

Darwin International Airport

Visitor Identification Card (VIC) Pre-Registration Form

FORM-S014

This form is to be completed by persons requiring access to secure areas of Darwin International Airport who do not currently hold a valid Aviation Security Identification Card (ASIC) and would like to therefore apply for a Visitor Identification Card (VIC). Please note that pre-registering for a VIC does not guarantee the issue of a VIC.

To be completed in BLOCK CAPITALS only please. **ALL SECTIONS MUST BE COMPLETED.**

PART 1 – PERSONAL DETAILS

Name:	_____	_____
	Given Name	Surname
Date of Birth:	_____	Employer: _____
Residential Address:	_____	
	Suburb _____	State _____ Postcode _____
Phone Number:	Work _____	Mobile _____

PART 2 – ID DETAILS

Type (e.g. Passport):	_____	
ID Number:	_____	Expiry Date: _____
Country/State of Issue:	_____	

You must bring your ID with you when collecting your Visitor Identification Card (VIC)

PART 3 – ACCESS REQUIREMENTS

Dates of Access: From _____ To _____

Areas required to access:

Reason for access:
(You must be specific in this area; please justify your need to access certain secure areas by stating actions and duties to be carried out)

PART 4 – ASIC HOLDER SPONSOR DETAILS

Name: _____
Given Name Surname

ASIC Number: _____

ASIC Expiry Date: _____

Company: _____

Phone Number: Work _____ Mobile _____

Your ASIC Sponsor must be with you at the time of collecting your Visitor Identification Card (VIC)

OFFICE USE ONLY

PROCESSING

Received: _____ Initial: _____

Entered: _____ Initial: _____

NOTES

VISITOR IDENTIFICATION CARD - RULES & CONDITIONS OF ISSUE

- No person is eligible to apply for a Visitor Identification Card (VIC) if they have been refused an ASIC, or is the holder of an ASIC that has been suspended or cancelled.
- A Visitor Identification Card (VIC) is issued on a personal basis and must not be transferred.
- A VIC card may be issued with a validity date of no longer than 28 days.
- There is a maximum allowance of 28 VIC pass days within a 365 days period.
- A VIC will only be issued if the applicant has an operational requirement to be escorted into a secure area of the airport.
- A person commits an offence under subregulation 6.38A (6) if the person enters a secure area other than for an approved reason, or engages in conduct that is inconsistent with the approved reasons for entry, i.e.:
 - Valid photo identification
 - The applicant is in company with a holder of a valid Aviation Security Identification Card (ASIC)
 - High visibility clothing is required to be worn by all personnel whilst working or visiting airside an apron area by day or night.
 - Ear protection must be worn when in the vicinity of an aircraft.
- If the operational requirement changes, the VIC holder must return the VIC to where it was issued requesting approval for the new operational requirement.
- If the VIC does not show the image of the holder, the holder must carry valid photo ID at all times whilst holding the pass.
- The VIC must be displayed clearly on the torso above waist level at all times.
- The escort must produce their ASIC card at the same time as the holder of a VIC pass when requested.
- Visitors who are issued with a VIC must be escorted by a valid ASIC holder when entering into a secure area. Any ASIC holder who leaves a VIC holder, who they are escorting, unsupervised in a secure area commits an offence under the Aviation Transport Security Regulations.
- A person who holds a VIC, and was supervised by an ASIC holder into the secure area, must leave the area immediately if the ASIC holder is no longer supervising them.
- VIC holders are subject to, and must comply with random identification checks by airport operations staff, Australian Federal Police and airport security staff.
- Persons operating Airside are subject to CASA random Drug & Alcohol testing.
- Applicants who have 'Tools of Trade' and are working in the Sterile Area of the terminal must wear a valid VIC and be accompanied by a person who holds a valid red or grey ASIC at all times.
- Tools and equipment are the responsibility of the VIC holder and must never be left unattended or accessible to the public.
- The visitor will not have any access to – (**unless** supervised by a valid ASIC holder who is a representative of a prescribed air service)
 - An aircraft engaged in a prescribed air service;
 - Passengers boarding any such aircraft; or
 - Anything being loaded or unloaded on board such aircraft.
- All accidents must be immediately reported to airport management. This includes but is not limited to:
 - Fuel and Oil Spills;
 - Personal Injuries;
 - Anything found from an aircraft;
 - Emergency calls; or
 - Damage to building/s.
- An applicant must report immediately to the Terminal Control Centre if the VIC has been lost, stolen or destroyed. A statutory declaration of the loss must be made within 7 days of becoming aware of the loss of the VIC. **Penalty \$100.00**

The applicant must return the VIC to its place of issue prior to leaving the airport if the holder no longer needs to enter the relevant area for an operational requirement or the card has expired, whichever occurs sooner. Penalty \$100.00.

PLEASE RETAIN THIS PAGE FOR YOUR INFORMATION AND FUTURE REFERENCE