



**APPLICATION FOR
AVIATION SECURITY IDENTIFICATION CARD
(ASIC)**

IMPORTANT NOTICE

**THIS APPLICATION MUST BE SUBMITTED
AT LEAST SIX (6) WEEKS PRIOR TO NEED**

Failure to do so WILL result in processing delays

An appointment **MUST** be made to finalise and submit this application.

**A fee of \$220.00 is payable on receipt of ASIC
which includes a \$50.00 deposit on the card**

Application can be lodged personally at OOL, TSV, or ISA

For queries or changes to your application once it has been lodged, please phone (07) 5589 1255 or email asics@gcal.com.au

AVIATION SECURITY IDENTIFICATION CARD (ASIC) IMPORTANT INFORMATION

Please read BEFORE completing this application

PRODUCTION PROCESS

The production process is reliant on the processing of background checks through AusCheck from the following agencies:

CrimTrac

Australian Security Intelligence Organisation (ASIO)

Department of Immigration & Citizenship (DIAC)

CONFIDENTIALITY

The information contained in this application is kept in the strictest confidence as per current privacy laws.

IDENTIFICATION REQUIREMENTS

Applicants for an ASIC must produce for the purpose of personal identification, ORIGINALS of the following combinations of documents as described in Section 6:

- A current licence, State or Federal / Student identification and
- A full Birth Certificate; or
- Current Australian Passport; or
- An Australian Naturalisation Certificate; or
- A certificate of evidence of resident status issued by the Dept Of Immigration and Multicultural and Indigenous Affairs; or
- A written reference containing the signature of the applicant

CONDITIONS OF USE FOR ALL ASICs

In consideration of QAL allowing the applicant or, where the holder of the ASIC will not be the applicant, the holder of the ASIC, to enter Airside Prohibited Areas, the applicant agrees to comply and to ensure that the holder of the ASIC complies, with the following conditions:

- The ASIC is to be prominently displayed in the approved manner when entering and remaining on all Airside Areas.
- The ASIC is to be presented for inspection on demand by a QAL Officer or a member of the AFP.
- The loss of an ASIC is to be reported immediately to the Operations & Security Manager - Gold Coast Airport Pty Ltd.
- If you are convicted of an aviation-security related offence, you must notify QAL in writing of the conviction within 7 days.
- If you change your name, you must notify QAL in writing of the change within 30 days.
- The ASIC is to be surrendered on expiry, transfer or termination of present duty, or on request of the GM - Aviation, Operations & Security Manager or Aviation Coordinator - Gold Coast Airport Ltd Penalties may apply for failure to surrender an ASIC.
- The ASIC may only be used in the course of the holder's approved duties Airside and it does not constitute an authority to enter or remain in any Airside Prohibited Area for any other purpose.
- If there are any changes in circumstances to any part of this application, including the personal consent section, the Operations & Security Manager - Gold Coast Airport Pty Ltd must be advised immediately.
- The ASIC is issued subject to the "Air Navigation Act - Air Navigation Regulations"
- The applicant acknowledges that the holder of the card and the holder's belongings and vehicle may be subject to a search by an Airport Officer before entering or while within an SRA.
- The ASIC remains the property of QAL at all times.

If the applicant is not an employee of Q Ltd, the applicant represents that he or she has the authority of his or her employer to enter into this contract on behalf of both himself or herself and his or her employer. The applicant as well as his or her employer has agreed to be bound by the above conditions of use and be responsible for any breaches of the conditions of use by the holder of the ASIC.

AVIATION SECURITY IDENTIFICATION CARD (ASIC) APPLICATION

OFFICE USE ONLY

ASIC NO							
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NEW		OOL		BCI		TEST		AUS SENT :
RENEWAL		TSV		CNJ		PHOTO		AUS RCVD :
RED		ISA		JCK		ID		DEPOSIT \$50 YES / NO
GREY		AUS		HGD		ACCESS		INVOICED ON :

- Applications to be filled out in **black biro**
- **Proof of Identification must be available at time of appointment**
- If there has been a change of names, then previous and current names **MUST** be included on the form (eg maiden, de facto, deed poll, etc).
- Applicant's signature must not be more than three months old.

