



# Broome International Airport AVIATION SECURITY IDENTIFICATION CARD (ASIC)

## OFFICE USE ONLY

<b>ASIC NO.</b>							
<b>SURNAME</b>				<b>MOBILE No.</b>			
<b>GIVEN NAMES</b>							
<b>EMPLOYER</b>							
<b>CARD TYPE</b>	<b>AUS</b>	<b>BME</b>	<b>EXPIRY DATE</b>	____ / ____ / ____			

## TO BE COMPLETED BY APPLICANT (BLOCK CAPITALS only please)

### SECTION A – PERSONAL DETAILS

Title:  Mr  Mrs  Ms  Miss  Other \_\_\_\_\_

Surname: \_\_\_\_\_

Given Name/s: \_\_\_\_\_

Previous Name Used:  Maiden Name  Also Known As  Previous Name: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_

Employed By: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Gender:  Male  Female  Other  
Day      Month      Year

Town/City of Birth: \_\_\_\_\_

State/County/Province of Birth: \_\_\_\_\_

Country of Birth: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Visa Expiry Date: \_\_\_\_\_

(if applicable)      \*All current and previous names must be provided above with supporting documentation  
    \*If born overseas please provide proof of Australian Residency or Working Visa documentation

### PAYMENT

Payment for ASIC applications must be made at the time of submission, no applications will be accepted without payment and may take up to 2 weeks to approve.

**ASIC Application cost: \$260 (incl GST) Replacement of lost ASIC \$100**

BIA accepts the following methods of payment • Credit Card • EFTPOS • Cheque made payable to Broome International Airport  
ASIC fees are non-refundable, even if an application is unsuccessful or cancelled.

OFFICE USE ONLY  
Signature Verification

Applicant \_\_\_\_\_

ASIC Officer or Delegate \_\_\_\_\_

Mailing Address: Locked Bag 4016  
Broome, WA, 6725  
Phone: 08 9194 0600

# Broome International Airport AVIATION SECURITY IDENTIFICATION CARD (ASIC)

## SECURITY ACCESS REQUIREMENTS

<p><b>TYPE OF CARD REQUIRED</b></p> <p><input type="checkbox"/> BME Red (Broome Airport Specific)</p> <p><input type="checkbox"/> AUS Red (provide supporting letter of operational need)</p> <p><input type="checkbox"/> New Application</p> <p><input type="checkbox"/> Renewal (please provide details)</p> <p>Previous Card Number _____</p> <p>Previous Issuing Body _____</p>	<p><b>SECURITY ACCESS REQUIREMENTS</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">Daily</td> <td style="text-align: center;">Weekly</td> <td style="text-align: center;">Monthly</td> </tr> <tr> <td>Security Restricted Area</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>General Aviation Area</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>All Areas</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table> <p>Please detail reasons for access: _____</p> <p>_____</p> <p>Approval _____</p> <p style="text-align: center;">BIA Operations Manager or Delegate</p> <p>Date: ____ / ____ / ____</p>		Daily	Weekly	Monthly	Security Restricted Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General Aviation Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Daily	Weekly	Monthly														
Security Restricted Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
General Aviation Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
All Areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														

## IDENTIFICATION REQUIREMENTS

Before BIA can issue an ASIC to you, you must provide adequate personal identification. Under the *Aviation Transport Security Regulations 2005*.

**As of the 1st of August 2017, ASIC applicants must present IN PERSON to their Issuing Body with at least three forms of original identification documents (one from each category A, B and C).**

CATEGORY A	CATEGORY B Must be current Government issued and have a photo and signature	CATEGORY C Must be current Cat B ID can be used as Cat C	CATEGORY D Only required if Cat A, B or C do not have current residential address
<input type="checkbox"/> Australian Birth Certificate <input type="checkbox"/> Australian Citizenship Certificate <input type="checkbox"/> Immicard <input type="checkbox"/> Australian Visa (with supporting passport - including NZ citizens)	<input type="checkbox"/> Passport <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Australian Proof of Age <input type="checkbox"/> Firearms Licence <input type="checkbox"/> Australian Industry Licence <input type="checkbox"/> Australian Security Licence	<input type="checkbox"/> Medicare Card <input type="checkbox"/> Marriage Certificate <input type="checkbox"/> Change of Name Certificate <input type="checkbox"/> ASIC or MSIC <input type="checkbox"/> Government Employee Identity Card <input type="checkbox"/> Payslip/PAYG (under 6 months old) <input type="checkbox"/> Australian Tertiary Student ID Card <input type="checkbox"/> Trade Certificate <input type="checkbox"/> Credit/Bank Card <input type="checkbox"/> Health Care Card	<input type="checkbox"/> Australian Electoral Enrolment <input type="checkbox"/> Rates Notice <input type="checkbox"/> Valuation Notice <input type="checkbox"/> Utility Account <input type="checkbox"/> Bank Statement <input type="checkbox"/> Mortgage Papers <input type="checkbox"/> Tenancy Agreement

