



OFFICE USE ONLY		NAME	
ASP	AUS	APP ID#	
RED	GREY	ASIC#	EXPIRY

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 Alice Springs Airport (ASA) before an application may be accepted; if your business is not currently registered, FORM – S001 needs to be completed.

APPLICATION CHECKLIST

Original Identity Documents

Category A

- Australian/New Zealand Birth Certificate
- Australian/New Zealand Citizenship Certificate
- Australian Visa (With Supporting Foreign Passport)
- ImmiCard
- Australian Protection Visa (With Foreign Passport)

Category B

- Passport
- Driver Licence
- Australian Proof of Age Card
- Industry Licence
- Other _____

Category C

- Medicare Card
- Marriage Certificate
- Bank Card
- Evidence of Employment
- Australian Tertiary Student ID Card
- Valid ASIC/MSIC
- Other _____

Category D

- Proof of Residential Address
- You only require Category D if neither A, B or C show your current residential address.

- | | |
|--|---|
| <input type="checkbox"/> Application is completed in Blue or Black Ink | <input type="checkbox"/> All documents are original. |
| <input type="checkbox"/> Employer Section is Complete | <input type="checkbox"/> All signatures are original. |

You must have a minimum of 3 identification documents (one each from Category A, B & C). They must be presented at the time of submitting this form.

Applications will not be accepted if you do not have the necessary documentation, or if the identity documents you have provided are not the original documents.

PART 1 – TO BE COMPLETED BY APPLICANT

Surname: _____

Given Name/s: _____

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

*Name change/Marriage certificate must be presented with this application

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

Town/City of Birth: _____

State/County/Province of Birth: _____

Country of Birth: _____

Country of Citizenship: _____

CURRENT ADDRESSES

Current Residential Address: _____

Suburb _____ State _____ Postcode _____

Resident From: ____/____/____

Current Postal Address: _____

(If different from above) Suburb _____ State _____ Postcode _____

CONTACT INFORMATION

Email Address: _____

Contact Telephone Number/s: Home _____ Work _____

(please tick preferred contact number) Mobile _____

EMPLOYED BY

Company Name: _____

Applicants Position: _____

PREVIOUS ADDRESSES – Minimum 10 Years of History (Continue addresses on a separate sheet if necessary)

Street Address: _____
Suburb _____ State _____ Postcode _____
Country _____ Resident From: ____/____/____ To ____/____/____

Street Address: _____
Suburb _____ State _____ Postcode _____
Country _____ Resident From: ____/____/____ To ____/____/____

Street Address: _____
Suburb _____ State _____ Postcode _____
Country _____ Resident From: ____/____/____ To ____/____/____

Street Address: _____
Suburb _____ State _____ Postcode _____
Country _____ Resident From: ____/____/____ To ____/____/____

Street Address: _____
Suburb _____ State _____ Postcode _____
Country _____ Resident From: ____/____/____ To ____/____/____

Street Address: _____
Suburb _____ State _____ Postcode _____
Country _____ Resident From: ____/____/____ To ____/____/____

Street Address: _____
Suburb _____ State _____ Postcode _____
Country _____ Resident From: ____/____/____ To ____/____/____

Street Address: _____
Suburb _____ State _____ Postcode _____
Country _____ Resident From: ____/____/____ To ____/____/____

Street Address: _____
Suburb _____ State _____ Postcode _____
Country _____ Resident From: ____/____/____ To ____/____/____

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: _____
Airline/Ship Name: _____

INDUCTIONS

If your application for an ASIC is successful your employer will receive an email notification with a link for you to complete any required inductions. The inductions are based online and consist of multiple choice questions. Once completed you can collect your ASIC from the Airport Management Centre.

ASIC HOLDER OBLIGATIONS AGREEMENT

Before ASA can issue an ASIC, the applicant must agree to comply with certain conditions of use of an ASIC. Please see the attached information sheet on page 8 containing the list of ASIC Holder Obligations.

I, _____ hereby:

- 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;
- Understand that incorrect use of the ASIC or access provisions may result in the immediate withdrawal of access privileges.

Signed: _____ Date: ____/____/____

ALICE SPRINGS 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*, Alice Springs Airport Transport Security Program and *The Privacy Act 1988*.

