



Aerodrome Management Services Pty Ltd

Office Check list

- Photograph Taken
- Security Check Requested
- AusCheck Received
- Card Requested
- Invoice Requested

**AVIATION SECURITY
IDENTIFICATION CARD
(ASIC)
APPLICATION**

***PLEASE READ ALL INFORMATION PROVIDED CAREFULLY
BEFORE COMPLETING THIS APPLICATION***

**Aerodrome Management Services
PO Box 6127, EAST PERTH WA 6892
TEL: (08) 9221 6777
FAX: (08) 9221 6776
asic@amsaustralia.com**

GENERAL INFORMATION

Production Process

A period of up to 6 weeks may be required to produce an ASIC. Applications must be lodged as soon as possible to allow for processing. To avoid unnecessary delays please ensure that all fields of the application are fully completed, especially the Consent form at Attachment A.

Privacy Note:

Aerodrome Management Services (AMS) complies with the requirements of the Privacy Act and National Privacy Principles. In applying for an ASIC you must disclose certain personal information to us. The information is required for the issuing of an ASIC. Personal Information will be disclosed to certain third parties such as AUSCHECK who in turn will conduct background checks through Australian Federal Police (which conducts the police records check), Australian Security Intelligence Organisation (which conducts a security assessment) and the Department of Immigration and Border Protection (for residency status checks). At any time you are able to gain access to your personal information held by AMS and are able to update the information held. This can be done by contacting the office by email: asic@amsaustralia.com or phone: 08 9221 6777 during office hours. By making this application you consent to AMS collecting, retaining, using and disclosing your personal information as outlined above.

Fees:

All fees payable for ASIC must be paid at time of application or a credit arrangement can be made. These fees include GST, are subject to change and are current as of 01 August, 2017.

Initial or Renewal Application: \$220.00 (full Auscheck security clearance and card production costs)

Replacement of Lost ASIC: \$60.00

Identification

Applicants are required to present in person with the ID documents specified in Section 6 at the time of application or before the ASIC is issued.

CONDITIONS OF USE FOR ALL CARDS

In consideration of AMS issuing an ASIC, the applicant agrees to comply with the following conditions:

- The card, when not in use, will be kept in a safe place and the holder will do their utmost to ensure the cards security at all times.
- The card must be prominently displayed in the approved manner when entering, remaining in or leaving a secure area of a security controlled airport.
- The card is to be presented for inspection on demand.
- A card that is lost, stolen or destroyed is to be reported within seven (7) days to AMS and if necessary, local police. A Statutory Declaration outlining the circumstances is to be completed and forwarded to AMS.
- The card is to be surrendered upon:
 - Expiry,
 - When you no longer have an operational need for access to a security controlled airport (ie expiry or cancellation of pilot medical certificate), or
 - On demand by AMS.
- The card may only be used in accordance with the operational need or the holder's approved duties in the restricted area and it does not constitute an authority to enter or remain in an airside or security restricted area for any other purpose.
- If there are any changes in circumstances to any part of this application, including the Personal Consent Form, AMS must be advised immediately.
- The ASIC is issued subject to Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005 and any amendments to the Act or Regulations.
- The ASIC remains the property of AMS at all times and must be returned immediately upon ceasing to have an operational need.
- The ASIC must be returned within 30 days of expiry.

I understand and agree to the Important Information and Conditions of issue and use of an ASIC and that failure to return the card upon cancellation, expiry or when no longer required is an offence under the Regulations.

Applicant Signature: _____ Employer's/AMS Issuing Officer Signature: _____

Date: _____

Date: _____

Document Name: AMS ASIC Application Form
Revision: 2
Amendment Date: 21-07-2017
Expiry Date: 21-07-2018
Page 2

Created By: Karl Valentin
Peer Reviewer: Carol Birkbeck
Approved By: Karl Valentin
Document Number: PER-SEC-FRM-0001

Aviation Security Identification Card (ASIC) Application



Please read this application carefully and complete all sections. Failure to do so may result in processing delays. Please use ink on all parts of the application

1. Personal Details (to be completed by applicant)

Surname: _____ Initial Application

Full Given Name/s: _____ Renewal/Reissue

Previous Names: _____ Replacement (Lost/Stolen)

Company: _____

Position - (if pilot, write "PILOT"): _____

Include any other name that you have been known as including maiden names or different spelling of names. Specify whether Maiden, name at birth, previous name etc.

