

OFFICE USE ONLY

ASIC NO							
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NEW		OOL		UNDER 18		APPLICATION ID:	PAYMT DATE:
RENEWAL		TSV		PHOTO		AUSCHECK SENT:	PAYMT AMOUNT:
RED		ISA		ID		AUSCHECK RECV'D:	RECEIPT
GREY		LRE		TEST		SMS	
AUS		OTHER				ACCESS	

All sections must be completed by the applicant unless otherwise specified.

SECTION A – PERSONAL INFORMATION

Do you currently hold an ASIC? <input type="checkbox"/> NO <input type="checkbox"/> YES, Please supply ASIC Number:		Expiry:
SURNAME		
FULL GIVEN NAME(S)		
DETAILS OF ANY PREVIOUS NAMES USED <i>If there has been a name change, previous and current names MUST be included on this form.</i>		
<input type="checkbox"/> Maiden <input type="checkbox"/> Previous Name <input type="checkbox"/> Deed Poll (Please provide original official name change documentation)		
CURRENT RESIDENTIAL ADDRESS		
STREET ADDRESS		
SUBURB	STATE	COUNTRY POSTCODE
CURRENT POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)		
SUBURB	STATE	COUNTRY POSTCODE
HOME PH	WORK PH	MOBILE PH
Date of Birth (dd/mm/yyyy)	GENDER M / F	EMAIL
Town/City of Birth	State/Province of Birth	Country of Birth
Country of Citizenship		
Employer	Job Title	
DVS CONSENT 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.		<input type="checkbox"/> (Please tick)
I declare that: <ul style="list-style-type: none"> The information provided in this ASIC application is accurate to the best of my knowledge I will notify the QAL ASIC Office immediately if <u>ANY</u> of the information above changes The information contained in the attached 'Conditions of Issue for all cards' has been noted and agreed to 		
Applicant's Signature: <i>(Applicant's Signature must not be more than three months old)</i>	Date: / /	

SECTION B – ADDRESS HISTORY

- This section must be completed by **ALL APPLICANTS**
- Correct suburbs and postcodes **MUST** be included
- **10 YEARS** of address information **MUST** be provided, **applications will not be processed without this information**
- If actual dates are unavailable, please provide month and year as a minimum

CURRENT RESIDENTIAL ADDRESS		Period of Residence	
Street Address			
Suburb	State	/	/
		to current	
Country	Postcode		

PREVIOUS ADDRESSES (Please continue on a separate sheet and attach if required)		Period of Residence	
Street Address			
Suburb	State	/	/
		to	/ /
Country	Postcode		

Street Address		Period of Residence	
Suburb			
Country	Postcode	/	/
		to	/ /

Street Address		Period of Residence	
Suburb			
Country	Postcode	/	/
		to	/ /

Street Address		Period of Residence	
Suburb			
Country	Postcode	/	/
		to	/ /

Street Address		Period of Residence	
Suburb			
Country	Postcode	/	/
		to	/ /

Street Address		Period of Residence	
Suburb			
Country	Postcode	/	/
		to	/ /

Street Address		Period of Residence	
Suburb			
Country	Postcode	/	/
		to	/ /

SECTION C – IDENTIFICATION VERIFICATION

- **ORIGINAL DOCUMENTS** must be brought to your appointment, an ASIC application cannot be lodged without the required original identification documents being provided.
- All identification documentation supplied **MUST** contain exact name matches. If this is not the case, the name variation **MUST** be supported by a linking document, for example an official marriage certificate, change of name certificate or deed poll. (Linking documents may be used to satisfy Category C).
- **Note:** Documents listed in **BOLD** are considered ‘preferred documents’ as they are verifiable through the Document Verification Service.

A minimum of **THREE** identification documents are required (one each from category **A**, **B** and **C**).

NOTE: A category **D** document is only required if the category **A**, **B** or **C** do not display proof of current residential address.

