



Cairns Airport Aviation Security Identification Card (ASIC)
CHANGE OF INFORMATION FORM

PART A – PERSONAL DETAILS OF APPLICANT

Name						
	<i>Given Names</i>		<i>Surname</i>			
D.O.B			Gender	<table><tr><td>Male</td><td>Female</td></tr></table>	Male	Female
Male	Female					
Telephone						
	<i>Home</i>	<i>Work</i>	<i>Mobile</i>			
Email						
	<i>Personal</i>		<i>Work</i>			

Current Address	Street Address	Suburb/State/Country	Post Code	Period of residence (must include day/mth/yr)	
				From	To
					<i>Current</i>

ACKNOWLEDGMENT

I, _____ certify that:
(full name – BLOCK LETTERS)

- There has been no change to my criminal background since my previous Auscheck clearance received for:

ASIC number: _____

Expiry: _____

- The information I have provided on this form is true and correct to the best of my knowledge
- I have read and understood the NQA Privacy Policy available on the Cairns Airport website.

Signature: _____ Date: _____

For Office use only

CHANGE REQUIRED: _____

Statutory Declaration Required: ☐ YES ☐ NO

Attached: ☐ YES ☐ NO

Authorised by: _____ Date: _____

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

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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 \$75.00 for reprint of 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:** _____