



Aerodrome Management Services Pty Ltd

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| Office Check list
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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**

Document Name: AMS ASIC Application Form
Revision: 6
Amendment Date: 21-01-2019
Expiry Date: 21-01-2021
Page 1

Created By: Karl Valentin
Approved By: Karl Valentin
Peer Reviewer: Julie Randall
Document Number: PER-SEC-FRM-0001

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 Home Affairs (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 31 March 2018.

- **Initial or Renewal Application: \$220.00 (full Auscheck security clearance and card production costs)**
- **Identity verification checking by an approved agent of Aerodrome Management Services may incur an additional charge.**
- **Replacement of Lost ASIC \$60.00**

Note – Above prices are subject to change without notice.

Identification

Applicants are required to present in person with the ID documents specified in section 6 at the time of application.

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 card's 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 the 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: _____

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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)

Family Name: _____ Initial Application
 Full Given Name/s: _____ Renewal/Reissue
 Previous Names: _____ Replacement (Lost/Stolen)
 Company: _____ 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.
 Position - (if pilot, write "PILOT") _____
 Applicant's Home Street Address: _____
 Suburb: _____ Postcode: _____ State: _____
 Country: _____
 Date first at this address: ____/____/____ (if less than 10 yrs at this address, refer to address history below)
 Work Ph: _____ Home Ph: _____ Mobile: _____
 Email address: _____
 Date of Birth: _____ City/Town of Birth: _____ Country of Birth: _____
 Sex: Male Female
 Country of current citizenship: _____

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 (PBO) Paraburdoo (LTN) Laverton (MCV) McArthur River
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.
Driver licence	Australian driver licence, learner permit or foreign driver licence.
Australian proof of age card	Australian proof of age card issue by an Australian Commonwealth, State or Territory government
Embassy/Consulate photo identity card	Embassy / Consulate photo identity card.
Adult firearms or shooter's 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 document 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

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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.

Note: Where a name has changed and is different to what is shown on an identity document, a government issued linking document must also be provided. For example, a name change due to marriage will require a Marriage Certificate issued by the relevant state registry. In the case of a name change due to divorce, relevant court orders are required to be presented.

DETAILS (OFFICE USE ONLY)

Application Approved / Rejected

Initial Renewal Replacement

ASIC No: _____ Type: _____ Expiry Date: _____

Applicant has previously held ASIC issued by AMS 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 Home Affairs.
- (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) declare that 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.
- (v) acknowledge that I have received and read the Auscheck Privacy Notice attached to this applicaton.

Signature.....

Date...../...../.....

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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

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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.

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- **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.

Four-year MSIC – Two-year check

If you apply for and are found eligible to be issued with a four year MSIC, AusCheck is required to undertake a second background check, triggered on the two year anniversary of your initial background check. The fee paid for your four year MSIC includes the cost of this second background check. The second background check is similar in nature and process to your initial check.

If you apply for and are found eligible to be issued with a four year MSIC, but subsequently decide you do not want to have the second background check, you can withdraw your consent for that

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second check by contacting your MSIC Issuing Body before the second background check occurs. If you withdraw your consent for the second check:

- your Issuing Body must immediately cancel your MSIC
- your Issuing Body will receive a credit for AusCheck's fees associated with the second check.

If you do not want to have a second background check, you have the option of applying for a two year MSIC.

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 maritimesecurity-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/ourportfolios/criminal-justice/crimeprevention/auscheck>.

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