

## HOW TO SUBMIT THIS APPLICATION

1. Write using **CAPITAL LETTERS**. If you are not required to give information in some parts of the form (visa details for example), leave the field blank. **DO NOT mark or cross them out**.
2. Have your employer's authorised signatory sign the employer section of this form.
3. Have the correct identification documents in their original form.
4. Provide at least ten (10) years of residential address history including any overseas addresses.
5. Complete a DAMP test and return a negative result.
6. Complete all relevant inductions online – register online at [training.nqaairports.com.au/mky/login.asp](http://training.nqaairports.com.au/mky/login.asp)
7. Contact MAPL on 49570201 to book an ASIC Application appointment.
8. Submit this form in-person with your original identification documents.

## ACCEPTABLE IDENTIFICATION DOCUMENTS

CATEGORY A	
Australian Birth Certificate	
Australian Citizenship Certificate	
Australian Citizenship By Decent	
ImmiCard	
Australian Visa – With Passport	
Australian Protection Visa	
CATEGORY B	
Driver's Licence (Can be foreign)	
Passport	
Proof of Age Card	
CATEGORY C	
Medicare	
Marriage Certificate	
Valid ASIC or MSIC	
CATEGORY D	
Proof of address, document must be less than 6 months old.	

To apply for an ASIC application, you need a minimum of 3 forms of identification. See from the list to the left and mark which ones you'll submit with this form.

Each document you present must be the original. Photocopies and certified copies by a JP are not accepted.

If none of the documents you provided have your current address displayed, you will need to provide a Category D document. This can be a bank statement, AEC Enrolment, Rental Agreement, or any other document from a reputable organisation.

## INDUCTIONS

All ASIC applicants must complete the online Mackay Airport Security Awareness Induction prior to being issued an ASIC. This is a regulatory requirement. It is a MAPL requirement that you also complete the Mackay Airport Site Induction before commencing work at MAPL.

To enrol in these inductions, visit [training.nqaairports.com.au/mky/login.asp](http://training.nqaairports.com.au/mky/login.asp)

## CONDITIONS OF ISSUE AND USE OF ASIC

### 1. These conditions:

These are the conditions that apply to you when Mackay Airport Pty Ltd ('MAPL') issues you an Aviation Security Identification Card ('ASIC') in accordance with the Aviation Transport Security Regulations 2005 ('Regulations' or 'ATSR').

### 2. Purpose of an ASIC

- 2.1. An ASIC is an identity card which is used to identify a person who has been the subject of a background check.
- 2.2. An ASIC is required for unescorted access to secure areas of security-controlled airports.
- 2.3. ASICs are valid for a maximum period of two years.

### 3. Property of MAPL

The ASIC issued to you remains the property of Mackay Airport Pty Ltd at all times.

### 4. Renewal of ASIC

It is your responsibility to ensure that you lodge a completed application with sufficient time to be reissued with another ASIC prior to your current one expiring. Extensions of ASICs will not be granted. MAPL recommends submitting your application at least six weeks prior to your current ASIC expiring.

### 5. Application for an ASIC.

- 5.1. MAPL recommends applying for an ASIC at least six weeks prior to need.
- 5.2. To apply for an ASIC, you must provide this completed application to MAPL in person. It must contain:
- 5.3. All of the required information in the form; and
- 5.4. Your consent to allow MAPL to request various record checks through government agencies on your behalf including, Home Affairs, ASIO and ACIC; and
- 5.5. Your verification that to the best of your knowledge the information you provide to MAPL in this form is true and accurate.
- 5.6. If you:
- 5.7. Do not complete all the required sections of this form; or
- 5.8. Provide misleading or false information, then MAPL reserves the right to refuse your application and you will forfeit your application fee minus the card deposit.
- 5.9. MAPL will determine whether to issue you with an ASIC in accordance with requirements set out in the Regulations dealing with ASICs and any other matters MAPL considers relevant.
- 5.10. You must provide MAPL with the appropriate identification as outlined in section 6.27AB of the Regulations.
- 5.11. A passport quality photograph of you will be taken at the time of application.

- 5.12. You must pay the required lodgement fee, plus card deposit fee which is refunded when you return your ASIC.

### 6. Collection of ASIC

You may only collect your ASIC personally and must complete the required inductions prior to collection. Inductions will be organised upon lodgement of your application.