- Any previous names must be disclosed on your application and you must supply documentation to support this e.g. a marriage certificate issued by Births, Deaths & Marriages or a Change of Name Certificate along with the above identification.
- Working Visa holders and External Contractors must produce a letter of support from their employer stating their operational need to be an Aviation Security Identification Card (ASIC) holder.
- Foreign passport holders can have Category C & D documents from their country of origin.
- All ID document names must match or a linking document is to be provided such as a Marriage Certificate or Change of Name.

# Broome International Airport AVIATION SECURITY IDENTIFICATION CARD (ASIC)

## ALL DOCUMENTS MUST BE ORIGINAL AND PRESENTED IN-PERSON FOR IDENTITY VERIFICATION

A minimum of three 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

### Category A: Start of identity in Australia

Document	Explanation/Description
<b>Australian birth certificate</b>	<b>Australian birth certificate.</b> No commemorative certificates.
<b>Australian citizenship certificate</b>	Official <b>Australian citizenship certificate</b> issued by the Australian Government.
<b>Australian citizenship by descent</b>	Official <b>Australian citizenship by descent extract</b> issued by the Australian Government.
<b>ImmiCard</b> <i>Must be checked on VEVO</i>	<b>ImmiCard</b> (may be expired, must be checked on VEVO).
<b>Australian visa</b> <i>Must be checked on VEVO</i>	Australian Visa Label, Visa Grant Notice, VEVO email (sent directly to issuing body) or Visa Evidencing Card. Must be presented along with the supporting foreign passport (supporting passport may be expired but must be original).  NOTE: Australian visa applies to New Zealand citizens.
<b>Australian protection visa</b> <i>Must be checked on VEVO</i>	<b>Australian Visa Label, Visa Grant Notice, VEVO email</b> (sent directly to issuing body) or <b>Visa Evidencing Card.</b> Must be presented with the supporting Australian Convention Travel Document (CTD) also known as a Titre de Voyage. A CTD is issued to a refugee to travel overseas in the absence of being able to obtain a passport from the country of their nationality.

### Category B: Link between the identity and person by means of photo and signature

Government-issued document (must be different to category A). Must have applicant's photo and signature and be current and valid.

Document	Explanation/Description
<b>Passport</b>	<b>Australian passport</b> , foreign passport or CTD (must not be expired). The CTD only meets the requirements for category B if it looks similar to an Australian passport. Older paper-style documents are not acceptable.
<b>Driver licence</b>	<b>Australian driver licence</b> , learner permit or foreign driver licence.
<b>Australian proof of age card</b>	Australian proof of age card issued by an Australian Commonwealth, State or Territory government.
<b>Embassy/Consulate photo identity card</b>	Embassy/Consulate photo identity card.
<b>Adult firearms or shooter's licence</b>	Adult Australian firearms or shooter's licence showing signature and photo.
<b>Industry licence</b>	Australian industry licence such as taxi-cab licence.
<b>Police identification card</b>	Australian police identification card from a Commonwealth, State or Territory police service.
<b>Australian security licence</b>	Australian security licence or Australian crowd controller licence.
<b>Working with vulnerable people card</b>	Australian working with children/vulnerable people card.

### Category C: Evidence of the person operating in the community with their identity

Must be current and valid. A category B document that has not already been used may be used as a category C document.

