

Office Use Only:				DRW	AUS	R	G
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Darwin International Airport AVIATION SECURITY IDENTIFICATION CARD (ASIC) APPLICATION FORM-S002

This form is to be used when applying for a new ASIC or when renewing your current ASIC due to its forthcoming expiry. Your business must be registered with us before you can apply for an ASIC; if your business is not currently registered FORM-S001 needs to be completed.

To be completed in **BLOCK CAPITALS** only please.

PART 1 – TO BE COMPLETED BY APPLICANT

SECTION A – PERSONAL DETAILS

To be completed by **ALL** applicants:

<input type="checkbox"/> New ASIC	
<input type="checkbox"/> Renewal:	Existing ASIC N°: _____ Expiry Date: _____
Surname:	_____
Given Name/s:	_____
Previous Name Used*:	<input type="checkbox"/> Maiden Name <input type="checkbox"/> Also Known As <input type="checkbox"/> Previous Name: _____ <small>*Copy of Name change/Marriage certificate must be submitted with application</small>
Employed By:	_____
Date of Birth:	_____/_____/_____ <small>Day Month Year</small> Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Town/City of Birth:	_____
State/County/Province of Birth:	_____
Country of Birth:	_____
Country of Citizenship:	_____
Note: Non-Australian Citizens must complete Section E	

PLEASE NOTE:

- Copies of identification must be supplied at the time of application, original identification documents must be presented in person at the time of collecting your ASIC
- All signatures must be originals
- Applications may take up to 10 weeks to approve

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 _____

PO Box from Date: _____ / _____ / _____
Day Month Year

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 beginning with the most recent:

Street Address _____	Suburb _____
State _____ Postcode _____	Resident From: _____ / _____ / _____ <small>Day Month Year</small>
Street Address _____	Suburb _____
State _____ Postcode _____	Resident From: _____ / _____ / _____ <small>Day Month Year</small>
Street Address _____	Suburb _____
State _____ Postcode _____	Resident From: _____ / _____ / _____ <small>Day Month Year</small>
Street Address _____	Suburb _____
State _____ Postcode _____	Resident From: _____ / _____ / _____ <small>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 DIA 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 our office) 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: _____

You must supply a photocopy of your current visa and last arrival date into Australia stamp from your passport with this application

PART 2 – TO BE COMPLETED BY APPLICANT’S EMPLOYER

ALL Sections in Part 2 must be completed by an approved company authorised signatory that has been registered with DIA.

SECTION A – EMPLOYER DETAILS

Company Name: _____

Company Authorised Signatory Name: _____

	Title	Given Name	Surname
	_____	_____	_____

Employer Phone Number: _____

(Please tick preferred) Work _____

Mobile _____

Employer Email: _____

Employer Postal Address: _____

Suburb _____ State _____ Postcode _____

Please note that the e-mail address you provide here will be used to advise if the application has been successful/unsuccessful.

SECTION B – SECURITY ACCESS REQUIREMENTS

All applications for an 'AUS' ASIC must be accompanied by a **separate letter** (on company letterhead) signed by a company authorised signatory 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: **Red** – Applicant requires access to the Airside Security Zone

Grey – Applicant does NOT require access to the Airside Security Zone

Ports Covered: **DRW** – Darwin International Airport access only

AUS – Australia wide access (supporting letter must be provided)

Aerobridge Access:
(You will be registered to complete the Online Aerobridge Induction. Bring the completed training record when collecting your ASIC)

- Apron Drive Aerobridge Bay 1
 Fixed Aerobridge Bay 2, 3 & 4

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

To be completed by company authorised signatory only:

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 Darwin International Airport (DIA) 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 DIA may exercise its right to suspend production of ASICs for any company who has expired/unrecovered ASICs that have not been returned to DIA;
- (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: _____ Date: ____/____/____

Signature

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: \$220 (Inc GST)

DIA accepts the following methods of payment:

- Cash
- EFTPOS
- Credit
- Cheque made payable to Darwin International Airport

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

Your company has the option of providing DIA 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 on our website at www.darwinairport.com.au.

PART 3 – TO BE COMPLETED BY APPLICANT

SECTION A – DARWIN INTERNATIONAL AIRPORT PRIVACY STATEMENT

Collection and disclosure to third parties of the information contained within this application form is required in order to determine whether to issue an ASIC to the Applicant. The collection and handling of information is in compliance with Division 9 - *Aviation Transport Security Act 2004*, Part 6 - *Aviation Transport Security Regulations 2005*, *AusCheck Regulations 2007*, Darwin International Airport Transport Security Program and *The Privacy Act 1988*.

In addition, we may use your personal information for the purposes of assisting DIA with the correct operating 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 conjunction with any federal investigations.

By submitting this application, you consent to DIA collecting, using and disclosing personal information as set out above.

