

Cairns Airport
Aviation Security Identification Card (ASIC) Application Form

Application forms should be submitted at least six (6) weeks prior to need.

INITIAL APPLICATION

RENEWAL APPLICATION

FORM

- Applicant to complete Part A
- Employer / Sponsor to complete Part B (Authorised Signatories only)
- Part C to be completed during application at the ID & Access Office
- Pilots may apply as their own sponsor on production of current pilot's license and medical

LODGEMENT

- All applicants must present in-person
- Applicants must present the entire 10 page form fully completed (part forms are not acceptable)
- ID & Access Office opening hours: **Monday – Friday 08:30-13:00**

IDENTIFICATION

- **Original** identification documents must be produced as detailed on page 2.
- **Certified copies are not acceptable.**
- All identification documents must contain exact name matches
- All name changes must be accompanied by a Change of Name or Marriage Certificate
- Foreign language documents must be accompanied by a professional translation (NAATI)
- Further information on identification requirements can be found on the Cairns Airport website
- Photocopies of all ID presented will be kept securely on file

TRAINING

- Applicants must complete Security Awareness (SAT) & Airport Customer Experience (ACE) online training
- The training courses can be accessed on the Cairns Airport website at:

<http://www.cairnsairport.com.au/business/operations/security/>

- Certificates of completion must be presented for both courses prior to ASIC issue

CHARGES & FEES

- An application fee of \$225 is payable on lodgment (can be charged to approved company accounts)
- A refundable \$50 deposit is payable **by the applicant** prior to ASIC issue (new applicants only)
- Deposits are refunded on return of an ASIC as per the conditions of issue (Part C)

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

Drug & Alcohol Management Plans are in place at Cairns Airport. Random testing may be carried out by authorized persons under both Cairns Airport and CASA management plans.

NQA Privacy Policy: Is available on the Cairns Airport website.

For quality control purposes, this document is only valid on the day it is printed. Official versions are stored on the intranet.

This copy was last saved: 7/09/2018, last printed: 7/09/2018

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IDENTIFICATION REQUIREMENTS

A minimum of 3 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.

ALL DOCUMENTS MUST BE ORIGINAL		FOR OFFICE USE ONLY:
<p><u>CATEGORY A</u></p> <p>One document required</p>	<input type="checkbox"/> Australian birth certificate <input type="checkbox"/> Australian citizenship certificate <input type="checkbox"/> Australian citizen by descent <input type="checkbox"/> ImmiCard <input type="checkbox"/> Australian visa and foreign Passport <input type="checkbox"/> Australian protection visa and Titre de Voyage	Name: Number: Date of Issue:/...../..... Date of Expiry:/...../..... Country / State of Issue:
<p><u>CATEGORY B</u></p> <p>One document required</p>	<input type="checkbox"/> Passport <input type="checkbox"/> Drivers License <input type="checkbox"/> Australian Proof of Age Card <input type="checkbox"/> Embassy/Consulate photo Identity card <input type="checkbox"/> Australian Adult firearms or shooter's licence <input type="checkbox"/> Australian Industry licence <input type="checkbox"/> Australian Police Identity Card <input type="checkbox"/> Australian Security Licence <input type="checkbox"/> Australian Working with vulnerable people card	Name: Number: Date of Issue:/...../..... Date of Expiry:/...../..... Country / State of Issue:
<p><u>CATEGORY C</u></p> <p>One document required</p> <p>A category B document that has not already been used may be used as a category C document.</p>	<input type="checkbox"/> Medicare Card <input type="checkbox"/> Marriage / Change of Name certificate <input type="checkbox"/> ASIC or MSIC <input type="checkbox"/> Government issued identity document <input type="checkbox"/> Evidence of Employment <input type="checkbox"/> Evidence of Indigenous Heritage <input type="checkbox"/> Australian tertiary student ID card <input type="checkbox"/> Academic Transcript / trade certificate <input type="checkbox"/> Bank Card <input type="checkbox"/> Australian government benefits <input type="checkbox"/> Cat B Document	Name: Number: Date of Issue:/...../..... Date of Expiry:/...../..... Country / State of Issue:
<p><u>CATEGORY D</u></p> <p>Only required if categories A, B or C do NOT have a current address.</p>	<input type="checkbox"/> Australian electoral enrolment <input type="checkbox"/> Australian rate or valuation notice <input type="checkbox"/> Utility account or bank statement <input type="checkbox"/> Mortgage papers or tenancy agreement <input type="checkbox"/> Other <p><u>Must be less than 6 months old</u></p>	Document Provided: Reference Number: Date of Document:/...../.....

