

This form is to be used when applying for a separate Alice Springs Airport (ASA) 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 ASA Access Card and need it updated, please use **FORM-S006**.

Please ensure you have attached a copy of your current ASIC.

PART 1 – TO BE COMPLETED BY APPLICANT

SECTION A – PERSONAL DETAILS

Initial Application
 Replacement (lost/stolen/destroyed) – Statutory Declaration attached

Surname: _____

Given Name/s: _____

Employed By: _____

Position: _____

ASIC Number: _____ Expiry Date: _____

ASIC Designation:
 ASP
 AUS
 Red
 Grey

Note: A photocopy of your current ASIC must be attached to this application form.

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

Address: _____

Suburb _____ State _____ Postcode _____

Email Address: _____

Contact Telephone Number: _____

SECTION B – APPLICANT CERTIFICATION

I, _____ hereby:

(a) Confirm that I have read and understood the conditions of issue and use for all ASA Access Cards;

(b) Acknowledge that I have read, understood and accept the ASA Privacy Statement attached to this application form; and

(c) Certify that the details contained in this application are true and correct and understand I must contact ASA immediately if any of the information changes.

Signed: _____ Date: ____/____/____

PART 2 – TO BE COMPLETED BY EMPLOYER

SECTION A – EMPLOYER DETAILS

All sections in Part 2 must be completed by an approved company authorised signatory, which has been registered with ASA.

Company Name: _____

Company Authorised Signatory: _____

(Full Name)

Company Phone Number: Work _____

(Please tick preferred) Mobile: _____

Company Email: _____

Company Postal Address: _____

Suburb _____ State _____ Post Code _____

SECTION B – ACCESS REQUIREMENTS

Access Areas Required: _____

Reason for Access:

(you must be specific in this area;

please justify applicant's need to access

certain secure areas by stating actions and

duties involved in position)

SECTION C – EMPLOYER CERTIFICATION

I, _____ herby:

- (a) Confirm that the proceeding applicant and employer details are correct and that the applicant requires access to the Security Sensitive Areas at Alice Springs Airport (ASA), in order to perform his/her duties for his/her employment;
- (b) Agree to notify (ASA) of any changes to the above particulars and to recover and return the Access Card prior to the applicant leaving our employ or upon transfer to a position which no longer has an operational need to retain the Access Card;
- (c) Understand that ASA may exercise its right to suspend production of Access Card's for any company who has expired/unrecovered Access Card's that have not been returned to ASA;
- (d) Understand that Access Card'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 Access Card applications must be made at the **time of submission**, no applications will be accepted without payment.

Access Card Application cost: \$20 (Inc GST)

ASA accepts the following methods of payment:

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

A Single Payment Credit Card Authority Form that we can use for once off payment, without the card holder being present, is available on our website at www.alicespringsairport.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 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.

By submitting this application, you consent to ASA 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 ASA Management Centre – (08) 8951 1211
- The Access Card remains the property of ASA and must be surrendered on expiry, transfer or termination of present duty, or on 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 control.

INDUCTIONS

Before you can collect your Access Card, you must complete any required Inductions sent to you by Alice Springs Airport. This is a mandatory requirement with the objective of keeping Alice Springs Airport safe and secure.

The inductions are based online and consists of multiple choice questions.

Once this form is submitted you will be sent a link to complete these inductions. Once your induction has been completed successfully you may collect your access card from the Airport Management Centre (M-F 0830 to 1430 only).

OFFICE USE ONLY

PAYMENT

Method: CC / CASH / CHEQUE / ACCOUNT

Receipt #: _____

Date: ____/____/____

PROCESSING

Inductions Completed: ____/____/____ Initial: ____

Issued: ____/____/____ Initial: ____

Database Updated: ____/____/____ Initial: ____

RECEIPT – TO BE COMPLETED ON ISSUE OF ACCESS CARD

I, _____ acknowledge receipt of:
(Print Name)

- My Alice Springs Airport Access Card, which remains the property of Alice Springs 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: _____ Date: ____/____/____