In addition, we may use your personal information for the purposes of assisting ASA 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.

I, _____ hereby:

Consent to Alice Springs Airport collecting, using and disclosing personal information as set out above.

Signed: _____ Date: ____/____/____

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:

- Certify that the personal information I have provided on this form relates to me and is correct;
- Acknowledge that I have read the attached AusCheck Privacy Notice, which explains how AusCheck will use my personal information;
- Consent to the forwarding of this form to the Department of Home Affairs and understand that my personal information will be disclosed to the Australian Security Intelligence Organisation (ASIO) to coordinate a background check.

Signed: _____ Date: ____/____/____

DOCUMENT VERIFICATION SERVICE CONSENT

The Identity Documents you have provided Alice Springs Airport are required to be checked with the issuing body for each document using the *Document Verification Service*.

Before submitting this application, you must confirm the following:

- I am authorised to provide the personal details presented and I consent to my identity being confirmed with the document issuer or official record holder via third party systems.

Signed: _____ Date: ____/____/____

All of the above must be fully understood by the applicant and signed.

Applications will be rejected if any of the above are left blank.

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 ASA.

To confirm your current company signatories please email: asic.asp@ntairports.com.au

EMPLOYER DETAILS

Company Name: _____

Company Authorised Signatory Name: _____

Employer Phone Number: Home _____

(please tick preferred contact number)

Work _____

Mobile _____

Employer Email: _____

Employer Postal Address: _____

Suburb _____ State _____ Postcode _____

SECURITY ACCESS REQUIREMENTS

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

ASP – Alice Springs 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)

Application may be rejected if this section is not detailed

All applications for an 'AUS' ASIC must be accompanied by a **separate letter** (on company letterhead)

It must:

- Be signed by a company authorised signatory; and
- State the name of all ports for which access is required; and
- State 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 provide the supporting letter with the application form.

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 Alice Springs Airport (ASA) of any changes to the above particulars and to recover and return the ASIC prior to the applicant leaving our employ or upon transfer to a position which no longer has an operational need to retain the ASIC;
- (c) Understand that ASA 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 ASA;
- (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: ____/____/____

PAYMENT

Payment for ASIC applications **must** be made at the **time of submission**. Applications will **NOT** be processed without payment.

ASIC Application: \$255 (Inc GST)

Under 18 Years of Age Application: \$135 (Inc GST)

Replacement Cards: \$135 (Inc GST)

ASA accepts the following methods of payment:

- Cash
- EFTPOS
- Credit
- Cheque made payable to Alice Springs Airport

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

Note: Your company has the option of providing ASA 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.alicespringsairport.com.au

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 Alice Springs Airport (ASA) 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 ASA. A copy of the Name Change Certificate must be submitted to ASA, along with a Statutory Declaration.
- The holder of the ASIC must return it to ASA 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 ASA 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 ASA 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 ASA 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 8 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 ASA 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. ASA 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 ASA 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, ASA 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.
- Alice Springs 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 *ASA ASIC Program*, *ASA Transport Security Program* and the *Aviation Transport Security Regulations 2005*.

For further information, please contact the Airport Management Centre on 08 8951 1211



AusCheck Privacy Notice – December 2018

The Department of Home Affairs (the Department) includes the Australian Border Force. The *AusCheck Act 2007* (AusCheck Act) authorises and requires the Department to collect certain personal information to administer the AusCheck scheme.

The *Privacy Act 1988* requires the Department to notify an individual of certain matters when it collects personal information about them. This form is your notification of those matters.

This document explains:

- what personal information is collected from you when an application for a background check is made in connection with you being issued or holding an Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC)
- how your personal information will be used
- where you can find more information.

What is personal information?

The *Privacy Act 1988* defines personal information as information or an opinion about an individual who is reasonably identifiable.

Under the *Privacy Act 1988* personal information may include sensitive information.

Sensitive information is a subset of personal information and includes information or opinion about an individual's racial or ethnic origin, political, religion and philosophical beliefs, trade or professional associations or memberships, union membership, sexual orientation or practices, criminal history, health, genetic and biometric information.

Why is my personal information being collected?

