

Office Use Only:					DRW	AUS	R	G
					Exp:			

Darwin International Airport ASIC TRANSFER APPLICATION FORM-S004

This form is to be used when applying to transfer your current ASIC to a new employer.

Must be completed in BLOCK CAPITALS only please.

PART 1 – TO BE COMPLETED BY APPLICANT

SECTION A – PERSONAL DETAILS

Surname: _____

Given Name/s: _____

Date of Birth: _____ / _____ / _____ Gender: Male Female
Day / Month / Year

Address: _____

Suburb _____ State _____ Postcode _____

Email Address: _____

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

SECTION B – CURRENT ASIC DETAILS

ASIC Number: _____ ASIC Expiry Date: _____

ASIC Designation: DRW AUS Red Grey

Company: _____

SECTION C – APPLICANT CERTIFICATION

I, _____ hereby:
Print Name

- (i) confirm that I understand that any replacement ASIC is subject to the same Terms and Conditions formerly signed by me at the time of issue of my original ASIC;
- (ii) certify that the details contained in this application are true and correct and understand I must contact DIA immediately if any of the information changes.

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

PART 2 – TO BE COMPLETED BY PREVIOUS EMPLOYER

In order for you to transfer your ASIC to your new employer we require approval from your previous employer (authorised signatories only):

I, _____ hereby:

Print Name

- (i) confirm that the above mentioned applicant no longer requires their ASIC in employment with our company and agree to the above mentioned applicant transferring their current ASIC over to their new employer.

Signed: _____

Signature

Date: ____/____/____

Day Month Year

PART 3 – TO BE COMPLETED BY NEW EMPLOYER

To be completed by new employer (authorised signatories only):

SECTION A – NEW COMPANY DETAILS

Company Name: _____

Company Authorised Signatory Name: _____

Title Given Name Surname

Company Phone Number:
(Please tick preferred)

Work _____
 Mobile _____

Company Email: _____

Company Postal Address: _____

Suburb _____ State _____ Postcode _____

SECTION B – SECURITY ACCESS REQUIREMENTS

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)

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)

Please Note: All applications for an 'AUS' ASIC must be accompanied by a **separate letter** from the applicant's new employer stating the name of all ports for which access is required, the frequency of access and the purpose of access. **This is required in addition to the supporting letter that would have been supplied with the original ASIC application.**

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

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 the Aviation Security Identification Card (ASIC) currently held by the applicant be transferred to the company detailed in Part 3 of this application and access be provided for the areas indicated;
- (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.

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

SECTION D – PAYMENT

Payment for ASIC Transfers must be made at the time of requesting.

ASIC Transfer cost: \$80.00 (Inc GST)

DIA accepts the following methods of payment:

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

A Single Payment Credit Card Authority Form that we can use for once off payment without the card holder being present is available on our website at www.darwinairport.com.au.

OFFICE USE ONLY

PAYMENT

Method: CC / CASH / CHEQUE / ACCOUNT

Receipt#: _____

Date: ____/____/____ Initial: _____

ADDITIONAL DETAILS

Aus Pass letter provided

Security Induction Completed: ____ / ____ / ____

Initial: _____

* If individual was exempt from induction with previous company but the company they are transferring to do not have an exemption then the induction must be sat prior to the new ASIC being issued. If they sat the induction with their previous company they do not need to re-sit.

PROCESSING

Previous ASIC returned: ____ / ____ / ____ Initial: _____

Issued: ____ / ____ / ____ Initial: _____

Database Updated: ____ / ____ / ____ Initial: _____

AusCheck Updated: ____ / ____ / ____ Initial: _____

NOTES

Remember:

Identifying number to be added to end of ASIC number before printing to show how many times card has been issued to individual, e.g. first reprint will show "12345(2)".

RECEIPT – TO BE COMPLETED ON ISSUE OF ASIC TRANSFER

I, _____ acknowledge receipt of:

Print Name

replacement Aviation Security Identification Card _____,
(Replacement ASIC Number)

which remains the property of Darwin International Airport and is on loan to me whilst I am employed in my current capacity by the company noted in Part 3 of this application form.

Signed: _____
Signature

Date: ____ / ____ / ____
Day Month Year