

**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 form fully completed (part forms are not acceptable)
- **ID & Access Office is open by appointment.** [Please make a booking online via the Cairns Airport website.](#)

IDENTIFICATION

- **Original** identification documents must be produced as detailed on page 2
- **Certified copies and extracts 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

ONLINE TRAINING – COMPULSORY FOR ALL NEW/RENEWAL APPLICATIONS

- Applicants must complete **Security Awareness (SAT)** & Airport **Customer Experience (ACE)** online training courses that will be sent to you once you have submitted your application

CHARGES & FEES

- An application fee of \$450 is payable on lodgment (can be charged to approved company accounts)
- A refundable \$50 deposit is payable prior to ASIC issue (Please note: Any deposit not claimed within (6) six months of the expiry of an ASIC will be forfeited).
- 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.

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>	<ul style="list-style-type: none"> <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 	<p>Name:</p> <p>Number:</p> <p>Date of Issue:/...../.....</p> <p>Date of Expiry:/...../.....</p> <p>Country / State of Issue:</p>
<p><u>CATEGORY B</u></p> <p>One document required</p>	<ul style="list-style-type: none"> <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 (excluding QLD) <input type="checkbox"/> Australian Working with vulnerable people card 	<p>Name:</p> <p>Number:</p> <p>Date of Issue:/...../.....</p> <p>Date of Expiry:/...../.....</p> <p>Country / State of Issue:</p>
<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>	<ul style="list-style-type: none"> <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 	<p>Name:</p> <p>Number:</p> <p>Date of Issue:/...../.....</p> <p>Date of Expiry:/...../.....</p> <p>Country / State of Issue:</p>
<p><u>CATEGORY D</u></p> <p>Only required if categories A, B or C do NOT have a current address.</p>	<ul style="list-style-type: none"> <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>	<p>Document Provided:</p> <p>Reference Number:</p> <p>Date of Document:/...../.....</p>

PART A – PERSONAL DETAILS OF APPLICANT

Name	<input type="text"/>		<input type="text"/>		
	<i>Given Names</i>		<i>Surname</i>		
Previous Names <i>(if applicable)</i>	<input type="text"/>				
D.O.B	<input type="text"/>	Gender	<input type="radio"/> Male	<input type="radio"/> Female	<input type="radio"/> Other
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

Access required
Please tick applicable

- | | | |
|---|---|---|
| <input type="checkbox"/> Airport Administration Centre (Ground Floor) | <input type="checkbox"/> CAPL ADM's | <input type="checkbox"/> Carpark Contractors |
| <input type="checkbox"/> Airport Administration Centre (Level 2) | <input type="checkbox"/> CAPL Staff | <input type="checkbox"/> T2 Waste Room & V23 Gate (Grey ASIC) |
| <input type="checkbox"/> Airline Customer Service Staff | <input type="checkbox"/> Contractors | <input type="checkbox"/> T1 & T2 Airside Staff Access |
| <input type="checkbox"/> Airline Ramp Service Staff | <input type="checkbox"/> Daifuku | <input type="checkbox"/> T1 Void |
| <input type="checkbox"/> ARA Security | <input type="checkbox"/> ICT Comms Rooms | <input type="checkbox"/> T1 Staff entry doors |
| <input type="checkbox"/> Baggage Handling System | <input type="checkbox"/> Smiths Detection | <input type="checkbox"/> Vehicle Gates |
| <input type="checkbox"/> Safety Gates | <input type="checkbox"/> TAF Building | <input type="checkbox"/> Other: |
| | <input type="checkbox"/> Trident Cleaning | |
| | <input type="checkbox"/> Trident Security | |

Type of ASIC RED

GREY

CNS only:

AUS-wide:

See requirements below

AUS-wide ASIC applications: Please attach a letter signed by authorised signatory for the employer/sponsor confirming the operational need for an **AUS ASIC** detailing the following information:

- Occupation or activity/nature of duties relevant to the secure area of the airport;
- The specific reason(s) for unmonitored access to all or part of a secure area of the nominated airports;
- Which airports they will require access to;
- Minimum frequency of access;

Payment of \$450.00 for ASIC:

CARDHOLDER

EMPLOYER/SPONSOR

Payment of \$50 card deposit:

CARDHOLDER

I, _____ of _____
(Full Name) (Company)

contracted to / working for _____
(Airport Firm / User)

Confirm that: (please tick)

- I request that an Aviation Security Identification Card be issued to the applicant for the areas indicated.
- I understand that I am required to notify Cairns Airport Pty Ltd of any change to details listed in part B and to notify Cairns Airport Pty Ltd if cardholder is no longer employed by the Employer Sponsor.
- 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 height, at the front of side of the body, and with the whole front of the ASIC clearly visible) 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, Aviation Security Inspector, 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 to return card back to Cairns Airport Pty Ltd within 1 month 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 within 7 days 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 Drug and Alcohol Management Plan requirements.
12. A person must ensure that their ASIC is not displayed and is secured in a safe location when not operationally required.

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.

****TO BE COMPLETED & SIGNED IN FRONT OF AN ID & ACCESS OFFICE STAFF MEMBER****

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 1 month of expiry or termination of duty / operational need.

