

Darwin International Airport ACCESS CARD APPLICATION FORM-S005

This form is to be used when applying for a separate Darwin International Airport (DIA) Access Card. If you have a proxy ASIC you can apply to have this coded instead of applying for a separate card by using FORM-S007. If you already have a DIA Access Card and need it updating please use FORM-S006.

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"/> Replacement (lost/stolen/destroyed) – 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 <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 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: _____ 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 Darwin International Airport (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 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 DIA 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: _____ Date: ____/____/____
Signature Day Month Year

SECTION D – 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
- EFTPOS
- Credit
- 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

ACCESS CARD PRIVACY STATEMENT AND CONDITIONS OF USE

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 Access Card 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 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.

ACCESS CARD CONDITIONS OF ISSUE AND USE

- Loss of card is to be reported immediately to DIA Terminal Control Centre – (08) 8920 1805.
- The Access Card remains the property of DIA and must be surrendered on expiry, transfer or termination of present duty, or on request by DIA.
- The card 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 collect your Access Card you must complete the Darwin International Airport Security Induction; this is a mandatory requirement with the objective of keeping Darwin International Airport safe and secure.

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. Please visit our website and register to sit the induction. Once you have registered, you will receive an email with your username and password and a link to the induction. On successful completion of the induction you will receive an additional email with an attached Training Record; you are required to print and sign the Training Record and bring it with you to the Terminal Control Centre (Gate 6) along with your application form.

OFFICE USE ONLY

PAYMENT

Method: CC / CASH / CHEQUE / ACCOUNT

Receipt#: _____

Date: ____/____/____ Initial: _____

PROCESSING

Security Induction Completed: ____/____/____

Initial: _____

Issued: ____/____/____ Initial: _____

Database Updated: ____/____/____ Initial: _____

RECEIPT – TO BE COMPLETED ON ISSUE OF ACCESS CARD

I, _____ Print Name acknowledge receipt of:

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 Part 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