



**Darwin International
Airport**

Aviation Security Identification Card (ASIC) Application

www.ntapl.com.au

Please note:

- Applications must be submitted at least four (4) weeks prior to need
- Identification to be submitted with all applications

Enquiries to:

ASIC Department

PO Box 40996

CASUARINA NT 0811

Phone (08) 89201857

(08) 89201805

Fax (08) 89201855

Email - asicdrw@ntairports.com.au



Please note before completing application:

This application must be completed and submitted to Darwin International Airport Pty Limited (DIA) by the Applicant in order to obtain an Aviation Security Identification Card (ASIC). An ASIC must be obtained and displayed by the Applicant at all times when the Applicant needs to access to a secure area of a security controlled airport. Certain information must be provided to DIA by the Applicant to enable processing of this application. This information is identified on this ASIC application form.

DIA collects the information (Information) contained in this application to determine whether to issue an ASIC to the Applicant. The collection of Information is in compliance with Division 9 - *Aviation Transport Security Act 2004*, Part 6 - *Aviation Transport Security Regulation 2005*, *AusCheck Regulations 2007*, Darwin International Airport Transport Security Program and *The Privacy Act 1988*. DIA will forward the relevant information to AusCheck for processing. Information provided with this Application will be kept in the strictest confidence and handled in accordance with the *Privacy Act 1988* and the National Privacy Principles contained in Schedule 3 of that Act.

Under the *Aviation Transport Security Regulations 2005* you must produce to DIA:-

- (a) One (1) form of primary identification from column A plus one (1) form of secondary identification from Column B
or
- (b) One (1) form of primary identification from column A plus two (2) forms of tertiary identifications from Column C

One of the forms of identification must include a photograph of the applicant. No application for an ASIC will be considered without the appropriate provision of identification documents and payment.

Column A (Primary)	Column B (Secondary)	Column C (Tertiary)
<p>A certified copy of an Australian Birth Certificate (which is a copy) certified by the Registrar of births or similar officer, to be a correct copy</p> <p><i>or</i></p> <p>A copy (certified under section 44 of the Australian Citizenship Act 1948) of a citizenship granted to him or her</p> <p><i>or</i></p> <p>Current Australian or Foreign Passport</p> <p>A document issued to him/her under the law of another country that is evidence, under the law, that he or she is a citizen of that country</p>	<p>A licence (for example a drivers licence) issued to him or her under a law of the Commonwealth or a State Territory</p> <p><i>or</i></p> <p>A government employee identification document issued to him or her</p> <p><i>or</i></p> <p>Australian Student identification card</p>	<p>A signed statement by his or her employer or former employer about the employment</p> <p><i>or</i></p> <p>A copy (certified by the Registrar of Titles or similar officer to be a correct copy) of a record issued under a law about land titles</p> <p><i>or</i></p> <p>A document by a rating authority from it's records about land ownership or occupation</p> <p><i>or</i></p> <p>A document issued by a bank or similar financial institution from it's records about a mortgage or other security that he or she gave to the bank or institution</p> <p><i>or</i></p> <p>A extract from the electoral roll compiled by the Australian Electoral Commission</p> <p><i>or</i></p> <p>A record issued under a law in foreign Australia other than a law about land titles</p>

Before DIA can process your ASIC you must produce adequate personal identification regardless if you have held a previous ASIC. A copy of your previous ASIC is not an acceptable identification under the regulations.

The responsibility to have an Application processed and an ASIC made available by a particular time rests with the Applicant. Please ensure the application is lodged with sufficient time for processing. Complete all fields to prevent processing delays.

If the Applicant is successful in his/her application, an ASIC will be issued with a validity period of no more than 2 years.

Where an Applicant is successful in obtaining an ASIC through DIA as the issuing body the personal information contained in this Application and a copy of their Identification will be kept in a separate secure file relating to such employment, and will only be accessible by DIA staff for the purposes of updating ASIC application information and otherwise in relation to the security clearance requirements at the Airport.

Where an Applicant is unsuccessful in obtaining an ASIC, through DIA as the issuing body the personal information contained in this Application will be retained for a period of 2 years for security purposes, and will be destroyed after this time.

PAYMENT

ASIC Fees are not refundable. DIA will not commence processing applications without payment.

New Applications	\$ 180.00 (inc GST)
Replacement of Lost / Stolen or Damaged Cards)	\$ 70.00 (inc GST)

DIA accepts the following methods of payment:-
Cash, credit, EFTPOS, cheque made payable to 'Darwin International Airport'

RECEIPT (to be completed on collecting ASIC)

I, _____ acknowledge receipt of Aviation Security Identification Card No _____ which remains the property of Darwin International Airport and is on loan to me only whilst I am employed in my current capacity. I acknowledge and accept the conditions.