### 7. Use of your ASIC

- 7.1. You declare to MAPL that you have an operational need for frequent access to a Secure Area and acknowledge that:
  - a) You must not enter or stay in a Secure Area of a Security Controlled Airport unless you have a lawful purpose for being in that Secure Area; and
  - b) ASICs are issued on a personal basis and you must not transfer/lend your ASIC to anyone else, and
  - c) You must keep your ASIC secure at all times, and
  - d) You cannot use your ASIC to meet, greet or farewell friends, relatives or colleagues whilst on or off duty.
- 7.2. You must properly display your ASIC at all times whilst in a Secure Area by ensuring the card is displayed;
  - a) Above your waist; and
  - b) On the front or side of your outer clothing; and
  - c) With the front side of the card clearly visible

### 8. Supervision of a Visitor (VIC)

- 8.1. A person who is holding a Visitor Identification Card and is to be supervised, you as the ASIC holder must adhere to the requirements set out in part 3.09 of the ATSR as well as the Mackay Airport Security Awareness Guide.
- 8.2. It is an offence to improperly supervise the holder of a Visitor Identification Card whilst in a Secure Area.

### 9. Your obligations to notify MAPL

You must immediately notify Mackay Airport if you;

- a) No longer have an operational need to frequently access a Secure Area; or;
- b) Change your employer; or
- c) Change your residential address; or
- d) Change your name or contact details; or
- e) Are convicted of an Aviation Security Relevant Offence; or
- f) Become aware that the information you provided to MAPL in your ASIC application was false or misleading; or
- g) No longer have a right to work in Australia; or
- h) Have lost your ASIC or it is stolen or destroyed.

## 10. CCTV

Closed Circuit Television Cameras (video surveillance) is used throughout Mackay Airport as part of an ongoing crime prevention and detection initiative and to target other risks such as aviation safety and airport security. We also use CCTV to monitor the airport's operational performance. The NQA Privacy Policy explains how we collect, store and use CCTV and the circumstances we may release video surveillance to authorities or other third parties. Video surveillance footage is kept for a specific period of time before it is erased.

## 11. Cancellation or Suspension of ASIC:

MAPL has the authority to cancel or suspend your ASIC if you fail to comply with these conditions or the requirements in the Mackay Airport ASIC Program or the Regulations. If you are notified by MAPL that your ASIC has been cancelled or suspended, you must return your ASIC immediately to the Mackay Airport Administration Office.

## 12. Return of ASICs/VICs

You must immediately return your ASIC/VIC to the Mackay Airport Administration Office if;

- 12.1. You no longer have an operational need to frequently access a Secure Area; or;
- 12.2. Your ASIC/VIC has expired; or
- 12.3. MAPL notifies you that your ASIC is cancelled or suspended.

## 13. Surrender of ASICs

MAPL Authorised Officers can require you to surrender your ASIC upon request for the purposes of verifying your identity and the validity of your ASIC. Law enforcement officers (for example QPS, Aviation Maritime Security Inspectors or CASA Inspectors) can also require you to comply with this directive.

## 14. Loss of ASIC

- 14.1. You must notify MAPL immediately if your ASIC has been lost, stolen or destroyed. Ph: (07) 49570 201 or 0418 570 233.
- 14.2. Failure to notify MAPL within 7 days is an offence set out in part 6.46 of the regulations and heavy penalties apply.
- 14.3. MAPL requires in addition to your obligations under the regulations, to report the loss, theft or destruction of the ASIC to the Australian Federal Police or Queensland Police Service and provide MAPL with the report/job reference number.

## 15. Access Control

- 15.1. If Access Control permissions are programmed onto your card, they will be done so in accordance with your employment conditions and regulatory requirements. Additional access will need to be requested and approved by MAPL.
- 15.2. Misuse of Access Control permissions and tampering with or forcing doors may result in an immediate suspension of your ASIC.

## 16. Security Screening

Your ASIC and Access Control Permissions (if any) does not allow you to circumvent any Security Screening Requirements.

1. You and any goods in your possession must be subjected to inspection and/or screening on entry, exit or whilst in a Secure Area unless exempt under the regulations.
2. You must enter the Sterile Area only via the Screening Point.
3. You cannot enter the Sterile Area from Airside unless it is for the direct purpose of an aircraft turn-around (boarding, disembarking passengers).
4. When you enter the Screening Point you are consenting to undergo a screening procedure (except a frisk search) unless you refuse. If you refuse the screening procedure you will not be permitted to enter the Secure Area and MAPL Management will be notified.

## 17. Security Awareness

Before MAPL issues you with either a new or renewal ASIC, you must successfully pass the online Security Awareness training and related test questions. You cannot have anyone complete this on your behalf.

## 18. Acknowledgment

You understand and acknowledge that by MAPL issuing and you using your ASIC is subject to the requirements under the following instruments;

- a) The Aviation Transport Security Act 2004
- b) The Aviation Transport Security Regulations 2005
- c) The Mackay Airport ASIC Program
- d) The Mackay Airport Transport Security Program
- e) These conditions.

## 19. Property

The ASIC card issued to you remains the property of Mackay Airport Pty Ltd.