Document	Explanation/Description
<b>Medicare card</b>	<b>Medicare card.</b>
<b>Marriage Certificate (or similar)</b>	Official <b>Marriage Certificate</b> , Civil Partnership Certificate, Recognised Details Certificate or Change of Name Certificate.
<b>ASIC or MSIC</b>	Aviation or maritime security identification card.
<b>Government-issued identity document</b>	Government employee identity card, military identification card or defence discharge papers.
<b>Evidence of employment</b>	Payslip/PAYG payment summary less than 6 months old or employment contract with company details e.g. ABN.
<b>Evidence of indigenous heritage</b>	Reference or confirmation of identity from an Aboriginal and/or Torres Strait Islander Organisation.
<b>Australian tertiary student ID card</b>	Student ID card issued by an Australian TAFE, university or registered training organisation.
<b>Academic transcript/trade certificate</b>	Academic transcript from a reputable international university or Australian tertiary institution.  Trade Certificate issued by an Australian Registered Training Organisation or recognised industry body.
<b>Bank card</b>	Credit card or ATM card.
<b>Australian government benefits</b>	Evidence of a right to an Australian government benefit, pension or health care card.

### Category D: Evidence of current residential address

Only required if categories A, B or C do not have current address. Document must be less than 6 months old.

Document	Explanation/Description
Australian electoral enrolment	Proof of electoral enrolment in Australia.
Australian rate or valuation notice	Rate notices or land valuation notice.
Utility account or bank statement	Utility accounts (gas, water, electricity, telephone, internet) or bank account statement.
Mortgage papers or tenancy agreement	Mortgage papers, current lease or tenancy agreement.
Other evidence of residential address	Evidence of current residential address that is less than 6 months old, and is from a reputable organisation.

# Broome International Airport AVIATION SECURITY IDENTIFICATION CARD (ASIC)

## CONTACT DETAILS

Current Residential Address: \_\_\_\_\_  
 Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Resident from Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year  
 Note: You must provide your residential address history for the past 10 years in Section C

Current Postal Address: \_\_\_\_\_  
 Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

PO Box from Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

Email Address: \_\_\_\_\_

## ADDRESS HISTORY

To be completed by ALL applicants – It is a Government requirement that applications must provide ALL residential addresses for the past 10 years *beginning with the most recent*.

There must be no gaps between dates of addresses.

Must be full address details including Street, Town, State and Postcode

Street Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Resident From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Resident To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

Street Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Resident From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Resident To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

Street Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Resident From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Resident To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

Street Address \_\_\_\_\_  
 Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Resident From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Resident To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

# Broome International Airport AVIATION SECURITY IDENTIFICATION CARD (ASIC)

Street Address \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Resident From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Resident To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

Street Address \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Resident From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Resident To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

Street Address \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Resident From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Resident To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

Street Address \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Resident From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Resident To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

Street Address \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Resident From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Resident To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

Street Address \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Resident From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Resident To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

Street Address \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Resident From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Resident To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

Street Address \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Resident From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Resident To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

Street Address \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_  
Resident From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Resident To: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year Day Month Year

# Broome International Airport AVIATION SECURITY IDENTIFICATION CARD (ASIC)

## TO BE COMPLETED BY APPLICANT'S EMPLOYER

Must be completed by an approved company authorised signatory that has been registered with BIA.

### EMPLOYER DETAILS & CERTIFICATION

Company Name: \_\_\_\_\_

Authorised Signatory Name: \_\_\_\_\_  
Title                                      Given Name                                      Surname

Position of Authorised Signatory: \_\_\_\_\_

Employer Phone Number:  
(Please tick preferred)     Work \_\_\_\_\_     Mobile \_\_\_\_\_

Employer Email: \_\_\_\_\_

Employer Postal Address: \_\_\_\_\_  
Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

To be completed by company authorised signatory only:

I, \_\_\_\_\_ hereby:  
Print Name

- i. 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 this application;
- ii. agree to notify Broome International Airport (BIA) of any changes to the above particulars and to recover and return the ASIC prior to the applicant leaving our employ or upon transfer to a position which no longer has an operational need to retain the ASIC;
- iii. understand that BIA may exercise its right to suspend production of ASICs for any company who has expired/unrecovered ASICs that have not been returned to BIA;
- iv. understand that ASICs not collected by the applicant within **2 months** from the date approved will be cancelled and **NO** refund will be given.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature                                      Day                                      Month                                      Year

- Working Visa holders and External Contractors must also produce a letter of support from their employer stating their operational need to be an Aviation Security Identification Card holder.

