

Aviation Security Identification Card (ASIC) Application Form – S002

This form is to be used when applying for a new ASIC or when renewing your current ASIC due to its forthcoming expiry. Your business must be registered with Darwin International Airport's (DIA) ASIC & Access Control Department before an application may be accepted; if your business is not currently registered, FORM – S001 needs to be completed.

PART 1 – TO BE COMPLETED BY APPLICANT

SECTION A – PERSONAL DETAILS

To be completed by ALL applicants:

New ASIC

Renewal: Existing ASIC No: _____ Expiry Date: _____

Surname: _____

Given Name/s: _____

Previous Name Used*: Maiden Name Also Known As Previous Name: _____

*Copy of Name change/Marriage certificate must be submitted with application

Employed By: _____

Date of Birth: ____/____/____ Gender: Male Female

Town/City of Birth: _____

State/County/Province of Birth: _____

Country of Birth: _____

Country of Citizenship: _____

Note: Non-Australian Citizens must complete **Section D**

PLEASE NOTE:

- Original identification documents must be supplied at the time of application, along with photo copies.
- All signatures must be originals
- Applications may take up to 10 weeks to approve
- Scanned or emailed application forms will not be accepted.

SECTION B – CONTACT DETAILS

To be completed by ALL applicants:

Current Residential Address: _____
Suburb _____ State _____ Postcode _____

Resident from Date: ____/____/____

Note: You must provide your residential address history for the past 10 years in **Section C**

Current Postal Address: _____
(If different from above) Suburb _____ State _____ Postcode _____

Email Address: _____

Contact Telephone Number/s: Home _____

(please check preferred contact number) Work _____

Mobile _____

SECTION C – ADDRESS HISTORY

To be completed by ALL applicants – you must provide ALL residential addresses for the past 10 years, beginning with the **most recent**:

Street Address: _____
Suburb _____ State _____ Postcode _____

Resident Date from: ____/____/____

Street Address: _____
Suburb _____ State _____ Postcode _____

Resident Date from: ____/____/____

Street Address: _____
Suburb _____ State _____ Postcode _____

Resident Date from: ____/____/____

Street Address: _____
Suburb _____ State _____ Postcode _____

Resident Date from: ____/____/____

Street Address: _____
Suburb _____ State _____ Postcode _____

Resident Date from: ____/____/____

Note: Please continue on a separate sheet and attach if necessary.

SECTION D – VISA DETAILS

You must complete this section if you are **NOT** a citizen of Australia:

Passport Number: _____

Immigration Visa Number: _____

Visa Expiry Date: _____ / _____ / _____

Last arrival date into Australia: _____

Arrival Port: _____

Carrier Name/Flight Number: _____

Note: You must supply a photocopy of your current visa with this application.

SECTION E – DARWIN INTERNATIONAL AIRPORT PRIVACY STATEMENT

Collection and disclosure to third parties of the information contained within this application form is required in order to determine whether to issue an ASIC to the Applicant. The collection and handling of information is in compliance with Division 9 – *Aviation Transport Security Act 2004*, Part 6 – *Aviation Transport Security 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.

SECTION F – IDENTIFICATION REQUIREMENTS

All documents must be original and presented in-person for identity verification. A minimum of three identification documents are required (**one each from category A, B and C**). A **category D** document is only required if the **category A, B or C** do not display proof of a current residential address.

Before DIA can issue an ASIC to you, you must provide adequate personal identification. Under the *Aviation Transport Security Regulations 2005*, you must produce:

One (1) form of identification from Category A:

- Australian birth certificate
- Australian citizenship certificate
- Australian citizenship by descent extract
- ImmiCard
- Australian Visa
- Australian protection Visa

AND

One (1) form of *photo* identification from Category B (including signature):

- Passport
- Drivers licence
- Australian proof of age card
- Embassy/consulate photo identity card
- Adult firearms or shooter's licence
- Industry licence
- Police Identification card