Under the *Aviation Transport Security Regulations 2005* and the *Maritime Transport and Offshore Facilities Security Regulations 2003*, a person must undergo an AusCheck coordinated background check before they can be issued with an ASIC or MSIC. AusCheck requires some of your personal information in order to conduct this background check. Your Issuing Body will apply to AusCheck for a background check on your behalf.

Applicants and cardholders are required to notify their Issuing Body of any changes to their name, and in the case of a four-year MSIC any changes to their address. You are able to update your details with AusCheck at any time by either contacting your Issuing Body or AusCheck.

Consent

Under the AusCheck Act, by accepting this Privacy Notice and making an application for an ASIC or MSIC, you are taken to have consented to an AusCheck coordinated background check.

This consent applies to the initial background check required as part of your ASIC or MSIC application, as well as any further background checks required or permitted by the AusCheck Act or other legislation. This includes a second background check triggered on the two year anniversary of the completion of the initial check undertaken for a four year MSIC or a background check requested by the Secretary of the Department.

In circumstances where you are a holder of an ASIC or MSIC and you are convicted of an aviation or maritime security relevant offence you have a legal obligation to self-report this conviction. In order to continue holding an ASIC or MSIC an additional AusCheck coordinated background check will need to be undertaken. This will only be undertaken if you provide further consent for this process.

You will be prompted to provide express consent to have your identity documents electronically verified with the document issuer or official record holder through third party systems.

What personal information is being collected about me?

Your Issuing Body will collect the information that AusCheck requires to conduct a background check.

The information that AusCheck requires includes:

- **details of identification documents:** for example your birth certificate registration number, to enable the electronic verification of these documents. If there are issues verifying these documents, your Issuing Body may provide copies of these documents to AusCheck to assist with troubleshooting. These copies will be stored in accordance with Commonwealth government record keeping obligations as set out in the *Archives Act 1983*.
- **identity information:** your full name, date and place of birth, gender, any other names by which you are known or have previously been known, contact details, current residential address, and all other previous residential addresses for the past 10 years.
- a **photograph** taken within the last 6 months showing your full face, and head and shoulders.
- **work and study information:** the name, telephone number and business address of your employer and/or the name and business address of the institution where you are studying.
- **other information:** AusCheck may also need additional information in order to confirm your identity, such as fingerprints or other biometric data.

If an immigration check is requested by your Issuing Body, AusCheck will also need your **immigration information**:

- your passport number, and the number and expiry date of any visa granted to you enabling you to travel to and enter, remain and/or work in Australia.

Biometric data is defined as 'identity verification information' in the AusCheck Act and includes data such as your fingerprints. Identity verification information is given additional protection under the AusCheck Act, and may only be collected, retained, used or disclosed for the purposes of verifying your identity for the purposes of the background check.

AusCheck can only conduct a background check if the required information is provided. Failure to provide the required information will delay the commencement of your background check.

If your Issuing Body or employer has asked you for any additional personal information, you should contact them to clarify why that additional information is required.

How will my personal information be used?

AusCheck will only use your personal information for purposes permitted by law, including:

- determining whether a background check is required or permitted
- conducting and advising on the outcome of a background check
- updating information on an individual who has undertaken a background check
- providing updated advice on the outcome of a background check if the initial advice was inaccurate or incomplete (this may involve further background checking)
- verifying the identity of an individual
- providing an online verification service that will verify if an ASIC or a MSIC has been issued and its status
- responding to a national security incident
- performing functions relating to law enforcement or national security.

Your personal information will be stored in the AusCheck database for these permitted purposes.

Your personal information will be used and stored securely in accordance with the Australian Privacy Principles. Your personal information may be disclosed to an overseas recipient but only in specific instances where this disclosure is authorised by legislation.

AusCheck will conduct and coordinate a background check using the information you provide to your Issuing Body. That information may also be used to conduct subsequent background checks (see 'consent' above). The outcome of these background checks affects your eligibility to be issued and to hold an ASIC or MSIC.