1. APPLICANT'S INFORMATION

Applicant's Surname/Family Name		Ph (H)
Given Names:		Ph (W)
Applicants Home Address:		Mobile
	P/Code	Email (H)
All other surnames ever used:		<input type="checkbox"/> Maiden (please provide Marriage Cert copy) <input type="checkbox"/> Previous <input type="checkbox"/> Deed Pole
Date of Birth	Female <input type="checkbox"/> Male <input type="checkbox"/>	Employed By:
Place of Birth – City / State		Reason for issue / Current position
Country of Citizenship		<i>If a contractor working for QAL</i> – Name QAL Project Controller
<p><i>I declare that the information given in this ASIC application is accurate to the best of my knowledge</i></p> <p>..... : ___ / ___ / ___ (Applicants signature) (Date)</p>		

4. ASIC REQUIRED

Type of ASIC: OOL (Gold Coast) TSV (Townsville) ISA (Mount ISA)
Please circle BCI (Barcaldine) CNJ (Cloncurry) JCK (Julia Creek) HGD (Hughenden)
AUS (Australia) ***

*** **PLEASE NOTE:** Applications for AUS cards **MUST** be supported by a separate written explanation from the employer, within the definitions of the Air Navigation Regulations for AUS ASIC's and is to include a brief description of the nature of duties indicating why an AUS ASIC is required and the number of times the AUS card is required per annum. **IF SUPPORTING DOCUMENTATION IS NOT SUPPLIED AT THE TIME OF LODGEMENT, AN "AUS" ASIC WILL NOT BE CONSIDERED FOR APPROVAL**

Do you currently hold an ASIC? YES NO IF YES - ASIC Number

5. EMPLOYER CERTIFICATION To be completed by Applicant's Employer

I of
(Name) (Company)

Street Address:

Suburb Postcode..... ACN.....

Ph (W): Fax (W):.....

Email (W)

confirm that the preceding applicant and employer details are correct and request that an Aviation Security Identification Card (ASIC) be issued to the applicant for the areas indicated in Section 2.

I undertake to notify the Gold Coast Airport Pty Ltd of any changes to the above particulars and to recover and return the ASIC /ADA, prior to the applicant leaving our employ or upon transfer to a position which does not require retention of the card.

Signature:

6. ACCESS INFORMATION

Please detail ALL areas that you will NEED to access and the number of times you will access those areas, per annum.

.....times per annum)

.....times per annum)

7. ACKNOWLEDGEMENT

I.....hereby:
(Full name - **BLOCK LETTERS** and in **INK**)

Understand that I am applying for a security identification card for the aviation industry. The information that I have provided in this application is correct to the best of my knowledge.

I understand that my personal information will be used by AusCheck to co-ordinate a background check through the Australian Security Intelligence Organisation (ASIO), Crim Trac and the Department of Immigration and Citizenship (DiAC), where necessary.

I have been given a copy of the brochure *AusCheck Privacy Notice*, which explains how AusCheck will use my personal information.

Signature..... Date / /

8. CRIMINAL/TRAFFIC CHARGE, CONVICTION OR PECUNIARY PENALTIES

- (i) Are you the subject of any traffic violation, criminal or traffic charge(s) still pending before a court? Yes No
- (ii) Do you have any conviction(s) or finding(s) of guilt which are less than ten (10) years old, or any juvenile convictions(s) or finding(s) of guilt which are less than five (5) years old? Yes No
- (iii) 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 less than thirty (30) months imprisonment? Yes No
- (iv) 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 greater than thirty (30) months imprisonment? Yes No

9. AIRSIDE DRIVING

All persons required to drive airside must apply for an Authority to Drive Airside (ADA)