# Broome International Airport AVIATION SECURITY IDENTIFICATION CARD (ASIC)

## CRIMINAL HISTORY

If an applicant, within the preceding 10 years to this application, has resided in a foreign country for more than 12 continuous months they must ensure BIA that they have no criminal history for that country (or countries):

- i. Are you the subject of any criminal or traffic charge(s) still pending?  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 conviction(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

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

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature Day Month Year

## AUSCHECK PRIVACY NOTICE AND ACKNOWLEDGEMENT

Before submitting the application you must confirm that you consent to us using your information in order to determine whether we can issue you with an ASIC under the Aviation Transport Security Regulations 2005. Please refer to the attached AusCheck Privacy Notice for details on how your information may be used.

I, \_\_\_\_\_ hereby:  
Print Name

- i. certify that the personal information I have provided on this form relates to me and is correct;
- ii. acknowledge that I have read the attached AusCheck Privacy Notice, which explains how AusCheck will use my personal information
- iii. consent to the forwarding of this form to the Attorney-General's Department (AusCheck) and understand that my personal information will be disclosed to the Australian Security Intelligence Organisation (ASIO) to coordinate a background check and security assessment and the Department of Immigration and Citizenship (DIAC) for the purpose of confirmation of my immigration status.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature Day Month Year

## ASIC HOLDER AGREEMENT

Before Broome International Airport can issue an ASIC the applicant must agree to comply with certain conditions of use of an ASIC. Please see the attached information sheet containing the list of ASIC Holder Obligations.

I, \_\_\_\_\_ hereby:  
Print Name

- i. acknowledge that I have read the attached ASIC Holder Obligations, and I understand and agree to comply with the conditions of issue and use of an ASIC;
- ii. understand that incorrect use of the ASIC or access provisions may result in the immediate withdrawal of the ASIC and access privileges.
- iii. BIA Employees acknowledge that if I resign or am terminated within three (3) months of commencement, the total cost of the ASIC will be deducted from my final pay.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature Day Month Year

## SECURITY AND SAFETY INDUCTION

If your application for an ASIC is successful you must complete the Broome International Airport Security Induction before your card can be issued. The object of this is to keep Broome International Airport safe and secure and is required for all people seeking an ASIC



# Broome International Airport AVIATION SECURITY IDENTIFICATION CARD (ASIC)

SECURITY-IN-CONFIDENCE (when completed)

PART EXCLUSION

Commonwealth of Australia

## COMPLETE IF APPLYING FOR AN ASIC

### CONSENT TO OBTAIN PERSONAL INFORMATION

(For categories where PART EXCLUSION has been granted from spent convictions legislation)

I, \_\_\_\_\_ hereby:  
Print Name

- 1) Acknowledge that I have read the guidance material provided with this Form and understand that I do not have to disclose old protected convictions information, which is described under the heading Spent Convictions Scheme, except any type listed below for which an exclusion has been granted;

***Offences against Part 2 of the Crimes (Aviation) Act 1991 and or Part 5.3 of the Criminal Code Act 1995.***

- 2) Certify that the personal information I have provided on this form relates to me and is correct;
- 3) Consent to Broome International Airport
- forwarding this form and my personal information to the Department of Transport and Regional Services and/or the Australian Federal Police and/or the Police Services of the States or Territories of the Commonwealth of Australia and providing relevant information to the above organisations;
  - forwarding my personal information to AusCheck to co-ordinate a background check where necessary.
- 4) Specify entitlement applied for as being: Aviation Security Identification Card (ASIC);
- 5) Consent to the AFP or other relevant Australian police force(s) extracting from their records copies of traffic violations, and criminal and/or traffic records relating to me pending before a Court and/or details of convictions or findings of guilt which have been recorded against me and which are not covered by Part VIIC of the Crimes Act 1914 dealing with spent convictions;
- 6) Acknowledge that any information provided by me on this Form or by the police as a result of the records check may be taken into account by the organisation mentioned in (iii) above in assessing my suitability to receive the entitlement.

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature Day Month Year

Note: The information you provide on this form and which the police provide to CASA, AusCheck and the Department of Transport and Regional Services on receipt of the form, will be used only for the purpose stated in the guidance material in form 498 unless statutory obligations require otherwise.



# Broome International Airport AVIATION SECURITY IDENTIFICATION CARD (ASIC)

## APPENDIX C

### BIA ISSUE OF AN ASIC – TERMS & CONDITIONS

Please read these BIA ASIC Terms and Conditions carefully. ASIC applicants will be required to demonstrate a frequent and regular requirement to enter the security restricted area of BIA in the course of their regular employment.

