

Office Use Only:					DRW	AUS	R	G
					Exp:			

Darwin International Airport REPLACEMENT ASIC APPLICATION FORM-S003

This form is to be used when you need a *replacement* of your current ASIC. If your old ASIC is due to, or has expired you need to apply for a new ASIC using FORM-S002.

Must be completed in **BLOCK CAPITALS** Only Please

SECTION A – APPLICANT DETAILS

Reason for Replacement:

- ASIC Stolen (Police Report number and Statutory Declaration required)
- ASIC Lost (Police Report number and Statutory Declaration required)
- Name Change (Photocopy of certificate and Statutory Declaration required)
- ASIC Damaged/Destroyed (Statutory Declaration required)
- Transfer to AUS ASIC (Supporting letter required)
- Change of Access Red ↔ Grey (Supporting letter required)

Details: If your ASIC has been lost or stolen you must report this to the Police and then provide Darwin International Airport (DIA) with a Police Report number. If you have changed your name we require a copy of the Marriage/Name change certificate and a Statutory Declaration. If your ASIC has been destroyed we require a Statutory Declaration detailing this. If you are transferring your ASIC to an 'AUS' Pass this form 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 you are changing your ASIC from or to a red/grey ASIC then we require a separate letter (on company letterhead) signed by a company authorised signatory detailing your new access requirements and reasons.

Personal Details:

Surname: _____

Given Name/s: _____

Employed By: _____

ASIC Number: _____ ASIC Expiry Date: _____

Current ASIC Designation: DRW AUS Red Grey

Date of Birth: _____ / _____ / _____ Gender: Male Female
Day / Month / Year

Address: _____
 Suburb _____ State _____ Postcode _____

Email Address: _____

Contact Telephone Number: _____

FORM-S003 October 2011

SECTION B – APPLICANT CERTIFICATION

I, _____ hereby:

Print Name

- (i) confirm that I understand that any replacement ASIC is subject to the same Terms and Conditions formerly signed by me at the time of issue of my original ASIC;
- (ii) 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: _____ Date: ____/____/____

Signature

Day Month Year

SECTION C – IDENTIFICATION

In order for a replacement 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)

SECTION D – PAYMENT

Payment for Replacement ASICs must be made at the time of requesting. If your company is willing to pay the replacement 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.

ASIC Replacement cost: \$80.00 (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

RECEIPT – TO BE COMPLETED ON ISSUE OF REPLACEMENT ASIC

I, _____ acknowledge receipt of:

Print Name

replacement Aviation Security Identification Card _____,

(Replacement ASIC Number)

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 Part 2 of my original ASIC 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
- Name change certificate and Stat Dec
- Aus Pass Letter
- Access change letter

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 replacement
ASIC to be charged to Account or Credit Card on file**

PROCESSING

Previous ASIC returned: ____ / ____ / ____ Initial: _____

Issued: ____ / ____ / ____ Initial: _____

Database Updated: ____ / ____ / ____ Initial: _____

AusCheck Updated: ____ / ____ / ____ Initial: _____

Remember:

Identifying number to be added to end of ASIC number before printing to show how many times card has been issued to individual, e.g. first reprint will show "12345(2)".