VISITOR IDENTIFICATION CARD APPLICATION FORM

Single Day and Multi Day Issue
Applicants must produce an original Category B identification document that must:

- be government issued;
- contain your photo and signature; and
- be current and valid.

VIC Applicants under 18 years of age
Visitor Identification Card (VIC) applicants, who are Australian citizens under 18 years of age, and who are unable to meet the Category B identification document requirements (as shown below) must attend the CAPL ID & Access Office for visitor pass/card issue.
These applicants would not be able to present the following to obtain a VIC as they:

- Do not hold a current Passport;
- Do not hold a current Driver Licence;
- Are ineligible for a Proof of Age Card (18+) due to their age; and
- Do not hold any other document meeting the requirements of Category B.

The Department have approved an alternate identification process which involves the applicant presenting their Australian birth certificate or citizenship certificate for VIC application.
The parent or legal guardian of the applicant must attend the CAPL ID & Access Office with the applicant, and present a Category B identification document together with the appropriate documentation linking them to the applicant eg, birth certificate; adoption papers.
These VICs would only be processed by the CAPL ID & Access Office and assessed on a case by case basis.
Approval of this alternate identification process is valid until 30 August 2019 unless revoked earlier.

Acceptable Category B Identification:

- Passport: Australian or Foreign – must be current.
- Driver's Licence: Australian driver's licence, learner's permit or foreign driver's licence.
- Australian Proof of Age: Australian Proof of Age card issued by an Australian Commonwealth, State or Territory government.
- Embassy/Consulate photo identity card.
- Adult firearms or shooter's licence.
- Industry Licence: Australian industry licence such as taxi-cab licence.
- Police ID Card: Australian police identification or Australian crowd controller licence.
- Australian security licence: Australian security licence or Australian crowd controller licence.
- Working with vulnerable people card: Australian working with children/vulnerable people card.

Confidentiality
The information contained in this application will not be conveyed to a third party, other than a state or federal law enforcement agency, including Australian Customs and Border Protection Service, without your written permission.

Drug & Alcohol Management Plans
Random testing may be undertaken by authorised persons under both Cairns Airport or Civil Aviation Safety Authority drug and alcohol management plans. Those requiring to operate in a safety sensitive area (Airside) for more than 2 days in any 90 day period, unless exempt, must have undertaken and passed pre deployment testing.

The 28 Day Rule

Aviation Transport Security Regulations, 2005, Regulation 6.38E (2) (c). A person commits an offence if the person to whom the VIC is issued has held a VIC for that airport for a total of 28 days or more in the previous 12 months. Penalty: 50 penalty units.

Visitor Identification Cards must be displayed to the front or side between shoulder and waist at all times.

Visitor Identification Cards must be returned to the Issuing Body within 7 days of the holder of the card no longer having a need to enter a secure area of the airport.

Escort and Supervision of Visitors

In order to meet the Aviation Transport Security Regulations the person is taken to be supervised whilst airside or within an area requiring VIC's to be displayed at a security controlled airport by the holder of a valid ASIC where:

- the holder of the valid ASIC escorts or accompanies the person at all times when the person is in the security controlled, or security restricted area of the airport;
- the holder of the valid ASIC oversights the person from a position in direct line-of-sight whilst the person is in the security controlled, or security restricted area;
- the holder of a valid ASIC ensures that the person stays within a defined area of the security controlled area on condition that:
  - I. the holder of the valid ASIC is able to detect if the person leaves the defined area; and
  - II. the person (whilst in the defined area) unless authorised, is not able to access:
    - aircraft engaged in charter or regular public transport operations;
    - passengers boarding (or intending to board) such aircraft; or
    - cargo or other items being loaded (or intended to be loaded) on board such aircraft; or
- a combination of paragraphs (a), (b) or (c) above. (For example, the holder may escort the person into the defined area and, at some later stage, escort the person out of the defined area).
- the sponsoring or initial escorting person may hand over the escorting responsibility to another valid ASIC holder as required. (For example where the first escorting person completes their period of duty but the VIC holder is to still continue working within the defined area).

PERSONAL DETAILS OF THE APPLICANT			
Surname			
First Name			
Company Name			
Home Address			
Telephone (Private)		(Business)	
Email			
Sex: (circle)	M F	Date of Birth	

Have you previously held a Visitor Identification Card?	Yes	No	Please circle
Was the Visitor Identification Card returned to the Issuing Body?		Date Returned	
Reason for applying for a Visitor Identification Card (in full) eg: Location, Duties etc			

Conditions of issue:

- I have read and understood the important information on the cover of this application. (tick) ☐
- I declare that I have not been refused an ASIC, or had an ASIC suspended or cancelled due to an adverse criminal record. (tick) ☐
- I declare that I will not be in breach of the 28 day rule and will abide by the escort and supervision of Visitors as per page 2 of this form. (tick) ☐
- I further declare that I am compliant with CASA CASR Part 99 in regards to Drug and Alcohol Management Plan requirements. (tick) ☐

Signature		Date	

DETAILS OF THE SUPERVISING / SPONSORING ASIC HOLDER

Surname	
First Name	
Company Name	
Contact Number	
Type of ASIC	(CNS / AUS Red / Grey)
ASIC Expiry Date	
ASIC Number	

I certify the applicant has an operational need to access a secure area of the airport. (tick) ☐

I have read and understood my sponsoring and escorting responsibilities as per page 2. (tick) ☐

I agree to be compliant with CASA CASR Part 99 in regards to the Drug and Alcohol Management Plan requirements if this applicant is required to operate airside. (tick) ☐

Signature:		Date:	

ISSUING OFFICER ONLY

VIC Number	
Issue Date	
Expiry Date	
Return Date (Note 1)	
ID Documents Details (Type, Number & Exp)	

ID Verified by Name (Print): Signature:	ASIC No: Expiry:	Date:

Note 1: This may also be the date VIC was cancelled or reported lost, stolen or destroyed.