- A: Do you hold a current Authority to drive airside (ADA) YES NO
- IF YES Expiry Date of current ADA is: .. ./...../.....** CAT
- B: Do you require an ADA YES NO If yes - ask for Application
- C: Do you require an Authority to Use Airside Permit (AUA) YES NO If yes - ask for Application
- D: Is Gate access required YES NO If yes - ask for application

PLEASE NOTE: Theory & Practical Examinations for ADA's must be completed every TWO (2) YEARS

10. CHECK LIST AND RECEIPT SECTION

<u>PREVIOUS CARD</u>		<u>APPROVAL FOR ISSUE OF NEW CARD</u>	
1. ASIC TYPE	Initial with ADA	Checked by	
	Renewal with ADA		
	Replacement with ADA		
2. Previously held ASIC	Yes No	<u>RECEIPT of ASIC</u>	
3. If yes, ASIC number			
4. Previously held ASIC returned to QAL Administration Officer	Yes No	<p><i>I acknowledge receipt of the abovementioned ASIC which remains the property of Queensland Airports Ltd and is on loan to me whilst I am employed in my current capacity by the company noted in Section 6 of this application.</i></p> <p>Applicant's Signature</p> <p>.....</p> <p>Date / /</p>	
5. If Yes, on what date / /		
6. Has Stat. Dec been lodged for:			
Lost ASIC	Yes No		
Stolen ASIC	Yes No		
Destroyed ASIC	Yes No		
If Yes, on what date / /		

NOTE: This page to be completed by Gold Coast based applicants only

Entry to Customs Controlled Areas:

Holders of an ASIC are advised of their additional responsibilities in Customs Controlled Areas. It is not intended to restrict or limit authorised persons from undertaking legitimate official or commercial activities in Customs Controlled Areas.

Section 234AA of the Customs Act 1901 defines a place used by officers for Customs purposes and prohibits entry of unauthorised persons into these places.

The areas subject to restrictions are in the international arrivals areas, international departures areas and tarmac areas used by international aircraft and are identified by Australian Customs Service signs that state entry into the areas by unauthorised persons is prohibited under the Customs Act.

Please Note: All persons (including authorised persons) in Customs Controlled Areas may be asked by a Customs Officer the purpose of their presence in that area and that officer may also examine any goods carried by persons in, or out of, that area.

Access to Customs Controlled Areas will be limited to those areas where an authorised person has legitimate commercial or official activities unless otherwise approved by the Customs Duty Manager, Gold Coast Airport.

Airport employees (authorised persons) **who are off duty** from their normal employment **and/or are not engaged in their normal commercial or official activities** will require specific permission from the Customs Duty Manager, Gold Coast Airport to enter Customs Controlled Areas.

Permission must also be obtained when an authorised person wishes to meet or assist family, friends or associates arriving or departing within Customs Controlled Areas of the airport. Permission **will not** normally be granted unless there are extenuating and/or compassionate circumstances. Requests for permission providing detailed reasons why access is being sought should be made in writing and in a timely manner prior to the relevant flights arrival.

Information to be provided to Customs

Where an ASIC is issued, personal information will be provided to the Australian Customs Service in accordance with sections 213A and 213B of the Customs Act 1901 and Customs Regulations 170A and 170B. This information is required by the Australian Customs Service to assess employees for the risk they may present in relation to a range of Commonwealth Laws. The Australian Customs Service is obliged to handle personal information in accordance with the Privacy Act 1988. Section 16 of the Customs Administration Act 1985 also limits the recording and disclosure of personal information.

Customs will be provided with the following personal information:

- Name and address
- Date and place of birth
- Work location

I acknowledge that the above required identity information will be provided to Customs.

.....
Signature of Applicant

Please complete your details:

Full Name:	
Home Address:	
Date Of Birth:	
Town & Country Of Birth:	
Employer and Position:	