In consideration of BIA permitting the ASIC applicant to enter Airside Areas at BIA, the applicant agrees to comply with the following conditions:

- The ASIC is to be prominently displayed in the approved manner when entering, remaining on or leaving an airside area.
- The ASIC is to be presented for inspection on demand.
- The loss of an ASIC is to be reported immediately to the BIA Security Manager or the BIA Administration Office in the form of a Statutory Declaration. A Police report must accompany any reported stolen ASIC within 7 days.

**The ASIC is to be surrendered on expiry, transfer or termination of present duty (please note that penalties up to \$1,800 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 airside for any other purpose.
- The ASIC must not be altered or defaced in any way.  
The applicant as well as their employer are bound by the Conditions of Use, and will be responsible for any breaches on the Conditions of Use by the holder of the ASIC.
- If there are any changes in circumstances to any part of this application, including the personal consent section, the BIA Security Manager must be advised immediately.
- The BIA ASIC is issued subject to the "Aviation Transport Security Act 2004 & Aviation Transport Security Regulations 2005"
- The applicant acknowledges that the holder of the card and the holder's belongings and vehicle may be subject to an inspection by an Authorised Airport Officer before entering and/or leaving airside
- The BIA ASIC remains the property of BIA at all times and incorrect use of the ASIC or access provisions will result in the immediate withdrawal of the ASIC and access privileges  
If the applicant is not an employee of BIA, 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.
- I understand that I am applying for a BIA issued ASIC.
- I declare that the information given in this application is accurate to the best of my knowledge.  
I understand that my personal information will be used by AusCheck to coordinate 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 AusCheck Privacy Notice and BIA ASIC Terms and Conditions, which explains how AusCheck and BIA will use my personal information.

# Broome International Airport AVIATION SECURITY IDENTIFICATION CARD (ASIC)

## EXTRACT FROM AVIATION TRANSPORT SECURITY REGULATIONS 2005

### 6.41 Obligation of ASIC holders – conviction of aviation-security-relevant offence

- 1) If the holder of an ASIC is convicted and sentenced for an aviation-security relevant offence, the holder must notify the issuing body or the Secretary AGD in writing of the following matters within 7 days:
  - a) his or her name, date of birth and residential address;
  - b) the number of his or her ASIC or ASICs;
  - c) the date he or she was convicted and sentenced;
  - d) the Court in which he or she was convicted;
  - e) whether he or she gives consent for:
    - (i) his or her identity to be confirmed; and
    - (ii) a new background check to be undertaken; and
    - (iii) the outcome of the background check to be provided to the issuing body, if the outcome will adversely affect his or her ability to continue holding the ASIC.

**Penalty: 50 penalty points**

**Note:** For the meaning of *aviation-security-relevant offence* and *background check*, see regulation 6.01

- 2) The issuing body or the Secretary AGD may, if not satisfied that all of the information mentioned in sub-regulation (1) has been provided, request that the holder provide that information within 14 days.
- 3) For paragraph (1) (e), consent is given if the holder gives consent and information requested to confirm his or her identity to:
  - a) if the holder notified the issuing body under sub-regulation (1) – the issuing body; or
  - b) if the holder notified the Secretary AGD under sub-regulation (1) – the Secretary AGD.
- 4) The Secretary AGD must tell the issuing body if the holder:
  - a) notifies the Secretary AGD under sub-regulation (1); and
  - b) does not:
    - (i) give his or her consent under paragraph (1) (e); or
    - (ii) comply with:
      - A. Of the requirements of sub-regulation (1); and
      - B. Any request under sub-regulation (2) within 14 days after the request.

### 6.42 Obligation of ASIC holders – change of name

- 1) If the holder of an ASIC changes his or her name, he or she must notify the issuing body that issued the ASIC of the change, in accordance with sub-regulation (2), within 30 days after the change.

**Penalty: 5 penalty points**

- 2) The notification must be in the form of a statutory declaration.
- 3) A contravention of sub-regulation (1) is an offence of strict liability
- 4) The issuing body must notify the AFP and ASIO of the change of name within 7 days.