Applicant's Home Address: _____

Suburb: _____ Postcode: _____ State: _____

Date first at this address: ____/____/____ (if less than 10 yrs at this address, refer to address history below)

Work Ph: _____ Home Ph: _____ Mobile: _____

Date of Birth: _____ City/Town of Birth: _____ Country of Birth: _____

Sex: Male Female

Country of current citizenship: _____
(If not Australian please provide a photocopy of your passport information page with this application)

Signature: _____ Date: _____

Previous address history if less than 10 years at current address ** A minimum of 10-year address history must be provided.

Street No. and Name	Suburb	Postcode	Date from*	Date to*
			/ /	/ /
			/ /	/ /
			/ /	/ /
			/ /	/ /
			/ /	/ /

* If the exact date is unknown a month and year is acceptable
 ** If more addresses are required a separate form can be attached

2. Card Required (to be completed by employer)

(AUS) Multiple Airports (GTE) Groote Eylandt (HCQ) Halls Creek (WEI) Weipa
(CVQ) Carnarvon (ONS) Onslow (BQB) Busselton (LEA) Learmonth
(NTN) Normanton Other Please specify _____

ASIC Required: Red / Grey / White (circle one)

Give Details of Areas of Access Required

Give Reasons for Access

How Often Is Access Required

Daily Weekly Monthly Less than Monthly Please specify: _____

3. Employer / Issuing Body Certification

For pilot applicants, this section will be completed by the AMS Issuing Officer. A current Pilot Medical Certificate must be sighted by the Issuing Officer.

I _____ of _____
PRINT NAME ORGANISATION

Business Telephone: _____ Mobile: _____

Address: _____ Suburb: _____

Postcode: _____

- (1) Confirm that the preceding applicant and employer details are correct and request that an Aviation Security Identification Card be issued to the applicant for the areas indicated above.
- (2) Undertake to notify AMS immediately if the person ceases to require access to those areas (including when the person ceases employment with the company named above).
- (3) Certify that I am an authorised signatory for the organisation listed above.

Signature: _____ Position: _____

Date: _____ Email: _____

4. CHECK OF IDENTITY DOCUMENTS

Original identity documents have been produced **Yes / No (circle as required)**

If "No", original identity document to be produced before ASIC is issued.

AMS Issuing Officer or Agent

Note: The person verifying ID documents of the applicant must be an ASIC holder

Name: _____

Position: _____

Signature: _____

Date: _____

ASIC number of issuing officer or agent who verified ID documents.

5. ACKNOWLEDGEMENT OF RECEIPT OF ASIC CARD

I acknowledge receipt of Aviation Security Identification Card (ASIC) No _____ that remains the property of Aerodrome Management Services. I acknowledge that the card is on loan to me whilst I have an operational need to access the secure areas of a security controlled airport.

I acknowledge that I must inform AMS of any of the following:

- a. Any change in name or address details,
- b. Conviction of an aviation security relevant offence, or
- c. The card being lost, stolen or destroyed

I agree to return the card to my employer or directly to AMS:

- a. Upon expiry of the card
- b. on the cessation of my employment,
- c. in the case of a pilot, when no longer exercising the privileges of my pilot licence, or
- d. Upon demand by AMS.

Name of Applicant: _____

Signature: _____ Date: _____

6. ID VERIFICATION - ASIC Applicants

- All documents must be original and presented in-person for identity verification.
- A minimum of three identification documents are required (one each from Category A, B and C)
- A Category D document is only required if the Category A, B or C do not display proof of a current residential address.

