

Darwin International Airport ACCESS CONTROL APPLICATION FORM-S007

This form is to be used when applying for Access Control to be loaded onto a non-Darwin International Airport (DIA) issued ASIC. If your ASIC is not a proxy card then we are unable to code it and you will need to apply for a separate Access Card using FORM-S005.

Must be completed in **BLOCK CAPITALS** only please.

PART 1 – TO BE COMPLETED BY APPLICANT

SECTION A – 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 <input type="checkbox"/> AUS <input type="checkbox"/> Red <input type="checkbox"/> Grey
Note: A photocopy of your current ASIC must be attached to this application form	
Date of Birth:	_____/_____/_____ Day / Month / Year
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Address:	_____
Suburb	_____ State _____ Postcode _____
Email Address:	_____
Contact Telephone Number:	_____

SECTION B – 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: _____ Date: ____/____/_____
Signature Day Month Year

PART 2 – TO BE COMPLETED BY EMPLOYER

ALL Sections in Part 2 must be completed by an approved company authorised 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 – ACCESS REQUIREMENTS

Access Areas Required:
Reason for Access: (You must be specific – justify the applicant’s need to access secure areas by stating actions and duties involved in position)

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 that the applicant requires access to the Security Sensitive Areas at DIA 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: _____ Date: ____/____/____
Signature Day Month Year

ACCESS CONTROL PRIVACY STATEMENT AND CONDITIONS OF PROGRAMMING AND USE

PRIVACY STATEMENT

Collection and disclosure to third parties of the information contained within this application form is required in order to enable the processing of Access Control onto your non-DIA issued ASIC. 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.

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 – (08) 8920 1805.
- 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 Secure Areas 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 may 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.

Please call (08) 8920 1805 to book an appointment to sit your test.

OFFICE USE ONLY

PROCESSING

Security Induction Completed: ____/____/____ Initial: _____

Pacom Updated: ____/____/____ Initial: _____