*Note: The issuing body is authorised to issue a replacement ASIC – see sub-regulation 6.35*



Australian Government

Attorney-General's Department

# AusCheck Privacy Notice – November 2016

This document explains:

- what personal information is collected about you when you apply for an Aviation Security Identification Card (ASIC) or a Maritime Security Identification Card (MSIC)
- how your personal information will be used, and
- where you can find out more information.

## Why is my personal information being collected?

ASICs and MSICs can only be issued after AusCheck has conducted a background check on you. Your issuing body will apply to AusCheck for a background check on your behalf. In accordance with the *AusCheck Act 2007*, by applying for an ASIC or MSIC and receiving this Privacy Notice, you are taken to have given consent to another person making an application to AusCheck for a background check. This consent applies to both the initial background check your issuing body is applying for and any further background checks that are required or permitted to be conducted as referred to in the *AusCheck Act* to determine your continuing eligibility to hold an ASIC or MSIC. Additional checks that could be conducted include the second check where you are applying for a four year MSIC or a check requested by the Secretary of the Department of Infrastructure and Regional Development. Your issuing body will collect the information that AusCheck needs to correctly identify you and conduct a background check in relation to you. You are able to update your details with AusCheck at any time by either contacting your issuing body or AusCheck.

## What personal information is being collected about me?

AusCheck will need your:

- **identity information:** your full name, date and place of birth, gender, any other names you have previously used, your contact details, your current residential address, and all other previous residential addresses for the past 10 years,
- photograph,

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- **work and study information:** the name, business address and telephone number of your employer (if relevant) and/or a contact person at your place of employment or study, and issuing body details, and
- **other information:** AusCheck may also need additional information in order to confirm your identity, such as your fingerprints.

If an immigration check is requested by your issuing body, AusCheck will also need your:

- **immigration information:** your date of arrival in Australia, port of arrival, and other details that may be relevant, such as your travel document or visa number, flight number or name of vessel, and the full name of your parents if you entered Australia on your parents' passport.

AusCheck only uses your identity and immigration information for purposes permitted by law, including conducting a background check or background checks to determine or confirm your eligibility to hold an ASIC or MSIC. AusCheck only stores your work or study information and photograph in the AusCheck database for purposes explained later in this brochure.

**If your issuing body asks you for any other personal information, contact AusCheck or ask your issuing body to explain why the additional information about you is required.**

### How will my personal information be used?

#### If you are over 18 years of age

If you are over 18 years of age, AusCheck will coordinate a background check by using the information you provide to your issuing body. AusCheck uses your personal information to conduct background checks to determine your eligibility to obtain and continue to hold an ASIC or MSIC. This includes background checks conducted at the request of the Secretary of the Department of Infrastructure and Regional Development in circumstances where there are reasonable grounds for suspecting you have been convicted of a relevant offence and/or you are a threat to transport security.

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. Your personal information will not ordinarily be disclosed overseas.

When conducting a background check, AusCheck will disclose your personal information to the following Government agencies:

- **The Australian Security Intelligence Agency (ASIO):** ASIO will check your name on a database of known persons involved with politically motivated violence. ASIO will also keep your information and use it as necessary for national security purposes.

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- **Australian Criminal Intelligence Commission (ACIC):** ACIC will check your criminal history in the databases of all Australian legal jurisdictions and supply a copy of your criminal record to AusCheck. ACIC will not use your information for any other purpose.
- **The Department of Immigration and Border Protection (DIBP):** If requested by your issuing body, DIBP will check your citizenship status or your legal right to work in Australia. DIBP may also use your information for immigration compliance purposes.

### If you are under 18 years of age

If you are under 18 years of age, only the national security component of the background check will be undertaken. AusCheck will disclose your personal information to ASIO in conducting this check. ASIO will check your name on a database of known persons involved with politically motivated violence. ASIO will also keep your information and use it as necessary for national security purposes. AusCheck will only provide your personal information for other purposes where specifically required or permitted by law.

**Please note that 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.

## Spent convictions

Generally the aim of spent convictions schemes is to prevent discrimination against individuals on the basis of old and minor criminal convictions for people who have had a 'clean' record since that time. Generally a conviction for a criminal offence will be considered spent if all the following conditions are met:

- it is old – it is ten years since the date of the conviction (or five years if you were a child at the time of the conviction)
- it was minor – the sentence of imprisonment was less than 30 months (two and a half years) imprisonment (or the penalty did not include imprisonment at all)
- there have been no further convictions during the ten year waiting period (or five years if you were a child at the time of your conviction), and
- an 'exclusion' does not apply.