## 20. Drugs & Alcohol

- 20.1. Persons engaged in a Safety Sensitive Aviation Activity (SSAA) are required by law under Part 99 of the Civil Aviation Safety Authority (CASA) Civil Aviation Safety Regulations (CASR) to submit a negative pre-deployment test result for the detection of drugs and alcohol. It is also a Mackay Airport site requirement that persons engaging in any activity onsite also be subjected to a drug and alcohol test. If this requirement is not met, your ASIC application may be rejected, and you will not be permitted to work onsite.
- 20.2. You may also be subjected to random testing whilst onsite. If you do not comply with a request to provide a sample for the purpose of the test, or the preliminary random test returns a positive result, you may be stopped from working onsite.



## PART B – CRIMINAL HISTORY *To be completed by the applicant*

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 to this application.*

## PART C – CONTACT DETAILS *To be completed by the applicant*

Current Residential Address (#1): \_\_\_\_\_

Suburb \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Resident From Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Current Postal Address: \_\_\_\_\_

*If different from above*

Suburb \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

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

Contact Number: *Home:* \_\_\_\_\_

*Work:* \_\_\_\_\_

*Mobile:* \_\_\_\_\_

## PART D – VISA DETAILS *To be completed by the applicant*

You must complete this part if you are **NOT** an Australian Citizen. Applicants from New Zealand should complete this section as well, leaving the visa number and expiry blank if unsure or unknown.

Passport Number: \_\_\_\_\_

Home Affairs Visa Number: \_\_\_\_\_

Visa Expiry Date: \_\_\_ / \_\_\_ / \_\_\_ Last Arrival Date Into Australia: \_\_\_ / \_\_\_ / \_\_\_

Arrival Port: \_\_\_\_\_

Flight Number/Vessel Name: \_\_\_\_\_

## PART E – ADDRESS HISTORY *To be completed by the applicant*

You must provide all addresses you have lived at in the last ten (10) years, including overseas addresses.

You must provide exact dates. If you are unsure of an exact date, you should put the month and the year as a minimum.

You should list the addresses in chronological order, starting with the most recent.

2	Residential Address:	_____
	Suburb _____ State: _____ Post Code: _____	
	Resident From Date:	___ / ___ / ___
3	Residential Address:	_____
	Suburb _____ State: _____ Post Code: _____	
	Resident From Date:	___ / ___ / ___
4	Residential Address:	_____
	Suburb _____ State: _____ Post Code: _____	
	Resident From Date:	___ / ___ / ___
5	Residential Address:	_____
	Suburb _____ State: _____ Post Code: _____	
	Resident From Date:	___ / ___ / ___
6	Residential Address:	_____
	Suburb _____ State: _____ Post Code: _____	
	Resident From Date:	___ / ___ / ___

*Have more addresses? Continue on a separate sheet and attach if required.*

## PRIVACY

1. In order for Mackay Airport Pty Ltd (MAPL) to determine whether it can issue you with an Aviation Security Identification Card (ASIC) under the Aviation Transport Security Regulations 2005, MAPL needs to collect and disclose information about you to AusCheck and other Government Agencies as set out in the AusCheck Privacy Notice.
2. The collection and handling of information contained in this form is in compliance with Division 9 of the Aviation Transport Security Act, Part 6 of the Aviation Transport Security Regulations 2005, the North Queensland Airports (NQA) Privacy Policy and the Privacy Act 1988.
3. The collection and disclosure to third parties of the information contained within this application form is required in order to determine whether to issue you with an Aviation Security Identification Card.
4. In addition, we may use your personal information for the purposes of assisting MAPL with the operation of the airport under various legislation, and in the assessment of any possible security incidents or breaches. Information may also be supplied to third parties in relation with any law enforcement investigations.
5. If you refuse to provide certain details in this application, MAPL may not be able process your application.

**By submitting this application, you consent to MAPL collecting, using and disclosing personal information in accordance with the above.**

## PART F – To be completed by the applicant

### AUSCHECK PRIVACY NOTICE AND ACKNOWLEDGMENT

Before submitting this 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. Make sure to read the AusCheck Privacy Notice.

I \_\_\_\_\_ hereby:

- a. Certify that the personal information I have provided in this form relates to me and is correct;
- b. Acknowledge that I have read the AusCheck Privacy Notice, which explains how AusCheck will use my personal information;
- c. Consent to the forwarding of this form to the Department of Home Affairs (AusCheck) and understand that my personal information will be disclosed to the Australian Security Intelligence Organisation (ASIO) and Australian Criminal Intelligence Commission (ACIC) as well as Home Affairs to determine your immigration status.