SECTION B – IDENTIFICATION REQUIREMENTS

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

One (1) form of identification from the following:

- A Certified Birth Certificate (a copy Certified by a Registrar of Births or similar officer to be a correct copy)
- A copy (certified under section 44 of the Australian Citizenship Act 1948) of a citizenship certificate
- Current valid Australian or foreign passport

AND

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

- Current licence (e.g. drivers or firearms) issued under a law of the Commonwealth or a State or Territory
- Current valid Aviation Security Identification Card (ASIC)
- Australian 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 that employment
- Certified copy of Certificate of Title
- Document issued by a rating authority from its records about land ownership or occupation
- Document issued by financial institution from its records about a mortgage or other security
- Extract from the electoral role
- A foreign driver's licence that includes a photograph and is presented with a valid passport

Instructions:

- You must submit your application with **photocopies attached** and **bring the original documents with you** when **collecting** your ASIC for the purpose of personal identification.
- 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 NOTICE 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 (ASIO) 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: _____ Date: ____/____/____
Signature Day Month Year

SECTION D – ASIC HOLDER OBLIGATIONS AGREEMENT

Before Darwin International 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 may result in the immediate withdrawal of the ASIC and access privileges.

Signed: _____ Date: ____/____/____
Signature Day Month Year

SECTION E – INDUCTIONS

If your application for an ASIC is successful you must complete the Darwin International Airport Security Induction before your ASIC can be issued. The object of this is to keep Darwin International Airport safe and secure, and is a mandatory requirement of all people seeking an ASIC.

If you require access to either or both of the Fixed Aerobridge and Apron Drive Aerobridge you must complete the Induction for each type of aerobridge.

The inductions are completed online and consist of multiple choice questions. Please refer to the DIA Security and Safety Awareness Guide and the Aerobridge Operating Guide and Procedures prior to attempting the induction, copies of which are available to download from our website at www.darwinairport.com.au.

You will be registered to undergo the inductions after submitting your application form. You will receive an email notification advising you of your login details and a link to complete the induction. You are required to bring the successfully completed and signed training records to the Terminal Control Centre (gate 6) when collecting your ASIC.

REMEMBER: You must submit PHOTOCOPIES of your identification documents at the time of submitting your application and then bring the ORIGINAL DOCUMENTS with you when collecting your ASIC.

AusCheck Privacy Notice



Australian Government
Attorney-General's Department

AusCheck

This document explains:

- what personal information is collected about you when you apply for an Aviation Security Identification Card (ASIC) or a Maritime Security Identification Card (MSIC)
- how your personal information will be used, and
- where you can find out more information.

Why is my personal information being collected?

ASICs and MSICs can only be issued after AusCheck has conducted a background check on you. Your issuing body will apply to AusCheck for a background check on your behalf.

In accordance with the *AusCheck Act 2007*, by applying for an ASIC or MSIC and receiving this Privacy Notice, you are taken to have given consent to another person making an application to AusCheck for a background check. This consent applies to both the initial background check your issuing body is applying for and any further background checks that are required or permitted to be conducted as referred to in the AusCheck Act to determine your continuing eligibility to hold an ASIC or MSIC. Additional checks that could be conducted include the second check where you are applying for a four year MSIC or a check requested by the Secretary of the Department of Infrastructure and Transport.

Your issuing body will collect the information that AusCheck needs to correctly identify you and conduct a background check in relation to you. 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.

What personal information is being collected about me?

AusCheck will need your:

- **identity information:** your name, date and place of birth, gender, any other names you have previously used, your contact details, your current residential address, and all other previous residential addresses for the past 10 years
- **photograph,** and
- **work information:** your employer's name and business address, and issuing body details.

If an immigration check is requested by your issuing body, AusCheck will also need you:

- **immigration information:** your date of arrival in Australia, port of arrival, and other details that may be relevant, such as your travel document or visa number, flight number or name of vessel, and the full name of your parents if you entered Australia on your parents' passport.

AusCheck only uses your identity and immigration information for the purposes of the background check. AusCheck stores your work information and photograph in the AusCheck database for purposes explained later in this brochure.

Any other personal information that your issuing body asks for is for their own purposes, not for AusCheck's purposes. If you have any concerns, you should ask your issuing body to explain why they need that additional information about you.

How will my personal information be used?

AusCheck will coordinate a background check by using the information you provide to your issuing body. AusCheck will only use your personal information for conducting background checks as necessary to obtain and continue to hold an ASIC or MSIC. This includes background checks conducted at the request of the Secretary of the Department of Infrastructure and Transport in circumstances where there are reasonable grounds for suspecting you have been convicted of a relevant offence and/or you are a threat to transport security.

AusCheck will also provide personal information for other purposes specifically required or permitted by law such as verifying ASIC or MSIC details, responding to a national security incident and for law enforcement purposes. In most cases AusCheck will use your personal information 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 to undertake a "security assessment". ASIO will also keep your information and use it as necessary for national security purposes.