Spent convictions also include convictions that have been set aside or pardoned. However, some exclusions apply to persons applying for an ASIC or MSIC. This means that the details of some spent convictions for aviation and maritime security relevant offences will be given to AusCheck and used in its assessment of you. All other spent convictions are considered irrelevant to an application for an ASIC or MSIC, and will not be given to AusCheck. If you believe that the spent conviction rules have been breached or wrongly applied, you can write to AusCheck and ask for our assessment to be reviewed. If you are unhappy with the way that AusCheck has dealt with your request, you can apply to the Office of the Australian Information Commissioner for the matter to be investigated.

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### What happens after my background is checked?

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

- have an adverse criminal record,
- have a qualified criminal record (ASIC only),
- have an adverse security assessment,
- have a qualified security assessment,
- have the right to work in Australia.

However, AusCheck will not provide your issuing body with your criminal history unless you have applied for an ASIC and you have a particular pattern of criminal convictions (a qualified criminal record).

While AusCheck is obliged to notify your issuing body and the Department of Infrastructure and Regional Development of an adverse or qualified security assessment outcome, under no circumstances will AusCheck release any additional information relating to this check.

AusCheck will also keep your personal information and photo on a 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 your personal information and photograph in certain circumstances.

### 4-year MSIC – 2 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 in relation to you at 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. By applying for a four year MSIC you are taken to have consented to any background checks that are required or permitted to determine your continuing eligibility to hold a card, including the second background check of your criminal history, security assessment, and, where appropriate, your immigration status.

If you apply for and are found eligible to be issued with a four year MSIC, but you 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 MSIC must be immediately cancelled, and
- your issuing body will receive a credit for AusCheck's fees associated with the second check.

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If you do not want to have a second background check, you have the option of applying for a two year MSIC.

### Where can I get more information?

The AusCheck Privacy Policy has more information about:

- aviation and maritime security relevant offences and spent convictions,
- how AusCheck and others may use your personal information,
- 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, and
- how your personal information is secured by AusCheck.

You can see the AusCheck Privacy Policy at:

[www.ag.gov.au/AusCheck](http://www.ag.gov.au/AusCheck). You can contact an AusCheck staff member with any questions on (02) 6141 2000 or at [AusCheck@ag.gov.au](mailto:AusCheck@ag.gov.au).



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✓	BIA OFFICE USE ONLY			INITIALS
<input type="checkbox"/>	Proof of identity documents attached and correctly certified			
<input type="checkbox"/>	Photo of Applicant taken			
<input type="checkbox"/>	Contacted Authorised Signatory for confirmation of applicant employment			
PAYMENT AUTHORISATION				
Receipt Details	Date Payment Received ____/____/____ Method: _____			
AUSCHECK LODGEMENT				
Lodgement Date	____/____/____	AusCheck ID	_____	
AUSCHECK APPROVAL & CARD REQUEST				
Approval Date	____/____/____	Expiry Date	____/____/____	
Card Requested	____/____/____	Arrival Date	____/____/____	
DIAC APPROVAL				
Status		VISA Expiry Date	____/____/____	
TEMPORARY PASS				
Pass Number		Expiry Date	____/____/____	
INDUCTION				
Date course Completed	____/____/____			
ASIC ISSUE				
Issued Date	____/____/____	Date entered into Database	____/____/____	
STATUTORY DECLARATION				
Submitted Date		(eg: Lost/Stolen / Destroyed)		
ARCHIVING				
<input type="checkbox"/> Expired	<input type="checkbox"/> Returned	Date ____/____/____		
<input type="checkbox"/> Cancelled	<input type="checkbox"/> Destroyed	<input type="checkbox"/> MYOSH Archived		

### ACKNOWLEDGEMENT OF RECEIPT OF ASIC

By signing below, I acknowledge receipt of ASIC number \_\_\_\_\_ and that this ASIC always remains the property of BIA. I further acknowledge that the ASIC is on loan to me whilst I am employed in my current role with \_\_\_\_\_ and will return the ASIC to the BIA office on the cessation of my employment.

Name of Applicant: \_\_\_\_\_ Name of Issuing Officer (BIA) \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ ASIC Number of Issuing Officer (BIA): \_\_\_\_\_