Category A: Start of Identity in Australia	
Australian Birth Certificate	Australian Birth Certificate. No commemorative certificates
Australian Citizenship Certificate	Official Australian Citizenship Certificate issued by the Australian Government
Australian Citizenship by Descent	Official Australian Citizenship by Descent extract issued by the Australian Government
ImmiCard <i>Must be checked on VEVO</i>	ImmiCard (may be expired, must be checked on VEVO)
Australian Visa <i>Must be checked on VEVO</i>	Australian Visa Label, Visa Grant Notice, VEVO email (sent directly to the issuing body) or Visa Evidencing Card. Must be presented along with the supporting foreign passport (supporting passport may be expired but must be original). NOTE: Australian visa applies to New Zealand citizens
Australian Protection Visa <i>Must be checked on VEVO</i>	Australian Visa Label, Visa Grant Notice, VEVO email (sent directly to the issuing body) or Visa Evidencing Card. Must be presented with the supporting Australian Convention Travel Document (CTD) also known as a Titre de Voyage. A CTD is issued to a refugee to travel overseas in the absence of being able to obtain a passport from the country of their nationality
Category B: Link between the identity and person by means of photo and signature	
Government issued document (must be different to category A). Must have applicants photo and signature and must be current and valid	
Passport	Australian passport, foreign passport or CTD (must not be expired). The CTD only meets the requirements for Category B if it looks similar to an Australian passport. Older paper-style documents are not acceptable
Drivers Licence	Australian Drivers Licence, Learner Permit or Foreign Drivers Licence
Australian Proof of Age Card	Australian Proof of Age Card issued by an Australian Commonwealth, State or Territory Government
Embassy/Consulate Photo Identity Card	Embassy / Consulate Photo Identity Card
Adult Firearms or Shooters Licence	Adult Australian Firearms or Shooters Licence showing signature and photo
Industry Licence	Australian Industry Licence such as taxi-cab licence
Police Identification Card	Australian Police Identification Card from a Commonwealth, State or Territory Police Service
Australian Security Licence	Australian Security Licence or Australian Crowd Controller licence
Working with Vulnerable People Card	Australian Working with Children/Vulnerable People check card

Category C: Evidence of the person operating in the community with their identity Must be current and valid. A Category B documents that has not already been used may be used as a category C document.	
Medicare Card	Medicare Card
Marriage Certificate (or similar)	Official Marriage Certificate, Civil Partnership Certificate, Recognised Details Certificate, or Divorce Order
ASIC or MSIC	Aviation or Maritime Security Identification Card
Government Issued Identity Document	Government Employee Identity Card, Military Identification Card or Defence Discharge papers
Evidence of Employment	Payslip/PAYG payment summary less than six months old or Employment Contract with company details eg. ABN
Evidence of Indigenous Heritage	Reference or confirmation of identity from an Aboriginal and/or Torres Strait Islander Organisation
Australian Tertiary Student ID Card	Student ID card issued by an Australian TAFE, University or Registered Training Organisation
Academic Transcript/Trade Certificate	Academic Transcript from a reputable international University or Australian Tertiary Institution. Trade Certificate issued by an Australian Registered Training Organisation or recognised industry body
Bank Card	Credit or ATM card
Australian Government Benefits	Evidence of a right to an Australian Government Benefit, Pension or Health Care Card
Category D: Evidence of Current Residential Address Only required if Categories A, B or C do not have current address. Document must be less than 6 months old	
Australian Electoral Enrolment	Proof of Electoral Enrolment in Australia
Australian Rate or Valuation Notice	Rate Notices or Land Valuation Notice
Utility Account or Bank Statement	Utility Accounts (gas, water, electricity, telephone, internet) or Bank Account Statement
Mortgage Papers or Tenancy Agreement	Mortgage papers, current Lease or Tenancy Agreement
Other Evidence of Residential Address	Evidence of current residential address that is less than 6 months old, and is from a reputable organisation