Signed \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

### CONDITIONS OF ISSUE AND USE OF ASIC ACKNOWLEDGEMENT

Before MAPL can issue you with an ASIC, you must agree to comply with the conditions of use of an ASIC. This is detailed on page 2 & 3. Please read through the conditions, understand them, and acknowledge them by completing the below.

I \_\_\_\_\_ hereby:

Declare that I have read the Conditions of Issue and Use of ASIC section, and I understand and agree to comply with these conditions.

Signed \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_



## PART G – EMPLOYER DETAILS *To be completed by the authorised signatory.*

Company Name: \_\_\_\_\_

Authorised Signatory Name: \_\_\_\_\_

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

Contact Number: *Home:* \_\_\_\_\_

*Work:* \_\_\_\_\_

*Mobile:* \_\_\_\_\_

Current Postal Address: \_\_\_\_\_

*If different from above*

Suburb \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

## PART H – ASIC TYPE & ACCESS REQUIREMENTS

*To be completed by the authorised signatory.*

\*All applications for AUS ASIC must be accompanied by a separate letter (on a company letterhead). Applicants received without a supporting letter will not be considered. The letter must contain; Name of all ports for which the applicant will need to access, the frequency the applicant will access those ports, the purpose the applicant will be required to access those ports.

Applicant's Position/Role: \_\_\_\_\_

**RED** - Applicant requires access to the Airside Security Zone

**GREY** - Applicant does NOT require access to the Airside Security Zone

**MKY** - Mackay Airport only

**AUS** - Australia Wide\*

Access Required: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

## PART I – EMPLOYER/OWNER/SPONSOR CERTIFICATION

To be completed by the authorised signatory listed on the previous page.

I \_\_\_\_\_ hereby;

- a. Confirm that I request an Aviation Security Identification Card (ASIC) to be issued to the applicant for the areas indicated in Part H;
- b. Agree to notify Mackay Airport Pty Ltd (MAPL) of any changes to the particulars in this application;
- c. Agree to recover and return the ASIC prior to the applicant leaving our employment or upon transfer to a position which no longer has an operational need to retain the ASIC;
- d. Understand that MAPL may exercise its right to suspend production of ASIC's for any company who has expired/unrecovered/unaccounted-for ASICs;
- e. Confirm that I have sighted evidence of negative results of pre-employment alcohol and other drug testing in compliance with CASA CASR Part 99 for the applicant who may be required to operate airside and on Mackay Airport property;
- f. Certify the details in Part G & H are correct.

Signed \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## PART J – PAYMENT

To be completed by the authorised signatory listed on the previous page.

Application fee of \$230.00 (incl. GST) is to be paid for by:

<b>Applicant</b>	<b>Invoice to company</b>	<b>Cheque</b>	<b>Cash</b>	<b>EFT</b>
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Deposit fee of \$50.00 is to be paid for by:

<b>Applicant</b>	<b>Invoice to company</b>	<b>Cheque</b>	<b>Cash</b>	<b>EFT</b>
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## PART K – ACKNOWLEDGEMENT OF CARD ISSUE

To be completed by the applicant.

I \_\_\_\_\_ hereby;

Acknowledge receipt of Aviation Security Identification Card Number \_\_\_\_\_ which remains the property of Mackay Airport Pty Ltd while I am employed in my current position as

\_\_\_\_\_ with \_\_\_\_\_.

*role/job title* *employer name*

I also declare that;

- a. I have read, understood and agree to abide by the Conditions of Issue and Use of ASIC as detailed on page 3 & 4;
- b. I have supplied my employer with evidence of negative results of pre-employment alcohol and other drug testing in compliance with CASA CASR Part 99 and Mackay Airport requirements;
- c. If I am required to operate or use and company vehicles or equipment/plant that I will conform to the rules and conditions promulgated by MAPL in the Airside Vehicle Control Manual.

Signed \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signed \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### OFFICE USE ONLY

	Task	✓	By												
1	Application Acceptance			<b>ASIC Number</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Contacted</b> ____ / ____ / ____										
2	Identity Verification														
3	Passport quality photo			<b>AusCheck ID</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>Card Collected</b> ____ / ____ / ____										
4	DAMP Results or Declaration														
5	Application Processing Fee Payment			<b>Applicant Lodged</b> ____ / ____ / ____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="background-color: #0056b3; color: white;">DEPOSIT HELD FOR</th> </tr> <tr> <td style="width: 50%; text-align: center;">Applicant</td> <td style="width: 50%; text-align: center;">Company</td> </tr> </table>	DEPOSIT HELD FOR		Applicant	Company						
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8	Inductions sent/checked														
9	MAPL Endorsement			<b>AusCheck Approval</b> ____ / ____ / ____											
10	ASIC Database														
11	AusCheck Submission														
12	Insight														