

ACCESS CARD APPLICATION

PART 1 – TO BE COMPLETED BY APPLICANT

Must be completed in BLOCK CAPITALS and Black Ink Only Please

APPLICANT DETAILS

	<input type="checkbox"/> Initial Application <input type="checkbox"/> Replacement (lost/stolen) – statutory declaration attached	
Surname:	_____	
Given Name/s:	_____	
Employed By:	_____	
Position:	_____	
ASIC Number:	_____	ASIC Expiry Date: _____
ASIC Designation:	<input type="checkbox"/> DRW <input type="checkbox"/> AUS	ASIC Issuer: _____
Date of Birth:	_____ <small>Day Month Year</small>	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address:	_____	
	Suburb _____	State _____ Postcode _____
Phone Numbers: (Please tick preferred contact number)	<input type="checkbox"/> Home- _____ <input type="checkbox"/> Work- _____ <input type="checkbox"/> Mobile- _____	
Place of Birth:	_____	
	<small>Town/City and Country</small>	
Country of Citizenship:	_____	

ACCESS REQUIREMENTS

Access Areas Required:	_____

Reason for Access: (You must be specific-justify your need to access secure areas by stating actions and duties involved in position)	_____

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: _____
Signature

Date: _____
Day Month Year

PART 2 – TO BE COMPLETED BY EMPLOYER

Must be completed in BLOCK CAPITALS and Black Ink Only Please

EMPLOYER DETAILS

Company Name:	_____
Authorised Signatory:	_____ <small>Title Given Name Surname</small>
Employer Phone Number: (Please tick preferred)	<input type="checkbox"/> Work- _____ <input type="checkbox"/> Mobile- _____
Employer Email:	_____
Employer Address:	_____ Suburb _____ State _____ Postcode _____

EMPLOYER CERTIFICATION

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 Darwin International Airport 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 Darwin International Airport 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;
- (iv) understand that Access cards not collected by the applicant within **2 months** from the date approved will be cancelled and **NO** refund will be given.

Signed: _____
Signature

Date: _____
Day Month Year

Note: Approved authorised signatories ONLY

ACCESS CARD

PRIVACY STATEMENT

DIA requires the information contained in this application to enable the processing of your DIA Access card. If you do not provide this information then DIA cannot process your application for an Access card.

The collection of Information is in compliance with Division 9 - *Aviation Transport Security Act 2004*, Part 6 - *Aviation Transport Security Regulation 2005*, Darwin International Airport Transport Security Program and *The Privacy Act 1988*. Information provided with this Application will be kept in the strictest confidence and handled in accordance with the Privacy Act 1988 and the National Privacy Principles contained in Schedule 3 of that Act.

The information collected in this application is used to determine eligibility for access to certain security sensitive areas at Darwin International Airport. Your information may also be used and disclosed by DIA for research and auditing purposes by DIA or authorised third parties. Your personal information is important to us and we will do our utmost to protect it from unauthorised use and disclosure. You have the right to access your personal information upon reasonable notice to DIA.

If you require any further information, we can be contacted on the details below:

ASIC & Access Control Department
PO Box 40996 Casaurina,
NT 0811

(08) 98920 1857
asicdrw@ntairports.com.au
www.darwinairport.com.au

ACCESS CARD

CONDITIONS OF ISSUE AND USE

- Loss of card is to be reported immediately to Darwin International Airport Terminal Control Centre
- The Access card remains the property of Darwin International Airport and must be surrendered on expiry, transfer or termination of present duty, or on request from Darwin International Airport.
- The card may only be used in the course of the cardholder's approved duties in the Security Restricted Area 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 will result in the immediate withdrawal of access privileges

SECURITY AND SAFETY INDUCTION

Before you can collect your Access Card you must complete the Darwin International Airport Security Induction, the object of this is to keep Darwin International Airport safe and secure.

The induction is **computer based** and consists of fifteen multiple choice questions; all questions have been captured from the Airport Security and Safety Induction Guide, copies of which are available to download from our website at www.darwinairport.com.au. Please call 8920 1805 to book an appointment to sit your test.

PAYMENT

Payment for Access Card applications must be made at the time of submission; no applications will be accepted without payment.

Access Card Application cost: \$20.00 (Inc GST)

DIA accepts the following methods of payment: Cash, credit, EFTPOS, cheque made payable to 'Darwin International Airport'

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 they submit an application. Alternatively, they 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.

OFFICE USE ONLY

<u>PAYMENT</u> Method: _____ Receipt: _____ Date: _____	<u>PROCESSING</u> Received: _____ Entered: _____ Issued: _____
<u>SECURITY INDUCTION</u> Completed: _____	<u>RETURNED</u> Date: _____
<u>NOTES</u>	

RECEIPT - To be completed on issue of Access Card

I, _____ acknowledge receipt of
(Print Name)

my Darwin International Airport Access card 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 Section 2 of this application.

I understand that I must return the card immediately if it is cancelled, expires, is altered or defaced, if I no longer need to enter the security sensitive area for my employment, or on leaving my current employment.

Signed: _____
Signature

Date: _____
Day Month Year