DETAILS (OFFICE USE ONLY)

Auscheck Request Date sent: _____

Auscheck Received Date: _____ Application Approved / Rejected

Initial Renewal Replacement

ASIC No: _____ Type: _____ Expiry Date: _____ Date Issued: _____

Applicant has previously held ASIC: Y / N ASIC No: _____ Type: _____

Old ASIC card returned? Y / N Date: _____

Statutory Declaration been lodged for lost/stolen/destroyed ASIC? Y / N

If Yes, what date: _____

Signature of AMS Issuing Officer: _____ Date: _____



SENSITIVE
(when completed)

CONSENT TO OBTAIN PERSONAL INFORMATION

Ihereby:
(Full name - **BLOCK LETTERS** and in **INK**)

- (i) Acknowledge that I have read the General Information document provided with this form.
- (ii) Certify that the personal information I have provided on both the front and back of this form relates to me and is correct;
- (iii) Consent to Aerodrome Management Services:
 - forwarding this personal information to the Attorney-General’s Department (Auscheck) and / or The Department of Infrastructure and Regional Development; and
 - forwarding my personal details to the Department of Immigration and Border Protection for the purpose of confirmation of my immigration status.
- (iii) Acknowledge that any information provided by me on this Form or by Auscheck as a result of the records check may be taken into account by the organisation mentioned in (iii) above in assessing my suitability to receive the entitlement.
- (iv) Acknowledge that I have received and read the Auscheck Privacy Notice attached to this application.

Signature..... Date...../...../.....

Note: The information you provide on this form and which Auscheck provides to this organisation on receipt of the form, will be used only for the purpose stated above unless statutory obligations require otherwise.

REMOVE AND KEEP THIS PAGE

AUSCHECK PRIVACY NOTICE

This document explains:

- What personal information is collected about you when you apply for an Aviation Security Identification Card (ASIC) or a Maritime Security Identification Card (MSIC)
- How your personal information will be used, and
- Where you can find out more information.

Why is my personal information being collected?

ASICs and MSICs can only be issued after AusCheck has conducted a background check on you. Your issuing body will apply to AusCheck for a background check on your behalf. In accordance with the *AusCheck Act 2007*, by applying for an ASIC or MSIC and receiving this Privacy Notice, you are taken to have given consent to another person making an application to AusCheck for a background check. This consent applies to both the initial background check your issuing body is applying for and any further background checks that are required or permitted to be conducted as referred to in the AusCheck Act to determine your continuing eligibility to hold an ASIC or MSIC. Additional checks that could be conducted include the second check where you are applying for a four year MSIC or a check requested by the Secretary of the Department of Infrastructure and Regional Development. Your issuing body will collect the information that AusCheck needs to correctly identify you and conduct a background check in relation to you. You are able to update your details with AusCheck at any time by either contacting your issuing body or AusCheck.

What personal information is being collected about me?

AusCheck will need your:

- **Identity information:** your full name, date and place of birth, gender, any other names you have previously used, your contact details, your current residential address, and all other previous residential addresses for the past 10 years,
- Photograph,
- **Work and study information:** the name, business address and telephone number of your employer (if relevant) and/or a contact person at your place of employment or study, and issuing body details, and
- **Other information:** AusCheck may also need additional information in order to confirm your identity, such as your fingerprints.

If an immigration check is requested by your issuing body, AusCheck will also need your: AusCheck Privacy Notice – November 2016 Page 2 of 4

- **Immigration information:** your date of arrival in Australia, port of arrival, and other details that may be relevant, such as your travel document or visa number, flight number or name of vessel, and the full name of your parents if you entered Australia on your parents' passport.

AusCheck only uses your identity and immigration information for purposes permitted by law, including conducting a background check or background checks to determine or confirm your eligibility to hold an ASIC or MSIC. AusCheck only stores your work or study information and photograph in the AusCheck database for purposes explained later in this brochure.

If your issuing body asks you for any other personal information, contact AusCheck or ask your issuing body to explain why the additional information about you is required.