- Australian security licence
- Working with vulnerable people card

AND

One (1) form of identification from Category C:

- Medicare Card
- Official Marriage Certificate
- ASIC or MSIC
- Government issued Identity document
- Evidence of employment
- Evidence of indigenous heritage
- Australian tertiary student ID card
- Academic transcript/trade certificate
- Bank card
- Australian government benefits

AND

One (1) form of identification from Category D – must be less than 6 months old:

- Australian electoral enrolment
- Australian rate or valuation notice
- Utility account or bank statement
- Mortgage papers or tenancy agreement
- Other evidence of residential address

Note: Foreign language documents must be accompanied by a professional translation.

Instructions:

- You must submit your application with **photocopies attached** and **bring the original documents with you**;
- If a name change has occurred i.e. through marriage, then the name change certification must be produced along with the above identification documents.

SECTION G – AUSCHECK PRIVACY NOTICE AND ACKNOWLEDGMENT

Before submitting the application, you must confirm that you consent to us using your information in order to determine whether we can issue you with an ASIC under the *Aviation Transport and Security Regulations 2005*. Please refer to the attached AusCheck Privacy Notice for details on how your information may be used.

I, _____ hereby:

- (a) certify that the personal information I have provided on this form relates to me and is correct;
- (b) acknowledge that I have read the attached AusCheck Privacy Notice, which explains how AusCheck will use my personal information;
- (c) consent to the forwarding of this form to the Attorney-General's Department (AusCheck) and understand that my personal information will be disclosed to the Australian Security Intelligence Organisation (ASIO) to coordinate a background check and security assessment and the Department of Immigration and Citizenship (DIAC) for the purpose of confirmation of my immigration status.

Signed: _____ Date: ____/____/____

SECTION H – ASIC HOLDER OBLIGATIONS AGREEMENT

Before DIA can issue an ASIC, the applicant must agree to comply with certain conditions of use of an ASIC. Please see the attached information sheet containing the list of ASIC Holder Obligations.

I, _____ hereby:

- (a) acknowledge that I have read the attached ASIC Holder Obligations, and I understand and agree to comply with the conditions of issue and use of an ASIC;
- (b) understand that incorrect use of the ASIC or access provisions may result in the immediate withdrawal of access privileges.

Signed: _____ Date: ____/____/____

SECTION I – INDUCTIONS

If your application for an ASIC is successful you must complete the Darwin International Airport Security Induction before your ASIC can be issued. The object of this is to keep Darwin International Airport safe and secure, and is a mandatory requirement of all people seeking an ASIC.

The induction is based online and consists of multiple choice questions, all questions have been captured from the Airport Security and Safety Awareness Guide, copies of which are available to download from our website at www.darwinairport.com.au.

You will be registered to undergo the inductions after submitting your application form. You will receive an email notification advising you of your login details and a link to complete the induction. You are required to bring the completed training certificate to the Terminal Control Centre (Gate A) when collecting your ASIC.

REMEMBER: You must submit PHOTOCOPIES of your identification documents at time of submitting your application, the original documents must also be sited at this time.

PART 2 – TO BE COMPLETED BY APPLICANT’S 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: _____

Employer Phone Number: Home _____

(please check preferred contact number) Work _____

Mobile _____

Employer Email: _____

Employer Postal Address: _____

Suburb _____ State _____ Postcode _____

SECTION B – SECURITY ACCESS REQUIREMENTS

All applications for an 'AUS' ASIC 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 supporting documentation is not supplied at the time of submission, an 'AUS' ASIC will not be considered for approval.

Please attach the supporting letter to the **back** of the application form.