PART A – PERSONAL DETAILS OF APPLICANT

Name	<input type="text"/>		<input type="text"/>		
	<i>Given Names</i>		<i>Surname</i>		
Previous Names	<input type="text"/>				
	<i>(if applicable)</i>				
D.O.B	<input type="text"/>		Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Place of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	<i>City</i>	<i>State</i>	<i>Country</i>		
Country of Citizenship	<input type="text"/>				
Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>		
	<i>Home</i>	<i>Work</i>	<i>Mobile</i>		
Email	<input type="text"/>		<input type="text"/>		
	<i>Personal</i>		<i>Work</i>		

ACKNOWLEDGMENT

You are requested to certify 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 also note that the existence of an adverse record does not mean you will be assessed automatically as being unable to receive an ASIC. Each case will be assessed on its merit.

I, _____ certify that:

(full name – BLOCK LETTERS)

(please tick)

- 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.
- I understand that I am applying for a Security Identification Card for the Aviation Industry and that the information provided on this form is true and correct to the best of my knowledge.
- I understand that if I have made any misleading or false statements, they may preclude me from obtaining an ASIC
- 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 through the Australian Federal and State police services; and the Department of Immigration and Border Protection (DIBP) where necessary.
- I have been given a copy of the Auscheck Privacy Notice, which explains how Auscheck will use my personal information.
- I have read and understood the NQA Privacy Policy available on the Cairns Airport website.
- I further acknowledge that my personal information may be provided to the Australian Border Force under sections 312A and 312B of the Customs Act 1901 and Customs Regulations 170A and 170B once I am issued with an ASIC.

Signature: _____ Date: _____

PART A – PERSONAL DETAILS OF APPLICANT *(continued)*

RESIDENTIAL HISTORY - PREVIOUS 10 YEARS <i>(For Renewal Applicants, only 2 years required)</i>				Period of residence <i>(must include day/month/year)</i>	
	Street Address	Suburb/State/Country	Post Code	From	To
Current Address					Current
Previous Address					
Previous Address					
Previous Address					
Previous Address					
Previous Address					
Previous Address					
Previous Address					
Previous Address					

CRIMINAL / TRAFFIC CHARGE, CONVICTION OR PECUNIARY PENALTIES	
1. Are you the subject of any traffic violation, criminal or traffic charge(s) pending before a court?	YES / NO
2. Do you have any conviction(s) or finding(s) of guilt which are less than ten (10) years old, or any juvenile conviction(s) or finding(s) of guilt which are less than five (5) years old?	YES / NO
3. Do you have any conviction(s) or finding(s) of guilt which are over ten (10) years old, (or five (5) years for juvenile conviction(s) or finding(s) of guilt) where the sentence imposed was <u>less</u> than thirty (30) months imprisonment?	YES / NO
4. Do you have any conviction(s) or finding(s) of guilt which are over ten (10) years old, (or five (5) years for juvenile conviction(s) or finding(s) of guilt) where the sentence imposed was <u>greater</u> than thirty (30) months imprisonment?	YES / NO

If you answered YES to any of the above questions, please attach details

PART B – EMPLOYER / SPONSOR STATEMENT

Applicants
Occupation

Operational
need for ASIC

Access
Required

Type of ASIC

RED

GREY

CNS only:

Australia Wide:

Reason for Australia wide ASIC and airports required: *(complete only if requesting an AUS ASIC)*

Payment of \$225.00 for ASIC card:

CARDHOLDER

EMPLOYER/SPONSOR

I, _____ of _____

(full name)

(Company)

contracted to / working for _____

(Airport Firm / User)

Confirm that: (please tick)

