

Mackay Airport
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 MAPL 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 (MAPL) 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		
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.		
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.		
A Government-issued document with applicant's photo and signature. Must be current and valid.		
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.		
Must be current and valid.		
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.		
Only required if documents provided in Categories A, B or C do not show current address.		
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 *(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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Current
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

Applicants Occupation

Operational need for ASIC

Access Required

Type of ASIC RED GREY MKY only: Australia Wide:

Reason for Australia wide ASIC and airports required: *(complete this section only if requesting an AUS Pass)*

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 Pty Ltd 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: _____

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 Pty Ltd 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 Pty Ltd 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 Pty Ltd 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 MAPL 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 Pty Ltd 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 Pty Ltd 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:** _____