

Office Use Only:					DRW	AUS	R	G
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# Darwin International Airport

## REISSUE OF CANCELLED ASIC APPLICATION

### FORM-S009

This form is to be used when applying for a reissue of a cancelled ASIC. An ASIC can only be reissued if it was cancelled less than 12 months ago and was cancelled due to the holder no longer having an operational requirement to enter a secure area. Your business must be registered with Darwin International Airport's ASIC & Access Control Department before an application may be accepted; if your business is not currently registered FORM-S001 must 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:

Previous Issuing Body: \_\_\_\_\_

Previous ASIC N°: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Surname: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Previous Name Used\*:  Maiden Name  Also Known As  Previous Name: \_\_\_\_\_

\*Copy of Name change/Marriage certificate must be submitted with application

Employed By: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender:  Male  Female  
Day / Month / Year

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)	<input type="checkbox"/> Work	_____	_____
	<input type="checkbox"/> 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:	<input type="checkbox"/> <b>Red</b> – Applicant requires access to the <u>Airside</u> Security Zone <input type="checkbox"/> <b>Grey</b> – Applicant does NOT require access to the <u>Airside</u> Security Zone
Ports Covered:	<input type="checkbox"/> <b>DRW</b> – Darwin International Airport access only <input type="checkbox"/> <b>AUS</b> – 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)	

## 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.

**Reissue of Cancelled ASIC Application cost: \$110 (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](http://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.

You must also complete a statutory declaration (page 7) stating the reason why your previous ASIC was cancelled, and that since your previous background check was completed you have not been convicted of any aviation-security-relevant offences.

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**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

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**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

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**SECTION E – SECURITY AND SAFETY INDUCTION**

If you did not complete the Darwin International Airport Security Induction for your previously issued ASIC, there will be a requirement to do so before your ASIC can be reissued through DIA. The objective of this is to keep 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](http://www.darwinairport.com.au). You will receive an email with a link and login details to access the Security Induction. Upon 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) when collecting your ASIC.

**REMEMBER: You must submit PHOTOCOPIES of your identification at the time of submitting your form and then bring the ORIGINAL COPIES with you when collecting your ASIC.**

THE NORTHERN TERRITORY OF AUSTRALIA  
**STATUTORY DECLARATION**

(1) Insert full name and address of person making declaration

**I, (1)**  
solemnly and sincerely declare (2)

That within the last 12 months my ASIC was returned and cancelled due to me no longer having an operational requirement to hold it.

(2) Here insert the matter declared to, either directly following the word "declare" or, if the matter is lengthy, insert the words "as follows" and thereafter set out the matter in numbered paragraphs

Since my previous background check was conducted, I have not been convicted of any aviation-security-relevant offences.

This declaration is true and I know it is an offence to make a statutory declaration knowing it is false in a material particular.

Declared at \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

(3) Signature of the person making the declaration

(3)  
.....

(4) Signature of the person before whom the declaration is made

Witnessed by:

(4)  
.....

(5) Here insert full name of person before whom the declaration is made, legibly written, typed or stamped

(5)  
.....

(6) Here insert contact address or telephone number of person before whom the declaration is made

(6)  
.....

**NOTE: This declaration may be witnessed by any person who is at least 18 (eighteen) years of age.**

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**NOTE: This written statutory declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act*.**

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**NOTE: Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.**

# AusCheck Privacy Notice



Australian Government  
Attorney-General's Department

AusCheck

This brochure explains:

- what personal information is collected about you when you apply for an Aviation Security Identification Card (ASIC) or 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?

You have applied for an ASIC or a MSIC. ASICs and MSICs are only issued after AusCheck has conducted a background check on you.

Your issuing body will collect the information that AusCheck needs about you, in order to correctly identify you, and to conduct a background check. 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: including your name, date and place of birth, gender, any other names, your residential address, and current contact details
- work information: your employer contact details, and issuing body details, and maybe also
- migration information (but only if an immigration check is requested by your issuing body): 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 parent if you entered Australia on your parent's passport.

Only your identity and immigration information is used during the background checking process. Your work information is stored in the AusCheck database for other purposes, explained later. Your issuing body will also need a photograph of you, which must also be supplied to AusCheck for the AusCheck database.

**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 extra 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 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. ASIO will also keep your information and use it as necessary for national security purposes.
- CrimTrac: If you are over 18, 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 conviction schemes is to prevent discrimination on the basis of old and minor criminal convictions for people who have had a 'clean' record since that time.



Spent convictions will not show up in your criminal record check.

Generally your conviction will be considered a spent conviction if all of the following conditions are met:

- it is old – it is ten years since the date of your conviction (or five years if you were a child at the time of your conviction), and
- it was minor – you were sentenced to less than 30 months (two and a half years) imprisonment (or you were not imprisoned at all), and
- you have not re-offended 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, there are a few exclusions that apply to you, as a person applying for an ASIC or MSIC. This means that the details of some 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 your application for an ASIC or MSIC, and so will not be given to AusCheck.

If you believe the spent convictions rules have been breached by AusCheck, 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, an adverse security assessment, a qualified criminal record (ASIC only), a qualified security assessment, or are prevented for immigration reasons from being issued with an ASIC or MSIC. However, AusCheck will only tell your issuing body what is necessary for your issuing body to decide whether or not to issue you with an ASIC or MSIC. Your issuing body will not receive a copy of your security assessment. Your issuing body will not receive a copy of your criminal history, except if you have applied for an ASIC and you have a particular pattern of criminal convictions (a qualified criminal record). Your issuing body will be told about your immigration check results.

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 and are found eligible to be issued with a four year MSIC, you are required to have a second background check 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 understood to have consented to this second background check.

If you do not want to have this second background check then you have the option of applying for a two year MSIC. If you are found eligible for a four year MSIC and do not want to have the second background check, you can withdraw your consent 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.

## Where can I get more information?

The **AusCheck Privacy Policy** has more information about:

- spent convictions and what are aviation and maritime security relevant offences
- how your personal information will be used
- who your personal information may be disclosed to
- 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](http://www.ag.gov.au/AusCheck)** or for a copy call the Attorney-General’s Department Privacy Officer on (02) 6141 2550.

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**

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## 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.

PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION AND FUTURE REFERENCE