Signature:.....
Date:.....
Issuing Officer:.....

Previous ASIC Card:	Returned	Yes / No
Visitor Card Nbr:	Returned:	Yes / No

Current Residential Address:-

Unit Number	Street Nbr	Street Name		
Suburb			State	Postcode
Resident from Date	Day.	Month.	Year	

Current Postal Address (if different from above)

Unit Number..... Street Nbr..... Street Name:.....

Suburb..... State..... Postcode:.....

Address History – You need to provide addresses for the last 10 years. (If the applicant has lived overseas within the past 10 years, a statement of criminal history must be supplied from their former place of residence.)

Unit Number	Street Nbr	Street Name		
Suburb			State	Postcode
Resident from Date	Day.	Month.	Year	

Unit Number	Street Nbr	Street Name		
Suburb			State	Postcode
Resident from Date	Day.	Month.	Year	

Unit Number	Street Nbr	Street Name		
Suburb			State	Postcode
Resident from Date	Day.	Month	Year	

Attach a separate list if insufficient room

SECURITY INDUCTION (As of the 1st August 2008)

Prior to the collection of your ASIC you must complete the Darwin International Airport Security Induction. This is to improve and assess a person’s awareness of security issues as published in the Darwin International Airport Security and Safety Induction Guide. The object of this is to keep Darwin International Airport safe and secure and is required for all people seeking an ASIC.

To successfully complete this assessment all fifteen questions must be attempted with an 80% pass. That is at least twelve of the fifteen questions must be answered correctly before the ASIC can be issued. If an 80% pass mark is not achieved, a period of seventy two (72) hours must elapse between assessments. All questions have been captured from the Airport Security and Safety Induction Guide.

Call 8920 1805 to book an appointment, which are conducted Monday to Friday during business hours.

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 let Darwin International Airport know of the conviction and any sentence with 7 days. It is an offence not to notify the Darwin International Airport about a conviction for and Aviation-Security-relevant offence.
- An ASIC holder who changes their name has 30 days to notify Darwin International Airport. The notification must be in the form of a statutory declaration and submit a copy of the Name Change Certificate. An individual commits an offence if they do not notify Darwin International Airport.
- The holder of the ASIC must return it to Darwin International Airport within one (1) month if
 - (a) the ASIC expires; or
 - (b) the holder is notified that it has been cancelled; or
 - (c) the ASIC has been damaged, altered or defaced; or
 - (d) the holder no longer needs to enter the relevant secure area for an operational requirement.
- (1) The holder of an ASIC commits an offence if;
 - (a) the ASIC has been lost, stolen or destroyed; and
 - (b) the holder of the ASIC knows about the loss, theft or destruction; and
 - (c) he or she does not make a report, in the form of a statutory declaration, of the loss to Darwin International Airport within seven (7) days of becoming aware of the loss, theft or destruction.
 (2) For paragraph (1), where the ASIC has been stolen or lost he or she must supply Darwin International Airport a statutory declaration with a copy of the police report or other information issued by the police.
- Display of ASIC - What *properly displaying* means
 - (1) For the Regulations, somebody is *properly displaying* an ASIC only if it is attached to his or her outer clothing:
 - (a) above waist height; and
 - (b) at the front or side of his or her body; and
 - (c) with the whole front of the ASIC clearly visible.
 - (2) He or she is not properly displaying the ASIC or Visitor Identification Card if anything adhering to it obscures a photograph or anything else on it.
- The holder of an ASIC must not enter, or stay in a secure area other than for a lawful purpose.
- That when not in use the card will be kept in a safe place, and the holder will do their utmost to ensure the cards security at all times.
- To return the ASIC when it has expired or is no longer required.
- 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.
- All applicants will be contacted directly or through your company once the application has been approved..
- The ASIC is issued subject to the *Aviation Transport Act 2004 & Aviation Transport Security Regulation 2005*.
- The ASIC remains the property of DIA at all times.
- Incorrect use of the ASIC or Access provisions will result in the immediate withdrawal of the ASIC and access privileges.
- The Applicant agrees to DIA notifying their Employer when an application has been unsuccessful.
- Where an Applicant is notified that his/her Application is unsuccessful, the Applicant agrees to immediately return any visitors 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.

I acknowledge and accept the above conditions.

.....
Signature of Applicant

.....
Date

AusCheck Privacy Notice



Australian Government
Attorney-General's Department
AusCheck

This brochure explains:

- what personal information is collected about you when you apply for an ASIC or MSIC
- how your personal information will be used, and
- where you can find out more information.

Why is my personal information being collected?

You have applied for an Aviation Security Identification Card (ASIC) or a Maritime Security Identification Card (MSIC). ASICs and MSICs are only issued after AusCheck has conducted a background check on you.