* Applicant’s Position: _____

* Type of ASIC: **Red** – Applicant requires access to the Airside Security Zone

Grey – Applicant does NOT require access to the Airside Security Zone

DRW – Darwin International Airport access only

AUS – Australia wide access (supporting letter must be provided)

* Reason for access:

(You must be specific in this area;
please justify applicant’s need to
access certain secure areas by stating
action and duties involved in position)

SECTION C – EMPLOYER CERTIFICATION

* I, _____ hereby:

- (a) Confirm that the proceeding applicant and employer details are correct and request that an Aviation Security Identification Card (ASIC) be issued to the applicant for the areas indicated in this application;
- (b) Agree to notify Darwin International Airport (DIA) of any changes to the above particulars and to recover and return the ASIC prior to the applicant leaving our employment or upon transfer to a position which no longer has an operational need to retain the ASIC;
- (c) Understand that DIA may exercise its right to suspend production of ASIC's for any company who has expired/unrecovered ASIC's that have not been returned to DIA;
- (d) Understand that ASIC's not collected by the applicant within **2 months** from the date approved will be cancelled and **NO** refund will be given.

Signed: _____ Date: ____/____/____

SECTION D – PAYMENT

Payment for ASIC applications must be made at the **time of submission**, no applications will be accepted without payment.

ASIC Application cost: \$220 (Inc GST)

DIA accepts the following methods of payment:

- Cash
- EFTPOS
- Credit
- Cheque made payable to Darwin International Airport

ASIC fees are non-refundable, even if an application is unsuccessful or cancelled.

Note: 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 the company submits an application. Alternatively, you can attach a Single Payment Credit Card Authority Form that we will use for once off payment. Both of these forms are available at www.darwinairport.com.au

ENTRY TO CUSTOMS CONTROLLED AREAS

- Holders of an ASIC are advised of their additional responsibilities in Customs Controlled Areas. It is not intended to restrict or limit authorised persons from undertaking legitimate official or commercial activities in Customs Controlled Areas.
- Section 234AA of the *Customs Act 1901*, defines a place used by officers for Customs purposes and prohibits entry of unauthorised persons into these places.
- All persons (including authorised persons) in Customs Controlled Areas may be asked by a Customs Officer the purpose of their presence in that area and that the officer may also examine any goods carried by persons in, or out of, that area.
- Access to Customs Controlled Areas will be limited to those areas where an authorised person has legitimate commercial or official activities unless otherwise approved by the Customs Duty Manager.

OBLIGATIONS OF THE ASIC HOLDER

(As per the *Aviation Transport Security Regulations 2005*)

- ASIC card holders who have been convicted of an Aviation-Security relevant offence must notify Darwin International Airport (DIA) in writing of the conviction and any sentence within seven (7) days.
- An ASIC holder who changes their name has thirty (30) days to notify DIA. A copy of the Name Change Certificate must be submitted to DIA, along with a Statutory Declaration.
- The holder of the ASIC must return it to DIA within one (1) month if:
 - The ASIC expires; or
 - The holder is notified that it has been cancelled; or
 - The ASIC has been damaged, altered or defaced; or
 - The holder no longer has an operational requirement to hold an ASIC; or
 - On request from DIA for another reason.
- The holder of an ASIC commits an offence if:
 - The ASIC has been lost, stolen or destroyed; and
 - The holder of the ASIC knows about the loss, theft or destruction; and
 - He or she does not make a report in the form of a Statutory Declaration, of the loss to DIA within seven (7) days of becoming aware of the loss, theft or destruction.
- Where the ASIC has been stolen or lost, he or she must supply DIA with a Statutory Declaration and a copy of the police report or other information issued by the police.
- It is the ASIC holder's responsibility to ensure that their current ASIC does not expire before they apply for a new one; new applications may take up to 10 weeks to be approved.
- The ASIC is to be prominently displayed in the approved manner when entering, remaining on or leaving an Airside Security Zone or Secure Area – above waist high; at the front or side of the body; with the whole front face of the card clearly visible.
- The holder of an ASIC must not enter or stay in a Secure Area, other than for a lawful purpose.
- An ASIC is issued on a personal basis and must not be transferred or given to anyone else under any circumstances and must not be defaced or damaged.
- When not in use, the card will be kept in a safe place, and the holder will do their utmost to ensure the card's security at all times.
- The ASIC must be presented for inspection on demand from an authorised officer or any other ASIC holder.
- The holder of the ASIC and the holder's belongings and vehicle may be subject to a search by an Authorised Airport Officer before entering or while within the Security Controlled Areas.
- The ASIC remains the property of DIA at all times.
- Incorrect use of the ASIC or Access provisions may result in the immediate suspension and withdrawal of the ASIC and access privileges. DIA will determine the period of that suspension, dependant on the circumstances. You may also have your ASIC cancelled in certain circumstances.
- The Applicant agrees to DIA notifying their employer when an application has been successful/unsuccessful.
- Where an Applicant is notified that his/her Application is unsuccessful, the Applicant agrees to immediately return any Visitor's Pass on issue.
- Following an unsuccessful Application, the Applicant agrees not to seek a Visitor's Pass until he/she meets the ASIC issuing criteria.
- If there are any changes in circumstances to any part of this application, including the personal consent section, DIA must be advised immediately.
- The applicant as well as their employer are bound by the conditions of use, and will be responsible for any breaches on the conditions of use by the holder of the card.
- Darwin International Airport reserves the right to refuse the issue of an ASIC to individuals and/or companies who have failed to return their employee's (including previous employees) Expired ASIC's.
- The list of obligations is not exhaustive and is subject to change, dependant on the *DIA ASIC Program*, *DIA Transport Security Program* and the *Aviation Transport Security Regulations 2005*.

