

Darwin International Airport ACCESS CARD UPDATE APPLICATION FORM-S006

This form is to be used when applying for your Darwin International Airport (DIA) issued Access Card to be updated.

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

PART 1 – TO BE COMPLETED BY APPLICANT

SECTION A – APPLICANT DETAILS

Surname:	_____
Given Name/s:	_____
Employed By:	_____
Position:	_____
ASIC Number:	_____ ASIC Expiry Date: _____
ASIC Designation:	<input type="checkbox"/> DRW <input type="checkbox"/> AUS <input type="checkbox"/> Red <input type="checkbox"/> Grey
Note: A photocopy of your current ASIC must be attached to this application form	
Date of Birth:	_____/_____/_____ Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <small>Day / Month / Year</small>
Address:	_____
	Suburb _____ State _____ Postcode _____
Email Address:	_____
Contact Telephone Number:	_____

SECTION B – APPLICANT CERTIFICATION

I, _____ hereby:
Print Name

- (i) confirm that that I have read and understood the conditions of issue and use for all DIA Access Cards;
- (ii) acknowledge that I have read, understood and accept the DIA Privacy Statement attached to this application form;
- (iii) 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 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)	<input type="checkbox"/> Work	_____	_____
	<input type="checkbox"/> Mobile	_____	_____
Employer Email:	_____		
Employer Postal Address:	_____		
	Suburb	State	Postcode
	_____	_____	_____

SECTION B – ACCESS REQUIREMENTS

Access Areas Required:
Reason for Access: (You must be specific – justify the applicant's need to access 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 that the applicant requires access to the Security Sensitive Areas at DIA in order to perform his/her duties for his/her employment;
- (ii) agree to notify DIA of any changes to the above particulars and to recover and return the Access Card prior to the applicant leaving our employment or upon transfer to a position which no longer has an operational need to retain the Access Card;
- (iii) understand that DIA may exercise its right to suspend production of Access Cards for any company who has expired/unrecovered Access Cards that have not been returned to DIA;

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

ACCESS CARD PRIVACY STATEMENT AND CONDITIONS OF USE

PRIVACY STATEMENT

Collection and disclosure to third parties of the information contained within this application form is required in order to enable the processing of Access Control onto your DIA issued Access Card. 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.

ACCESS CARD CONDITIONS OF ISSUE AND USE

- Loss of card is to be reported immediately to DIA Terminal Control Centre – (08) 8920 1805.
- The Access Card remains the property of DIA and must be surrendered on expiry, transfer or termination of present duty, or on request by DIA.
- The card may only be used in the course of the cardholder's approved duties in the Secure Areas and does not constitute an authority to enter or remain in a restricted area for any other purpose.
- Access on cards is registered for the use of the person to whom it has been issued only.
- Incorrect use of access provisions may result in the immediate withdrawal of access privileges.

SECURITY AND SAFETY INDUCTION

Before your Access Card can be updated you must complete the Darwin International Airport Security Induction; this is a mandatory requirement with the objective of keeping Darwin International Airport safe and secure.

The induction is based online and consists of multiple choice questions; all questions have been captured from the Airport Security and Safety Awareness Guide, copies of which are available to download from our website at www.darwinairport.com.au. Please visit our website and register to sit the induction. Once you have registered, you will receive an email with your username and password and a link to the induction. On successful completion of the induction you will receive an additional email with an attached Training Record; you are required to print and sign the Training Record and bring it with you to the Terminal Control Centre (Gate 6) along with your application form.

OFFICE USE ONLY

PROCESSING

Security Induction Completed: _____ / _____ / _____ Initial: _____

Pacom Updated: _____ / _____ / _____ Initial: _____

Database Updated: _____ / _____ / _____ Initial: _____