Your Issuing Body will collect the information that AusCheck needs about you, in order to correctly identify you, and to conduct a background check. For example, supplying your date of birth and address information helps ensure that AusCheck can exclude criminal records that relate to a different person with the same name as you.

What personal information is being collected about me?

The information that AusCheck needs about you is your:

- **identity information:** your name, date and place of birth, gender, any other names, your residential address, and current contact details; and
- **work information:** your employer contact details, and Issuing Body details; and maybe also
- **immigration information** (but only if an immigration check is requested by your Issuing Body): 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 parent if you entered Australia on your parent's passport.

Only your identity and immigration information is used during the background checking process. Your work information is stored in the AusCheck database for other purposes, explained later. Your Issuing Body will also need a photograph of you, which may also be supplied to AusCheck for the AusCheck database.

Any other personal information that your Issuing Body asks for is for their own purposes, not for AusCheck's purposes. If you have any concerns, you should ask your Issuing Body to explain why they need that extra information about you.

How will my personal information be used?

AusCheck will coordinate a background check, by using the information you provide to your Issuing Body to ask the following Government agencies for information about you:

- 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.



- **CrimTrac:** If you are over 18, CrimTrac will check your criminal history in the databases of all Australian legal jurisdictions and supply a copy of your criminal record to AusCheck. CrimTrac will not use your information for any other purpose.
- **The Department of Immigration and Citizenship (DIAC):** If your Issuing Body asks, DIAC will check your citizenship status or your legal right to work in Australia. DIAC may also use your information for immigration compliance purposes.

Spent convictions

The aim of the 'spent convictions' scheme is to prevent discrimination on the basis of old and minor criminal convictions, from anywhere in Australia or overseas, for people who have had a 'clean' record since.

'Spent convictions' will not show up in your criminal record check.

Your conviction will be considered a 'spent conviction' if:

- it is old—it is 10 years since the date of your conviction (or 5 years if you were a child at the time of your conviction); and
- it was minor—you were sentenced to less than 30 months (2 ½ years) imprisonment (or you were not imprisoned at all); and
- you have not re-offended during the 10 year waiting period (or 5 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 there are a few exclusions that apply to you, as a person applying for an ASIC or MSIC. This means that the details of some convictions for maritime and aviation security relevant offences will be given to AusCheck and used in its assessment of you.

All other 'spent convictions' are considered irrelevant to your application for an ASIC or MSIC, and so will not be given to AusCheck.

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

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 history, an adverse security assessment, or are prevented for immigration reasons from being issued with an ASIC or MSIC. However AusCheck will only tell your Issuing Body what is necessary for your Issuing Body to decide whether or not to issue you with an ASIC or MSIC. Your Issuing Body will not receive a copy of your security assessment. Your Issuing Body will not receive a copy of your criminal history, except if you have applied for an ASIC and you have a particular pattern of criminal convictions. Your Issuing Body will be told about your immigration check results.

AusCheck will also keep your personal information and photo (where supplied) on a database. The database can be accessed by Issuing Bodies, Maritime Industry Participants that have been authorised to issue temporary MSICs or that control access to secure areas, and Commonwealth Government authorities that have functions relating to law enforcement or national security.

Where can I get more information?

The *AusCheck Privacy Policy* has more information about:

- 'spent convictions' and what are aviation and maritime security relevant offences;
- how your personal information will be used
- who your personal information may be disclosed to;
- your rights to access and correct your personal information; and
- how your personal information is secured by AusCheck.

You can see the *AusCheck Privacy Policy* at www.ag.gov.au/AusCheck/AusCheckPrivacyPolicy or for a copy call the Attorney-General's Department Privacy Officer on (02) 6250 6666.

ACKNOWLEDGEMENT

I understand that I am applying for a security identification card for the aviation industry. The information that I have provided in this application is correct to the best of my knowledge.

I understand that my personal information will be used by AusCheck to co-ordinate a background check through the Australian Security Intelligence Organisation (ASIO), CrimTrac and the Department of Immigration and Citizenship (DIAC), where necessary.

I have read the attached *AusCheck Privacy Notice*, which explains how AusCheck will use my personal information.

.....
Signature of Applicant

.....
Date

CUSTOMS INFORMATION

Information to be provided to Customs

"Where an ASIC is issued, personal information will be provided to the Australian Customs Service in accordance with sections 213A and 213B of the Customs Act 1901 and Customs Regulations 170A and 170B. This information is required by the Australian Customs Service to assess employees for the risk they may present in relation to a range of Commonwealth Laws. The Australian Customs Service is obliged to handle personal information in accordance with the Privacy Act 1988. Section 16 of the Customs Administration Act 1985 also limits the recording and disclosure of personal information."

