

Office Use Only:					DRW	AUS	R	G
					Exp:			

Darwin International Airport TEMPORARY ASIC APPLICATION FORM-S013

This form is to be used when applying for a Temporary ASIC due to circumstances where a person's permanent ASIC is unable to be produced.

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:

Surname:	_____		
Given Name/s:	_____		
Employed By:	_____		
Date of Birth:	____ / ____ / ____ <small>Day Month Year</small>	Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address:	_____		
	Suburb _____	State _____	Postcode _____
Email Address:	_____		
Contact Phone Number: (Please tick preferred)	<input type="checkbox"/> Home _____		
	<input type="checkbox"/> Work _____		
	<input type="checkbox"/> Mobile _____		

SECTION B – CURRENT ASIC DESIGNATION

Port:	<input type="checkbox"/> DRW <input type="checkbox"/> AUS <input type="checkbox"/> OTHER _____
Red/Grey:	<input type="checkbox"/> Red <input type="checkbox"/> Grey
Issuing Body:	_____
ASIC N°:	_____ Expiry Date: _____

FORM-S013 V2 September 2013

PART 2 – TO BE COMPLETED BY APPLICANT'S EMPLOYER

ALL Sections in Part 2 must be completed by an approved company-authorized 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 – SECURITY ACCESS REQUIREMENTS

Please note: If applying for a Temporary ASIC for 24 hours or less, no access control privileges will be granted due to the requirement for the applicant to be escorted at all times by a valid ASIC holder. Temporary ASICs over 24 hours must display the photo and name of the applicant. Access control privileges may be granted following assessment of the applicant's operational requirement.

Applicant's Position:	_____
Reason for Temporary ASIC:	
<input type="checkbox"/> ASIC Stolen (Police Report number and Statutory Declaration required)	
<input type="checkbox"/> ASIC Lost (Police Report number and Statutory Declaration required)	
<input type="checkbox"/> ASIC Damaged/Destroyed (Statutory Declaration required)	
<input type="checkbox"/> ASIC inadvertently misplaced or left at home (24 hours or less only – escort required) (Statutory Declaration required)	
<input type="checkbox"/> Valid permanent airport-specific ASIC holder for another airport (Statutory Declaration required)	
<input type="checkbox"/> Technical reasons	
<input type="checkbox"/> Other _____	_____

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)	
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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 a Temporary Aviation Security Identification Card (ASIC) be issued to the applicant;
- (ii) understand that DIA may exercise its right to suspend production of Temporary ASICs for any company who has expired/unrecovered Temporary ASICs that have not been returned to DIA;

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

SECTION D – PAYMENT

Temporary ASICs issued for 24 hours or less are free of charge. Payment of Temporary ASICs (over 24 hours) must be made at the time of requesting. If your company is willing to pay the Temporary ASIC fee and has an Account/Credit Card on file with the ASIC and Access Control Department then a separate letter signed by an approved company authorised signatory stating this must be provided.

Temporary ASIC (24 hours or less) cost: No charge
Temporary ASIC (over 24 hours) cost: \$80 (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

SECTION E – IDENTIFICATION

In order for a Temporary ASIC to be printed you must provide us with adequate personal identification. A photocopy of one (1) form of identification from the following must be attached to this application form:

- 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
- Current licence (e.g. drivers or firearms) issued under a law of the Commonwealth or a State or Territory (with photo)
- Australian Government employee identification card (with photo)
- Australian student identification card (with photo)

TEMPORARY ASIC PRIVACY STATEMENT AND CONDITIONS OF USE

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 a Temporary 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.

TEMPORARY ASIC CONDITIONS OF ISSUE AND USE

- Holders of Temporary ASICs issued for 24 hours or less must be accompanied by a valid ASIC holder at all times.
- Loss of a Temporary ASIC is to be reported immediately to DIA Terminal Control Centre – (08) 8920 1805.
- The Temporary ASIC remains the property of DIA and must be surrendered upon expiry, if you no longer have a requirement to hold the Temporary ASIC, or on request by DIA.
- The Temporary ASIC 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 Temporary ASICs 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 and the Temporary ASIC.

SECURITY AND SAFETY INDUCTION

Before you can collect your Temporary ASIC you may be required to complete the Darwin International Airport Security Induction; 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. 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 Temporary ASIC.

RECEIPT – TO BE COMPLETED ON ISSUE OF TEMPORARY ASIC

I, _____ acknowledge receipt of:
Print Name

Temporary Aviation Security Identification Card _____,
(Temporary ASIC Number)

which remains the property of Darwin International Airport and is on loan to me due to the reason stated in Part 2 of this application form.

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

OFFICE USE ONLY

DOCUMENTATION

- Lost Stat Dec (including Police Report #)
- Stolen Stat Dec (including Police Report #)
- Destroyed Stat Dec
- Misplaced Stat Dec
- Other airport Stat Dec

ID REQUIREMENTS

- Birth certificate
- Passport
- Citizenship certificate
- Australian licence (with photo)
- Government employee ID card (with photo)
- Australian student ID card (with photo)

PAYMENT

Method: CC / CASH / CHEQUE / ACCOUNT

Receipt#: _____

Date: ____/____/____ Initial: _____

* Notification from company required authorising Temporary ASIC to be charged to Account or Credit Card on file.

PROCESSING

AusCheck Confirmation: ____/____/____ Initial: _____

Issued: ____/____/____ Initial: _____

* AusCheck confirmation must be attached.

NOTES