



# Visitor Identification Card - Application Form

VIC Number (Office Use Only)							
DRW							

This form is to be used by persons requiring temporary access to secure areas of Darwin International Airport who do not currently hold a valid Aviation Security Identification Card (ASIC). You cannot apply for a VIC if you have been refused an ASIC or if your current one is suspended or cancelled.

## Applicant Details

Type of VIC being applied for:

- Standard VIC** Valid until midnight on the day of issue.  
*You must carry valid photo ID (i.e. Drivers Licence) at all times with this type of VIC.*
- Photo VIC** Valid for multiple days up to a maximum of 28.

A person cannot have more than twenty-eight (28) VIC days in a twelve (12) month period. *Exemptions apply for persons who have submitted an ASIC application.*

## Personal Details:

Surname: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Employed By: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Contact Number \_\_\_\_\_

## Access Requirements

- Domestic Departures
- Aerobridges
- Security Restricted Area (RPT Apron)
- Airside Area
- International Departures**
- International Arrivals**
- Servicing International Aircraft (Catering, Baggage Handling, Boarding etc.)**

**Reason for Access:** \_\_\_\_\_  
*You must justify your need to access each area and the duties/works that are to be carried out.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dates of Access:** From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_ OR #Days \_\_\_\_\_

It is an offence under section 6.38A part (3) of the *Aviation Transport Security Regulations 2005* to give a false or misleading statement relating to reasons for access to a secure area of an airport.  
**Penalty: 10 Penalty Units**

## Acceptable Identity Documents – *Original document must be valid and presented upon application*

- Australian or Foreign Passport
- Australian Driver Licence
- Embassy or Consulate Photo ID Card
- Australian Working with Children Card
- Adult Firearms or Shooters Licence
- Australian Industry Licence
- Australian Security or Crowd Control Licence
- Australia Police ID

## Conditions of VIC issue

- You cannot apply for a VIC if you have been refused an ASIC or are the holder of an ASIC that has been suspended or cancelled.
- A VIC can only be issued for a maximum of 28 days.
- You cannot apply for a VIC if you have had 28 VIC days within 12 months; unless
  - You have an application for an ASIC lodged (must provide proof).
- **VIC holders must only enter the secure area for which they have stated in this form.** If they require access to a new area, they must request approval from the Terminal Control Centre.
- VIC holders must carry valid photo ID at all times if their VIC does not have their photo printed on it.
- **VIC holders must display their VIC with the yellow side visible and above the waist.**
- **VIC holders must be escorted by valid ASIC holder at all times when entering a secure area.**
- VIC holders must leave the secure area immediately if they are no longer being supervised by a valid ASIC holder
- VIC & ASIC holders may be subject to and must comply with identification checks by Airport Operations Staff, Australian Federal Police and Airport Security Officers.
- VIC holders who have 'Tools of Trade' and are working in the *Sterile Area* of the terminal must be supervised by a valid ASIC holder at all times and must not leave tools unattended or accessible to the public.
- VIC holders must report immediately to the Terminal Control Centre if a VIC has been lost, stolen or destroyed.
- VIC Holders must return the VIC to Terminal Control Centre as soon as it has expired, or if they no longer have an operational requirement to hold the VIC.
- The issue of the VIC is at the discretion of Darwin International Airport.
- **If you intend to enter the Custom Controlled Area(s) of Darwin International Airport, you are bound by the Aviation Security Transport Regulations 2005 & the Customs Act 1901. You also consent to DIA providing a copy of this form to the Australian Border Force for a security assessment.**

## VIC Applicant Certification

I \_\_\_\_\_ hereby:

- Confirm that I am accessing the secure area of Darwin International Airport for a legitimate lawful purpose, and have an operational requirement to do so; and
- That I have not been refused an ASIC or do not have a current ASIC that is suspended or cancelled; and
- That I have understood the conditions of a VIC as set out above; and
- That I will return the VIC as soon as;
  - It expires; or
  - I am notified that the VIC has been cancelled; or
  - The VIC has been damaged, defaced or altered; or
  - I no longer have an operational requirement to enter the relevant secure area; and
- That the details contained in this form are true and correct.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ASIC Holder / VIC Sponsor Certification

I \_\_\_\_\_ hereby:

- Confirm that the applicant has a legitimate lawful purpose, and an operational requirement to access the secure area of Darwin International Airport under escort; and
- That I have understood the conditions of a VIC set out above.

Signed: \_\_\_\_\_ ASIC # \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_