CATEGORY A DOCUMENTS

- **FULL Australian birth certificate (no commemorative certificates or extracts)**
- **Australian citizenship certificate issued by the Australian Government**
- **Australian citizenship by descent extract issued by the Australian Government**
- **ImmiCard**
- **Australian visa**
- **Australian protection visa**

CATEGORY B DOCUMENTS *(Must be a Government issued document and different from category A document. Must have the applicant’s photo and signature and must be current and valid)*

- **Passport**
- **Driver licence**
- Australian proof of age card
- Embassy/Consulate photo identity card
- Adult firearms or shooter’s licence
- Industry licence
- Police identification card
- Australian security licence
- Working with vulnerable people card

CATEGORY C DOCUMENTS *(Must be current and valid. A category B document that has not been used already may be used as a Category C document)*

- **Medicare card**
- **Official Marriage Certificate (or similar)**
- ASIC or MSIC
- Government-issued identity document
- Evidence of employment
- Evidence of indigenous heritage
- Australian tertiary student ID card
- Academic transcript/trade certificate
- Bank card
- Australian government benefit card

CATEGORY D DOCUMENTS *(Only required if Category A, B, or C do not show current address. Document must be less than 6 months old)*

- Australian electoral enrolment
- Australian rate or valuation notice
- Utility account or bank statement
- Mortgage papers or tenancy agreement
- Other evidence of residential address

SECTION D – VISA DETAILS

This section **MUST** be completed if you are **NOT** an Australian citizen, this additional information is required by the Department of Home Affairs. To obtain your VISA information please contact 131 881 (if calling within Australia) or +61 2 6196 0196 if calling from overseas.

Note: Applications for Non-Australian Citizens cannot be lodged without this information.

If you are not an Australian, please attach a copy of your Visa/Immigration documents to this application form and complete the information below.

Travel Document (Passport) Number	
Country of Passport	
VISA Grant Number	
VISA Expiry Date (if applicable)	
Port of Arrival (International Port arrived at when first entering Australia)	
Name of Vessel/Carrier	
Family name of parent (if entered Australia on parent's passport)	
Given Name(s) of parent (if entered Australia on parent's passport)	

SECTION E – AIRSIDE DRIVING

All persons required to drive airside must apply for an Authority to Drive Airside (ADA). Theory and practical examinations for an ADA must be completed every two (2) years. Please contact the Aerodrome Reporting Officer to make an appointment.

Do you hold a current Authority to Drive Airside (ADA)?	Yes	No
If yes, what is the expiry date of current ADA?	/	/
Do you require an ADA?	Yes	No
Do you require an Authority to Use Airside permit (AUA)?	Yes	No

SECTION F – SECURITY AND SAFETY INDUCTION (GCA, TSV and ISA APPLICANTS ONLY)

Gold Coast Airport Applicants

New ASIC applicants must complete the Gold Coast Airport Security and Safety Induction prior to an ASIC being issued. All applicants (New and Renewal) must successfully complete a Security Test.

Townsville Airport Applicants

All ASIC applicants (New and Renewal) must successfully complete a Security Test.

Mt Isa Airport Applicants

New ASIC applicants must successfully complete a Security Test.

SECTION G – SECURITY ACCESS REQUIREMENTS / EMPLOYER CERTIFICATION *(to be completed by the applicant’s employer)*

This section of the application form must be completed by the approved authorised signatory registered with the QAL ASIC Office. The authorised signatory is responsible for ensuring that all staff collect their ASICs in a timely manner and ensure the safe and immediate return of ASICs as required.

Please tick the type of card required below:

	RED – Applicant requires access to the Security Restricted Area (SRA)
	GREY – Applicant does NOT require access to the Security Restricted Area (SRA)

Ports Covered:

	AUS – (Australia Wide)
	OOL (Gold Coast)
	TSV (Townsville)
	ISA (Mt Isa)
	LRE (Longreach)
	Other:

Applications for AUS cards must be supported by a separate written explanation from the employer within the definitions of the **Aviation Transport Security Regulations 2005**.

The supporting letter **MUST** state the applicant’s name, position, purpose, frequency for which access is required and a minimum of two ports that they are required to work.

Please attach the supporting letter to this application form. *If not supplied at the time of lodgement an ‘AUS’ ASIC will **NOT** be considered for approval.*

I _____ of _____

Title Given Name Surname Organisation/Company

Company Street Address: _____
Employers Street Address

Suburb: _____ State: _____ Postcode: _____

Ph: _____ Email: _____

Confirm that the applicant and employer details are correct and confirm this person has an operational need for frequent access to one or more security zones at the airport and request that an Aviation Security Identification Card be issued, for the ports specified above, to:

_____ of _____
Applicant’s name

_____ of _____
Applicant’s address

Access Information: Please tick all areas and frequency of access and explain the reason that these areas will be accessed by the applicant

Areas	Daily	Weekly	Monthly	N/A	Reason for access requirement
Terminal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Airside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Aviation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I undertake to notify the QAL ASIC Office of any changes to the above information and to recover and return the ASIC prior to the applicant ceasing employment or transferring to a position that does not require the retention of this card.