I acknowledge that the above required identity information will be provided to Customs.

.....
Signature of Applicant

.....
Date

Entry to Customs Controlled Areas

Holders of an ASIC are advised of their additional responsibilities in Customs Controlled Areas. It is not intended to restrict or limit approved persons from undertaking legitimate official or commercial activities in Customs Restricted Areas.

Section 234AA of the Customs Act 1901 defines a place used by officers for Customs purposes and prohibits entry of unauthorised persons into these places. The areas subject to restrictions are in the Darwin International Airport Terminal and are identified by Australian Customs Service signs that state entry into the areas by unauthorised persons is prohibited under Section 234AA of the Customs Act.

Please note - All persons (including authorised persons) in Customs Controlled Areas may be asked by a Customs Officer the purpose for their presence in the area, and that officer may also examine any goods carried by persons in, or out, of that area.

CHECK LIST

- Identification** – All ASIC applications must be submitted with 1 x Primary and 1 x Secondary identification
- Payment**- ASIC fees are to be paid at the time of lodging or unless other arrangements have been made.
- AUS Letter** - All applications for an AUS card must be accompanied by a **separate letter** from the applicant's employer stating the name of all ports for which access is required, the frequency of access and the purpose of access.
- Overseas Clearance** - It is also a requirement that if an applicant has lived overseas within the last 10 years the applicant must obtain a statement of criminal history from their former place of residence. DIA will start processing the ASIC Application without the overseas criminal history but the applicant must produce the clearance prior to collecting their ASIC card.

TO BE COMPLETED BY APPLICANTS EMPLOYER

*All applications for an AUS card must be accompanied by a **separate letter** from the applicant's employer stating the name of all ports for which access is required, the frequency of access and the purpose of access.*

IF SUPPORTING DOCUMENTATION IS NOT SUPPLIED AT THE TIME OF LODGEMENT AN 'AUS' ASIC WILL NOT BE CONSIDERED FOR APPROVAL

EMPLOYER DETAILS

Employer Name			
Organisation Type			

EMPLOYER CONTACT PERSON

Title			
Surname			
Given Names			

EMPLOYER ADDRESS

Unit Number	Street Nbr	Street Name	
Suburb	State	Postcode	
Country			

EMPLOYER CONTACT DETAILS

Phone Numbers	<input type="checkbox"/> Work ()		
	<input type="checkbox"/> Mobile		
Email Address			

SECURITY ACCESS REQUIRMENTS

Applicant's Position

Applicant's Title

Applicant's Department

Type of Pass

Australian Wide (see remarks above)

Darwin International Airport only

Area for which access is required

Security Restricted Area

General Aviation Area

Sterile Area
(Concessionaires)

Frequencies of access.

Daily

Weekly

Monthly

Reason for access:-
.....
.....
.....

TO BE COMPLETED BY APPLICANTS EMPLOYER (cont'd)

I (Name).....

certify that(applicant's full name) details are correct and request that an ASIC be issued. I undertake to notify DIA of any changes to the above particulars, and to recover and return the ASIC prior to the applicant leaving our employment or upon transfer of the applicant to a position which does not require an ASIC. By signing this Employer Certification I confirm that I have authority to do so on behalf of the Company. Under my authority, the Company will pay all costs incurred in processing of the application together with any penalties payable either to the application or subsequently.

Where credit facilities have been extended, and payment has not been made in accordance with the terms of same, DIA may immediately cease issuing ASICS to the Company. DIA also reserves the right to not offer credit facilities to the Company following failure to honour the credit agreement.

DIA is not liable for any loss or damage sustained by the Company as a result of any non issue of ASICS as a result of a failure to honour the credit agreement.

DIA may exercise its right to suspend production of ASICS for any company who has expired/unrecovered ASICS that have not been returned to DIA.

ASICS not collected by the applicant within 3 months from the date approved will be cancelled. **No** refund will be given.

.....

Signature of Employer

.....

Date

OFFICE USE ONLY

INDUCTION COMPLETED

<i>DRW / AUS CARD</i>	<i>ASIC SERIAL NBR</i>	<i>EXPIRY DATE</i>

Surname:	Given Name (s)
Company	

AUS CHECK

Aus Check Inputted	Aus Check Received
Previous ASIC Number:	Previous Expiry Date:

IDENTIFICATION

PRIMARY	
Identification Document Type	Document Number
SECONDARY	
Identification Document Type	Document Number

OVERSEAS CLEARANCE – Has the applicant lived overseas – Yes / No

Country	Date Received
Country	Date Received

PAYMENT DETAILS

Receipt Number	Date
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AUS PASS LETTER – YES / NO

PHOTO TAKEN – YES / NO

RECEIVING OFFICER

Name	Date
------	------