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

Applicant Signature: _____ Date: _____

Witness Signature: _____ Date: _____



AusCheck Privacy Notice - NHS

June 2019

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* (Privacy Act) 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 about you when an application for a background check for the purpose of a National Health Security (NHS) check is made in connection with you seeking authorisation by a registered Entity under the Security-Sensitive Biological Agent (SSBA) Regulatory Scheme to handle SSBAs, access a facility where SSBAs are handled, or access sensitive information relating to SSBAs
- how your personal information will be used, and
- where you can find more information.

What is personal information?

The Privacy Act defines personal information as information or an opinion about an individual who is reasonably identifiable.

Under the Privacy Act 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, religious 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 *SSBA Standards 2013* (SSBA Standards), a person who does not currently hold a national security clearance of Negative Vet Level 1 (NV1), Negative Vet Level 2 (NV2), or Positive Vet (PV) must undergo an AusCheck coordinated background check before they can be authorised to handle Tier 1 SSBAs, access a facility where Tier 1 SSBAs are handled, or access sensitive information relating to Tier 1 SSBAs. Entities registered to handle Tier 2 SSBAs under the SSBA Regulatory Scheme may also require persons to undergo a background check. AusCheck requires some of your personal information in order to conduct this background check. Your Entity will apply to AusCheck for a background check on your behalf.

Persons who have undergone a background check are required to notify their Entity of any changes to their name within 30 days of the change. Your Entity will notify AusCheck of the change of name within two business days.

Consent

Under the AusCheck Act, by accepting this Privacy Notice and applying to become an authorised person, 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 application, as well as any further background checks required or permitted by the AusCheck Act or other legislation. This includes:

- a further background check in circumstances where it is reasonably suspected that the information provided for the original background check was incomplete, the application requirements were not met, or the advice given as a result of that check was inaccurate or incomplete, and

- a background check requested by the Secretary of the Department.

A person who has undergone an AusCheck coordinated background check in order to become an authorised person and is convicted of a health security relevant offence must report this conviction to their Entity. Their Entity will report the conviction to AusCheck and a new background check will be undertaken. The person's authorised status will be suspended pending the outcome of the new background check.

What personal information is being collected about me?

Your Entity will collect the information that AusCheck requires to conduct a background check and to perform online verification.

The required information includes:

- **identity information:** your full name, all former full names, all other names, titles, pseudonyms and aliases which you are or were known by, use or have used to identify yourself (variants, including variants in spelling are taken to be different name, titles pseudonyms or aliases), 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 **photograph** 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 Entity, 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.

If your Entity or employer has asked you for any additional personal information, you should contact them to clarify why that additional information is required.

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.

AusCheck may direct your Entity to provide further information if doing so is necessary for the purposes of meeting background check application requirements, ensure all required information is provided or completing a background check. This direction may be given whilst the background check is being undertaken, or whilst your NHS check is valid. AusCheck may charge for the cost of undertaking a new background check in these circumstances.

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 a person is eligible to become an authorised person
- 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 Entity. 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 an authorised person.

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 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 check your legal right to work in Australia. This information may also be used for immigration compliance purposes.

What happens after my background check is complete?

AusCheck will use the results of these checks to advise your Entity whether you:

- have an 'adverse' or 'qualified' criminal record,
- have an 'adverse' or 'qualified' security assessment
- have the right to work in Australia if requested by your Entity.

If you have a qualified criminal record, your Entity has discretion about whether to authorise you on the basis of your criminal record. AusCheck will provide your Entity with the details of your convictions for health security relevant offences to assist them when making this decision. Your Entity may authorise you for up to 12 months before you must undergo a new background check to be reauthorised.

If you have an adverse criminal record, adverse security assessment, or qualified security assessment, your Entity must not authorise you under the SSBA Standards.

If you do not hold a visa entitling you to work in Australia, your Entity must not authorise you under the SSBA Standards.

AusCheck will keep your personal information on the AusCheck database. Entities, inspectors for the SSBA Regulatory Scheme (where access is provided by Entities), 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.

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* 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 undergoing an AusCheck coordinated background check for the purpose of becoming an authorised person. This means that the details of convictions for certain health 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 complain to the Office of the Australian Information Commissioner.

Transfer of result of background check to new Entity

Under the SSBA Standards, if you commence work at a different Entity from the one that applied for the background check, you can consent to the transfer of the result of that background check to the new Entity. The new Entity may then consider that result when deciding whether to authorise you under the SSBA Standards. The new Entity will contact AusCheck to verify the result of that check following your consent to transfer results.

If the result of that background check was that you have a qualified criminal record, AusCheck will provide the new Entity with the details of your convictions for health security relevant offences to assist them when deciding whether to authorise you under the SSBA Standards.

The new Entity is able to authorise you for the period up until when a new background check would have been required. For an 'eligible' result, this is two years from the initial background check. For a 'qualified' result, this is 12 months from the initial background check.

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
- appeal processes
- obligations to self-report
- transferring an NHS check result, and
- legislation relating to AusCheck.

You can see the website at:

<https://www.homeaffairs.gov.au/about-us/our-portfolios/criminal-justice/crime-prevention/auscheck>.

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