For further information, please contact the ASIC and Access Control Department at DIA on (08) 8920 1822



AusCheck Privacy Notice – November 2016

This document explains:

- what personal information is collected about you when you apply for an Aviation Security Identification Card (ASIC),
- how your personal information will be used, and
- where you can find out more information.

Why is my personal information being collected?

ASICs can only be issued after AusCheck has conducted a background check on you. Your issuing body will apply to AusCheck for a background check on your behalf. In accordance with the *AusCheck Act 2007*, by applying for an ASIC and receiving this Privacy Notice, you are taken to have given consent to another person making an application to AusCheck for a background check. This consent applies to both the initial background check your issuing body is applying for and any further background checks that are required or permitted to be conducted as referred to in the *AusCheck Act* to determine your continuing eligibility to hold an ASIC. Your issuing body will collect the information that AusCheck needs to correctly identify you and conduct a background check in relation to you. You are able to update your details with AusCheck at any time by either contacting your issuing body or AusCheck.

What personal information is being collected about me?

AusCheck will need your:

- **identity information:** your full name, date and place of birth, gender, any other names you have previously used, your contact details, your current residential address, and all other previous residential addresses for the past 10 years, photograph,
- **work and study information:** the name, business address and telephone number of your employer (if relevant) and/or a contact person at your place of employment or study, and issuing body details, and
- **other information:** AusCheck may also need additional information in order to confirm your identity, such as your fingerprints.

If an immigration check is requested by your issuing body, AusCheck will also need your:

- **immigration information:** your date of arrival in Australia, port of arrival, and other details that may be relevant, such as your travel document or visa number, flight number or name of vessel, and the full name of your parents if you entered Australia on your parents' passport.

AusCheck only uses your identity and immigration information for purposes permitted by law, including conducting a background check or background checks to determine or confirm your eligibility to hold an ASIC. AusCheck only stores your work or study information and photograph in the AusCheck database for purposes explained later in this brochure.

If your issuing body asks you for any other personal information, contact AusCheck or ask your issuing body to explain why the additional information about you is required.

How will my personal information be used?

If you are over 18 years of age

If you are over 18 years of age, AusCheck will coordinate a background check by using the information you provide to your issuing body. AusCheck uses your personal information to conduct background checks to determine your eligibility to obtain and continue to hold an ASIC. This includes background checks conducted at the request of the Secretary of the Department of Infrastructure and Regional Development in circumstances where there are reasonable grounds for suspecting you have been convicted of a relevant offence and/or you are a threat to transport security.