- The personal details in PART A are correct and the request that an Aviation Security Identification Card be issued to the applicant for the for the areas indicated.*
- I understand that I am required to notify Cairns Airport Pty Ltd of any change to the details provided in PART A*
- I agree to recover and return the Aviation Security Identification Card prior to the applicant leaving our employ or upon his/her transfer to a position which does not require retention of the card.**
- I certify the details in Part B are true and correct.*

Signature: _____ Date: _____

Business Address: _____

Telephone: _____ Email: _____

PART C – CONDITIONS OF USE

1. The ASIC is issued subject to the Australian Governments Air Navigation Act 1920, Aviation Transport Security Act 2004 and Regulations 2005, the Queensland Airport Assets (Restructuring and Disposal) Act 2008 and Regulations under those Acts including amendments or subsequent legislation governing the issue and use of ASICs.
2. A person must prominently display the ASIC issued to them on an outer garment (above waist level) when entering, remaining or leaving a designated area for lawful reasons in accordance with Regulation 1.04 of the Aviation Transport Security Regulation 2005.
3. A person must present the ASIC issued to them for inspection on demand by an Authorised Officer or other law enforcement officer.
4. A person must surrender the ASIC issued to them on expiry, transfer or termination of present duty or on request of Cairns Airport Pty Ltd in accordance with Regulation 6.45 of the Aviation Transport Security Regulations 2005.
5. A person must report the loss, theft or destruction of the ASIC issued to them to Cairns Airport Pty Ltd within 24 hours. A statutory declaration must be completed in accordance with Regulation 6.46 of the Aviation Transport Security Regulations 2005.
6. A person whose ASIC has been suspended or cancelled in accordance with Regulation 6.42A and 6.43 of the Aviation Transport Security Regulations 2005, must return the ASIC to Cairns Airport Pty Ltd within 7 days.
7. A person who has been issued with an ASIC must advise changes in circumstances to any part of this application within seven days of the change becoming effective, including any convictions for an aviation security relevant offence.
8. A person using the ASIC issued to them for access control purposes is to ensure doors or gates accessed are closed and locked after access.
9. Any person accessing an airside area may be required to submit to random drug and alcohol testing in accordance with Cairns Airport and CASA Drug and Alcohol Management Plans.
10. A person who has been issued with an ASIC must only use it whilst on shift in the course of their approved duties and must not transfer or give it to anyone else under any circumstances.
11. Be compliant with CASA CASR Part 99 in regards to Drug and Alcohol Management Plan requirements.

Failure to comply with these conditions is an offence under the Airport Assets (Restructuring and Disposal) Act 2008 Section 67. Penalty – 25 penalty units.

The applicant acknowledges that the approved holder of an ASIC, or the approved holder's belongings, or the approved holder's vehicle may be subject to a search by an Authorised Officer before entering or while in a designated area.

I, _____
(full name)

Agree to comply with the above conditions upon receipt of Aviation Security Identification Card, while I am employed in my current position as

_____ with _____

I understand that my ASIC remains the property of Cairns Airport Pty Ltd and I agree to return the ASIC within 30 days of expiry or termination of duty / operational need.

I have read, understood and agree to abide by Part C.

I further acknowledge that in making this application, I undertake that any company vehicles or equipment that I am required to operate airside will conform with the rules and conditions promulgated by Cairns Airport Pty Ltd in the Airside Vehicle Control Manual.

Applicant Signature: _____ **Date:** _____

Witness Signature: _____ **Date:** _____



AusCheck Privacy Notice

August 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, and
- 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:

- the details of identification documents to enable the electronic verification of these documents, for example your birth certificate registration number
- **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 recent (that is, taken within 6 months) **photograph** showing the 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, and
- **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.

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 a new background check)
- verifying the identity of an individual
- providing an online card verification service that will verify if an ASIC or a MSIC has already been issued and its status
- responding to a national security incident, and
- law enforcement or national security purposes.

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.

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.

- **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, and/or
- 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 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, and
- 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), and
- 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 maritime-security-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, and
- legislation relating to AusCheck.

You can see the website at:

www.homeaffairs.gov.au/about/crime/auscheck/.

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