLY: Name: Number: Date of Issue: Date of Expiry: Country/State of Issue: |
| Category D: Evidence of current residential address. | | |
| <p>Only required if documents provided in Categories A, B or C do not show current address.</p> | | |
| One document required Must be less than 6 months old | <input type="checkbox"/> Australian Electoral enrolment <input type="checkbox"/> Australian Rates or Land Valuation notice <input type="checkbox"/> Utility account or bank account statement <input type="checkbox"/> Mortgage papers or current lease or tenancy agreement <input type="checkbox"/> Other evidence of current residential address from a reputable organisation | FOR OFFICE USE ONLY: Name: Number: Date of Issue: Date of Expiry: Country/State of Issue: |

PART A – PERSONAL DETAILS OF APPLICANT

| | | | |
|-------------------------------|------------------------|----------------------|---|
| Title | <input type="text"/> | | |
| Name | <input type="text"/> | <input type="text"/> | |
| | <i>Given Names</i> | <i>Surname</i> | |
| Previous Names | <input type="text"/> | | |
| | <i>(if applicable)</i> | | |
| D.O.B | <input type="text"/> | Gender | Male <input type="checkbox"/> Female <input type="checkbox"/> |
| Place of Birth | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <i>City</i> | <i>State</i> | <i>Country</i> |
| Country of Citizenship | <input type="text"/> | | |
| Telephone | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <i>Home</i> | <i>Work</i> | <i>Mobile</i> |
| Email | <input type="text"/> | | <input type="text"/> |
| | <i>Personal</i> | | <i>Work</i> |

ACKNOWLEDGMENT

You are requested to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example, as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable to receive an ASIC.

You should also note that the existence of an adverse record does not mean you will be assessed automatically as being unable to receive an ASIC. Each case will be assessed on its merit. Hence, it is in your interest to provide full and frank details on the form.

I, _____ certify that
(Full name – BLOCK LETTERS)

- The information I have provided on this form is true and correct to the best of my knowledge
- I understand that I am applying for a Security Identification Card for the Aviation Industry and that the information provided on this form is true and correct to the best of my knowledge.
- I understand that if I have made any misleading or false statements, they may preclude me from obtaining an ASIC.
- I understand that my personal information will be used by Auscheck to co-ordinate a background check through the Australian Security Intelligence Organisation (ASIO), CrimTrac through the Australian Federal and State police services; and the Department of Immigration and Citizenship (DIAC), where necessary.
- I have been given a copy of the Auscheck Privacy Notice, which explains how Auscheck will use my personal information.
- I have read and understood the NQA Privacy Policy available on the Mackay Airport website.
- I further acknowledge that my personal information may be provided to the Australian Customs Service under sections 312A and 312B of the Customs Act 1901 and Customs Regulations 170A and 170B once I am issued with an ASIC.
- I am authorised to provide the personal details presented and I consent to my identity being confirmed with the document issuer or official record holder via third party systems.

Signature: _____ Date: _____

PART A – PERSONAL DETAILS OF APPLICANT *(continued)*

| RESIDENTIAL HISTORY - PREVIOUS 10 YEARS <i>(Continue on separate sheet if necessary)</i> | | | | Period of residence <i>(must include day/month/year)</i> | |
|---|----------------|----------------------|-----------|---|----------------|
| | Street Address | Suburb/State/Country | Post Code | From | To |
| Current Address | | | | | <i>Current</i> |
| Previous Address | | | | | |
| Previous Address | | | | | |
| Previous Address | | | | | |
| Previous Address | | | | | |
| Previous Address | | | | | |
| Previous Address | | | | | |
| Previous Address | | | | | |
| Previous Address | | | | | |

| CRIMINAL / TRAFFIC CHARGE, CONVICTION OR PECUNIARY PENALTIES | |
|--|----------|
| 1. Are you the subject of any traffic violation, criminal or traffic charge(s) pending before a court? | YES / NO |
| 2. Do you have any conviction(s) or finding(s) of guilt which are less than ten (10) years old, or any juvenile conviction(s) or finding(s) of guilt which are less than five (5) years old? | YES / NO |
| 3. Do you have any conviction(s) or finding(s) of guilt which are over ten (10) years old, (or five (5) years for juvenile conviction(s) or finding(s) of guilt) where the sentence imposed was <u>less</u> than thirty (30) months imprisonment? | YES / NO |
| 4. Do you have any conviction(s) or finding(s) of guilt which are over ten (10) years old, (or five (5) years for juvenile conviction(s) or finding(s) of guilt) where the sentence imposed was <u>greater</u> than thirty (30) months imprisonment? | YES / NO |

If you answered YES to any of the above questions, please attach details

PART B – EMPLOYER’S / OWNER’S / SPONSOR STATEMENT

| | |
|---|--|
| Applicants Occupation | |
| Operational need for ASIC | |
| Access Required | |
| Type of ASIC | RED <input type="checkbox"/> GREY <input type="checkbox"/> MKY only: <input type="checkbox"/> Australia Wide: <input type="checkbox"/> |
| Reason for Australia wide ASIC and airports required: <i>(complete this section only if requesting an AUS Pass)</i> | |
| | |