- **CrimTrac:** If you are over 18 years of age, 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

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

Generally a conviction for a criminal offence will be considered spent if all the following conditions are met:

- it is old – it is ten years since the date of the conviction (or five years if you were a child at the time of the conviction)
- it was minor – the sentence of imprisonment was less than 30 months (two and a half years) imprisonment (or the penalty did not include imprisonment at all)
- there have been no further convictions during the ten year waiting period (or five 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, some exclusions apply to persons applying for an ASIC or MSIC.

This means that the details of some spent 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 an application for an ASIC or MSIC, and will not be given to AusCheck. If you believe the spent convictions rules have been breached, 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
- have a qualified criminal record (ASIC only)
- have an adverse security assessment
- have a qualified security assessment
- are prevented for immigration reasons from being issued with an ASIC or MSIC.

However, AusCheck will not provide your issuing body with your criminal history unless you have applied for an ASIC and you have a particular pattern of criminal convictions

(a qualified criminal record). In no circumstances will AusCheck provide your issuing body with a copy of your security assessment.

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.

4-year MSIC – 2 year check

If you apply for and are found eligible to be issued with a four year MSIC, AusCheck is required to undertake a second background check in relation to you at the two year anniversary of your initial background check. The fee you paid for your four year MSIC includes the cost of this second background check. The second background check is similar in nature and process to your initial check. By applying for a four year MSIC you are taken to have consented to any background checks that are required or permitted to determine your continuing eligibility to hold a card, including the second background check of your criminal history, security assessment, and, where appropriate, your immigration status.

If you apply for and are found eligible to be issued with a four year MSIC, but you subsequently decide you do not want to have the second background check, you can withdraw your consent for that second check by contacting your MSIC issuing body before the second background check occurs. If you withdraw your consent for the second check:

- your MSIC must be immediately cancelled, and
- your issuing body will receive a credit for AusCheck's fees associated with the second check.

If you do not want to have a second background check, you have the option of applying for a two year MSIC.

Where can I get more information?

The *AusCheck Privacy Policy* has more information about:

- aviation and maritime security relevant offences and spent convictions
- how AusCheck and others may use your personal information
- to whom your personal information may be disclosed
- your rights to access and correct your personal information, and
- how your personal information is secured by AusCheck.

You can see the *AusCheck Privacy Policy* at:

www.ag.gov.au/AusCheck or contact the Attorney-General's Department's Privacy Officer.

Your issuing body is:



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 notify Darwin International Airport (DIA) in writing of the conviction and any sentence with 7 days.
- An ASIC holder who changes their name has 30 days to notify DIA. A copy of the Name Change Certificate must be submitted to DIA along with a Statutory Declaration.
- The holder of the ASIC must return it to DIA 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*
 - (e) on request from DIA for another reason.
- (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 DIA within seven (7) days of becoming aware of the loss, theft or destruction.
- (2) For paragraph (1)(a), where the ASIC has been stolen or lost he or she must supply DIA with a Statutory Declaration and a copy of the police report or other information issued by the police.
- It is the ASIC holder's responsibility to ensure that their current ASIC does not expire before they apply for a new one; new applications may take up to 10 weeks to be approved.
- 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.
- An ASIC is issued on a personal basis and must not be transferred or given to anyone else under any circumstances and must not be defaced or damaged.
- 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 ASIC must be presented for inspection on demand from an authorised officer or any other ASIC holder.
- 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 DIA at all times.
- Incorrect use of the ASIC or Access provisions may result in the immediate suspension and withdrawal of the ASIC and access privileges. DIA will determine the period of that suspension dependent on the circumstances. You may also have your ASIC cancelled in certain circumstances.
- The Applicant agrees to DIA notifying their employer when an application has been successful/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, DIA 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.
- This list of obligations is not exhaustive and is subject to change dependent on the *DIA ASIC Program*, *DIA Transport Security Program* and the *Aviation Transport Security Regulations 2005*.

For further information please contact the ASIC and Access Control Department at DIA on (08) 8920 1857

PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION AND FUTURE REFERENCE

ENTRY TO CUSTOMS CONTROLLED AREAS

- Holders of an ASIC are advised of their additional responsibilities in Customs Controlled Areas. It is not intended to restrict or limit authorised persons from undertaking legitimate official or commercial activities in Customs Controlled Areas.
- Section 234AA of the *Customs Act 1901* defines a place used by officers for Customs purposes and prohibits entry of unauthorised persons into these places.
- All persons (including authorised persons) in Customs Controlled Areas may be asked by a Customs Officer the purpose of their presence in that area and that officer may also examine any goods carried by persons in, or out of, that area.
- Access to Customs Controlled Areas will be limited to those areas where an authorised person has legitimate commercial or official activities unless otherwise approved by the Customs Duty Manager.

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