

## ACCESS CONTROL 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"/> Renewal		
Surname:	_____		
Given Name/s:	_____		
Employed By:	_____		
Position:	_____		
ASIC Number:	_____	ASIC Expiry Date:	_____
ASIC Designation:	<input type="checkbox"/> DRW	ASIC Issuer:	_____
	<input type="checkbox"/> AUS		
Date of Birth:	_____	<input type="checkbox"/> Male	<input type="checkbox"/> Female
	Day      Month      Year		
Address:	_____		
	Suburb _____	State _____	Postcode _____
Phone Numbers:	<input type="checkbox"/> Home- _____		
(Please tick preferred contact number)	<input type="checkbox"/> Work- _____		
	<input type="checkbox"/> Mobile- _____		
Place of Birth:	_____		
	Town/City and Country		
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 use of DIA Access Control and agree to comply with these conditions;
- (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 inform them when the applicant ceases employment/transfers to a position within the company not requiring access to the secure areas of DIA stated above.

Signed: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_  
Day Month Year

Note: Approved authorised signatories ONLY

## ACCESS CONTROL 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](mailto:asicdrw@ntairports.com.au)  
[www.darwinairport.com.au](http://www.darwinairport.com.au)

## DIA ACCESS CONDITIONS OF PROGRAMMING AND USE

- Loss of an ASIC that has been programmed with access to DIA secure areas must be reported immediately to Darwin International Airport Terminal Control Centre
- DIA must be notified immediately of transfer/termination of employment
- The Access programmed onto the ASIC 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 have your ASIC programmed with DIA Access 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](http://www.darwinairport.com.au).

### OFFICIE USE ONLY

<p><b><u>PROCESSING</u></b></p> <p>Received: _____</p> <p>Coded: _____</p>	<p><b><u>SECURITY INDUCTION</u></b></p> <p>Completed: _____</p> <p>Exempt: _____</p>
<p><b><u>NOTES</u></b></p>	