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

- **The Australian Security Intelligence Organisation (ASIO):** ASIO will assess your background and any past activities to determine whether there could be a threat to national security. ASIO will keep your information and use it as required for national security purposes.
- **The Australian Criminal Intelligence Commission (ACIC):** The ACIC will check your criminal record in the databases of all Australian legal jurisdictions and supply a copy of your criminal record to AusCheck. AusCheck will provide you with an opportunity to review your security relevant offences before finalising the eligibility assessment. If you dispute the details of these offences, you are required to contact AusCheck in the first instance. AusCheck can provide details of your dispute to the ACIC, but you may need to contact the relevant police in the jurisdiction in which the offence occurred to directly query your criminal record. The ACIC may also use your information to perform functions related to law enforcement purposes, including those purposes set out in the *Australian Crime Commission Act 2002*.

AusCheck will only provide your personal information for other purposes where specifically required or permitted by law such as verifying ASIC or MSIC details, responding to a national security incident, and for law enforcement or national security purposes.

AusCheck will disclose your personal information to other parts of the Department to electronically verify your identification, or to check your citizenship status or your legal right to work in Australia. This information may also be used for immigration compliance purposes.

If you are under 18 years of age, AusCheck will only conduct the security assessment component of the background check. AusCheck will only provide your personal information for other purposes where specifically required or permitted by law.

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.

What happens after my background check is complete?

AusCheck will use the results of these checks to advise your Issuing Body or the Aviation Maritime Security Division (AMS) whether you:

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

If you have applied for an ASIC and have a qualified criminal history, your Issuing Body has discretion about whether to issue you an ASIC on the basis of your criminal record. AusCheck will provide your Issuing Body with the details of your convictions for aviation security relevant offences to assist them when making this decision.

If you have applied for an ASIC and have an adverse criminal history, your Issuing Body must not issue you an ASIC.

If you have applied for an MSIC and have a disqualified criminal history, your Issuing Body must not issue you an MSIC.

If you have applied for an ASIC or an MSIC and you have an adverse security assessment, your Issuing Body must not issue you an ASIC or MSIC.

If you have applied for an ASIC or MSIC and you have a qualified security assessment, AMS has discretion on whether your Issuing Body can issue you an ASIC or MSIC. Your security assessment will be provided to AMS to assist them when making this decision.

If you have applied for an ASIC or MSIC and you do not hold a visa entitling you to work in Australia, your Issuing Body must not issue you an ASIC or MSIC.

AusCheck will keep your personal information on the AusCheck 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 this information in certain circumstances authorised by law.

Spent convictions

A spent conviction is a criminal conviction that lapses after a period of time and will not ordinarily be disclosed on a person's criminal record. The Commonwealth spent convictions scheme is contained in Part VIIC of the *Crimes Act 1914* (Cth) and limits the use and disclosure of certain criminal history information. AusCheck will not be provided with, and will not use or disclose, information about a conviction which is 'spent' (unless an exclusion applies – see below). This includes convictions that have been quashed or set aside, or for which a pardon has been granted.

A conviction is a 'spent conviction' under the Commonwealth spent convictions scheme if all of the following applies:

- you were not sentenced to more than
- 30 months imprisonment in relation to the offence
- the 'waiting period' has ended – 10 years since the date of the conviction (or five years if you were dealt with as a minor)
- you have not been convicted for an offence during the waiting period.

A conviction is also 'spent' under the Commonwealth scheme if it is considered a 'spent conviction' under a state or territory law. Note that AusCheck is exempt from the application of the South Australian spent convictions scheme.

Some exclusions apply to persons applying for an ASIC or MSIC. This means that the details of convictions for certain aviation and maritime-security-relevant offences will be given to AusCheck and used and disclosed in relation to the background check even if they are 'spent'.

If you believe the 'spent convictions' rules have been breached by AusCheck, you can apply to the Office of the Australian Information Commissioner for an investigation.

Where can I get more information?

The AusCheck section of the Home Affairs website has more information about:

- 'spent convictions'
- how your personal information will be used
- 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
- how your personal information is secured by AusCheck
- the background checking process
- the decision making process and considerations
- processing times and outcome notification
- discretionary cards
- appeal processes
- obligations to self-report
- legislation relating to AusCheck. You can see the website at:

<https://www.homeaffairs.gov.au/about-us/our-portfolios/criminal-justice/crime-prevention/auscheck>.

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