AusCheck will only provide your personal information for other purposes where specifically required or permitted by law such as verifying ASIC details, responding to a national security incident, and for law enforcement or national security purposes. Your personal information will not ordinarily be disclosed overseas.

When conducting a background check, AusCheck will disclose your personal information to the following Government agencies:

- **The Australian Security Intelligence Agency (ASIO):** ASIO will check your name on a database of known persons involved with politically motivated violence. ASIO will also keep your information and use it as necessary for national security purposes.
- **Australian Criminal Intelligence Commission (ACIC):** ACIC will check your criminal history in the databases of all Australian legal jurisdictions and supply a copy of your criminal record to AusCheck. ACIC will not use your information for any other purpose.

- **The Department of Immigration and Border Protection (DIBP):** If requested by your issuing body, DIBP will check your citizenship status or your legal right to work in Australia. DIBP may also use your information for immigration compliance purposes.

If you are under 18 years of age

If you are under 18 years of age, only the national security component of the background check will be undertaken. AusCheck will disclose your personal information to ASIO in conducting this check. ASIO will check your name on a database of known persons involved with politically motivated violence. ASIO will also keep your information and use it as necessary for national security purposes. AusCheck will only provide your personal information for other purposes where specifically required or permitted by law.

Please note that if you are under 14 years of age, your parent or legal guardian will be required to provide written consent to your Issuing Body for the background check to be undertaken.

Spent convictions

Generally the aim of spent convictions schemes is to prevent discrimination against individuals on the basis of old and minor criminal convictions for people who have had a 'clean' record since that time. Generally a conviction for a criminal offence will be considered spent if all the following conditions are met:

- it is old – it is ten years since the date of the conviction (or five years if you were a child at the time of the conviction)
- it was minor – the sentence of imprisonment was less than 30 months (two and a half years) imprisonment (or the penalty did not include imprisonment at all)
- there have been no further convictions during the ten year waiting period (or five years if you were a child at the time of your conviction), and
- an 'exclusion' does not apply.

Spent convictions also include convictions that have been set aside or pardoned. However, some exclusions apply to persons applying for an ASIC. This means that the details of some spent convictions for aviation and maritime security relevant offences will be given to AusCheck and used in its assessment of you. All other spent convictions are considered irrelevant to an application for an ASIC, and will not be given to AusCheck. If you believe that the spent conviction rules have been breached or wrongly applied, you can write to AusCheck and ask for our assessment to be reviewed. If you are unhappy with the way that AusCheck has dealt with your request, you can apply to the Office of the Australian Information Commissioner for the matter to be investigated.

What happens after my background is checked?

AusCheck will use the results of these checks to advise your issuing body whether you:

- have an adverse criminal record,
- have a qualified criminal record (ASIC only),
- have an adverse security assessment,
- have a qualified security assessment,
- have the right to work in Australia.

However, AusCheck will not provide your issuing body with your criminal history unless you have applied for an ASIC and you have a particular pattern of criminal convictions (a qualified criminal record).

While AusCheck is obliged to notify your issuing body and the Department of Infrastructure and Regional Development of an adverse or qualified security assessment outcome, under no circumstances will AusCheck release any additional information relating to this check.

AusCheck will also keep your personal information and photo on a database. Issuing bodies, certain industry participants, as well as Commonwealth, state and territory authorities seeking access for the purposes of performing functions relating to law enforcement or national security can access your personal information and photograph in certain circumstances.

Where can I get more information?

The AusCheck Privacy Policy has more information about:

- aviation and maritime security relevant offences and spent convictions,
- how AusCheck and others may use your personal information,
- to whom your personal information may be disclosed,
- your rights to access and correct your personal information,
- your rights to complain about any suspected breach of your privacy, and
- how your personal information is secured by AusCheck.

You can see the AusCheck Privacy Policy at:

www.ag.gov.au/AusCheck. You can contact an AusCheck staff member with any questions on (02) 6141 2000 or at AusCheck@ag.gov.au