How will my personal information be used?

If you are over 18 years of age.

If you are over 18 years of age, AusCheck will coordinate a background check by using the information you provide to your issuing body. AusCheck uses your personal information to conduct background checks to determine your eligibility to obtain and continue to hold an ASIC or MSIC. This includes background checks conducted at the request of the Secretary of the Department of Infrastructure and Regional Development in circumstances where there are reasonable grounds for suspecting you have been convicted of a relevant offence and/or you are a threat to transport security.

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. Your personal information will not ordinarily be disclosed overseas.

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

- **The Australian Security Intelligence Agency (ASIO):** ASIO will check your name on a database of known persons involved with politically motivated violence. ASIO will also keep your information and use it as necessary for national security purposes.
- **Australian Criminal Intelligence Commission (ACIC):** ACIC will check your criminal history in the databases of all Australian legal jurisdictions and supply a copy of your criminal record to AusCheck. ACIC will not use your information for any other purpose.
- **The Department of Immigration and Border Protection (DIBP):** If requested by your issuing body, DIBP will check your citizenship status or your legal right to work in Australia. DIBP may also use your information for immigration compliance purposes.

If you are under 18 years of age

If you are under 18 years of age, only the national security component of the background check will be undertaken. AusCheck will disclose your personal information to ASIO in conducting this check. ASIO will check your name on a database of known persons involved with politically motivated violence. ASIO will also keep your information and use it as necessary for national security purposes. AusCheck will only provide your personal information for other purposes where specifically required or permitted by law. AusCheck Privacy Notice – November 2016 Page 3 of 4

Please note that 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.

Spent convictions

Generally, the aim of spent convictions schemes is to prevent discrimination against individuals on the basis of old and minor criminal convictions for people who have had a 'clean' record since that time. Generally, a conviction for a criminal offence will be considered spent if all the following conditions are met:

- It is old – it is ten years since the date of the conviction (or five years if you were a child at the time of the conviction)
- It was minor – the sentence of imprisonment was less than 30 months (two and a half years) imprisonment (or the penalty did not include imprisonment at all)
- There have been no further convictions during the ten year waiting period (or five years if you were a child at the time of your conviction), and
- An 'exclusion' does not apply

Spent convictions also include convictions that have been set aside or pardoned. However, some exclusions apply to persons applying for an ASIC or MSIC. This means that the details of some spent convictions for aviation and maritime security relevant offences will be given to AusCheck and used in its assessment of you. All other spent convictions are considered irrelevant to an application for an ASIC or MSIC, and will not be given to AusCheck. If you believe that the spent conviction rules have been breached or wrongly applied, you can write to AusCheck and ask for our assessment to be reviewed. If you are unhappy with the way that AusCheck has dealt with your request, you can apply to the Office of the Australian Information Commissioner for the matter to be investigated.

What happens after my background is checked?

AusCheck will use the results of these checks to advise your issuing body whether you:

- Have an adverse criminal record,
- Have a qualified criminal record (ASIC only),
- Have an adverse security assessment,
- Have a qualified security assessment,
- Have the right to work in Australia.

However, AusCheck will not provide your issuing body with your criminal history unless you have applied for an ASIC and you have a particular pattern of criminal convictions (a qualified criminal record).

While AusCheck is obliged to notify your issuing body and the Department of Infrastructure and Regional Development of an adverse or qualified security assessment outcome, under no circumstances will AusCheck release any additional information relating to this check.

AusCheck will also keep your personal information and photo on a 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 your personal information and photograph in certain circumstances. AusCheck Privacy Notice – November 2016 Page 4 of 4

Where can I get more information?

The AusCheck Privacy Policy has more information about:

- Aviation and maritime security relevant offences and spent convictions,
- How AusCheck and others may use your personal information,
- 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, and
- How your personal information is secured by AusCheck.

You can see the AusCheck Privacy Policy at:

www.ag.gov.au/AusCheck

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