Employer’s Signature: _____ Date: / /

SECTION H – CRIMINAL HISTORY: Criminal Charges, Convictions & ‘Findings of Guilt’

Please note: ‘Findings of Guilt’ must be disclosed, including where you have been charged, however, a conviction was not recorded. You are not required to disclose any ‘Spent Convictions’ under any Commonwealth, State or Territory Legislation.

i)	Are you the subject of any traffic violation, criminal or traffic charge(s) still pending before a court?	<input type="checkbox"/> YES <input type="checkbox"/> NO
ii)	Have you ever been interviewed by police or other similar authority in relation to any criminal offence?	<input type="checkbox"/> YES <input type="checkbox"/> NO
iii)	Do you have any type of finding(s) of guilt or convictions as an adult which are less than 10 years old, or as a juvenile which are less than 5 years old?	<input type="checkbox"/> YES <input type="checkbox"/> NO
iv)	Do you have any type of finding(s) of guilt or conviction(s) as an adult which are more than 10 years old, or as a juvenile which are more than 5 years old, which do not classify as spent conviction? (For a definition of a spent conviction please refer to the AusCheck Privacy Notice Information)	<input type="checkbox"/> YES <input type="checkbox"/> NO
v)	Do you have any conviction(s) or finding(s) of guilt which are over 10 years old, or 5 years for juvenile conviction(s) or finding(s) of guilt, where the sentence imposed was greater than 30 months imprisonment?	<input type="checkbox"/> YES <input type="checkbox"/> NO

IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, PLEASE PROVIDE DETAILS:

PROVISION OF FALSE OR MISLEADING INFORMATION

By signing and dating this form you acknowledge that the personal information you have provided on this form is correct. If it is subsequently discovered, for example, as a result of a check of police records, that you have provided false or misleading information, **you may be assessed as unsuitable to receive an ASIC.**

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable to receive an ASIC. Each case will be assessed on its merit, hence it is in your interest to provide full and frank details on this form.

Applicant’s Signature: _____

Date: / /

SECTION I - APPLICANT’S ACKNOWLEDGEMENT

Before submitting the application, you must confirm that you consent to the QAL ASIC Office using the information provided in this application to determine whether we can issue you with an ASIC under the *Aviation Transport Security Regulations 2005*. Please refer to the attached AusCheck Privacy Notice for details on how your information may be used.

I _____ of

Street address: _____ hereby declare that I:

- i) Understand that I am applying for a Security Identification Card for the aviation industry.
- ii) Certify that the personal information that I have provided in this application relates to me and is correct to the best of my knowledge.
- iii) I consent to my personal information being forwarded to AusCheck to coordinate a background check and security assessment through the Australian Security Intelligence Organisation (ASIO), CrimTrac and the Department of Immigration and Border Protection, where necessary.
- iv) I consent to the Australian Federal Police or other Australian Police Force accessing information from this application if required.
- v) I acknowledge that I have read and understood the applicable airport security guide (***OOL, TSV and ISA applicants only***) and agree to comply with the conditions of use of an ASIC.
- vi) I have read and understood the ***AusCheck Privacy Notice*** which explains how AusCheck will use my personal information.

Applicant’s Signature: _____

Date: / /

SECTION J – CHECKLIST AND RECEIPT SECTION (QAL ASIC OFFICE USE ONLY)

ASIC TYPE	
<input type="checkbox"/> Initial <input type="checkbox"/> With ADA <input type="checkbox"/> Renewal <input type="checkbox"/> With ADA	1. Previously held ASIC <input type="checkbox"/> YES <input type="checkbox"/> NO 2. If yes, ASIC number _____ 3. Previous ASIC returned to QAL ASIC Office <input type="checkbox"/> YES <input type="checkbox"/> NO 4. If yes, date returned / /
Card stamped with Kinegram <input type="checkbox"/> YES ASIC ISSUE DATE / /	

SECTION K – GOLD COAST AIRPORT SECURITY & SAFETY INDUCTION

(New Gold Coast Airport Applicant's only)

I have viewed the Gold Coast Airport Security and Safety Induction.

Applicant's Signature: _____ Date: / /

SECTION L – RECEIPT OF ASIC

(Gold Coast Airport Applicant's only)

I acknowledge receipt of the above-mentioned ASIC which remains the property of Queensland Airports Limited and is on loan to me whilst I am employed in my current capacity at the company noted in Section G of this application form.

Applicant's Signature: _____ Date of Collection: / /