I, _____ of _____
(PRINT NAME) (Company)

contracted to / working for _____
(Airport firm/User)

Confirm that:

- I request that an Aviation Security Identification Card be issued to the applicant for the areas indicated.
- I understand that I am required to notify Mackay Airport of any change to the details provided in this application.
- I agree to recover and return the Aviation Security Identification Card prior to the applicant leaving our employ or upon his/her transfer to a position which does not require retention of the card.
- I have sighted evidence of negative results of pre-deployment alcohol and other drug testing in compliance with CASA CASR Part 99 for the above staff who may be required to operate airside.
- I certify the details in Part B are true and correct.

Signature: _____ Date: _____

Business Address: _____

Telephone: _____ Email: _____

For Background Check - Applicants Right to Work in Australia

Complete this section only if you are NOT a citizen of Australia.

| | |
|--|---|
| Date of Arrival in Australia | Day: Month:Year: |
| Arrival Details Must have port name and vessel name (flight number optional). | Name of Port of arrival into Australia: |
| | Vessel Name (e.g. name of airline): |
| | Flight Number: |
| Travel Document ID | Passport number: |
| Visa Grant Number Enter current Visa Grant number provided by DIAC | Visa Grant Number: |
| Name of Parents (If entry to Australia was on your parent's passport, please provide their surname and given names) | Parent Surname: |
| | Parent Given Names: |

Method of Payment – to be completed by the Employer

Application Fee: \$230.00

- Cash
- Cheque
- EFTPOS – Credit Card
- EFTPOS – Debit Card
- Invoice Company Account
- Employee to pay

Refundable Deposit: \$50.00

- Cash
- Cheque
- EFTPOS – Credit Card
- EFTPOS – Debit Card
- Invoice Company Account
- Employee to pay

PART C – CONDITIONS OF USE

1. The ASIC is issued subject to the Australian Governments Air Navigation Act 1920, Aviation Transport Security Act 2004 and Regulations 2005, the Queensland Airport Assets (Restructuring and Disposal) Act 2008 and Regulations under those Acts including amendments or subsequent legislation governing the issue and use of ASICs.
2. A person must prominently display the ASIC issued to them on an outer garment (above waist level) when entering, remaining or leaving a designated area for lawful reasons in accordance with Regulation 1.04 of the Aviation Transport Security Regulation 2005.
3. A person must present the ASIC issued to them for inspection on demand by an Authorised Officer or other law enforcement officer.
4. A person must surrender the ASIC issued to them on expiry, transfer or termination of present duty, or on request of Mackay Airport in accordance with Regulation 6.45 of the Aviation Transport Security Regulations 2005.
5. A person must report the loss of the ASIC issued to them to Mackay Airport within 24 hours. A statutory declaration must be completed in accordance with Regulation 6.46 of the Aviation Transport Security Regulations 2005.
6. A person whose ASIC has been suspended or cancelled in accordance with Regulation 6.42A and 6.43 of the Aviation Transport Security Regulations 2005, must return the ASIC to Mackay Airport within 7 days.
7. A person who has been issued with an ASIC must advise changes in circumstances to any part of this application within seven days of the change becoming effective, including any convictions for a security related offence.
8. A person using the ASIC issued to them for access control purposes is to ensure doors or gates accessed are closed and locked after access in a timely manner.
9. Any person accessing an airside area may be required to submit to random drug and alcohol testing in accordance with Mackay Airport and CASA Drug and Alcohol Management Plans.
10. A person who has been issued with an ASIC must only use it whilst on shift in the course of their approved duties, and must not transfer or give it to anyone else under any circumstances.

Failure to comply with these conditions is an offence under the Airport Assets (Restructuring and Disposal) Act 2008 Section 67. Penalty – 25 penalty units.

The applicant acknowledges that the approved holder of an ASIC, or the approved holder’s belongings, or the approved holder’s vehicle may be subject to a search by an Authorised Officer before entering or while in a designated area.

Receipt (to be completed on collection of card)

I, _____
(PRINT NAME)

Acknowledge receipt of Aviation Security Identification Card Number: _____

Which remains the property of Mackay Airport while I am employed in my current position as
_____ with _____

I have read, understood and agree to abide by Part C.

I further acknowledge that in making this application, I undertake that any company vehicles or equipment that I am required to operate airside will conform with the rules and conditions promulgated by Mackay Airport in the Airside Vehicle Control Manual.

Additionally, I have supplied my employer with evidence of negative results of pre-deployment alcohol and other drug testing in compliance with CASA CASR Part 99.

Applicant Signature: _____ **Date:** _____

Witness Signature: _____ **Date:** _____