

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

SECTION A – APPLICANT DETAILS

Reason for a Replacement:

- ASIC Stolen** (Police Report number and Statutory Declaration required)
- ASIC Lost** (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)
- ASIC Type Change Red \longleftrightarrow Grey** (Supporting letter required)

Details: If your ASIC has been stolen you must report this to the Police and then provide Darwin International Airport (DIA) with a Police Report number. If your ASIC has been lost, we require a Statutory Declaration stating that you have exhausted all avenues to recover the ASIC and it cannot be found. 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' ASIC, 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/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 No: _____ Expiry Date: _____

Current ASIC Designation: DRW AUS Red Grey

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

Address: _____

Suburb _____ State _____ Postcode _____

Email Address: _____

Contact Telephone Number: _____

SECTION B – APPLICANT CERTIFICATION

I, _____ herby:

- 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;
- Certify that the details contained in this application are true and correct and that I understand I must contact DIA immediately if any of the information changes.

Signed: _____ Date: ____/____/____

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:

- Birth Certificate
- Australian Citizenship Certificate
- Drivers Licence
- Passport
- Australian Proof of Age Card

SECTION D – PAYMENT

Payment for Replacement ASIC's 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 of 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:

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: ____/____/____

OFFICE USE ONLY**DOCUMENTATION**

- Lost Stat Dec
- Stolen Stat Dec (including Police Report #)
- Destroyed Stat Dec
- Name change certificate and Stat Dec
- AUS letter
- Type change letter

ID REQUIREMENTS

- Birth Certificate
- Citizenship Certificate
- Drivers Licence
- Passport
- Australian Proof of Age Card

PAYMENT

Method: CC / CASH / CHEQUE / ACCOUNT

Receipt #: _____

Date: ____/____/____

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