

# Broome International Airport AVIATION SECURITY IDENTIFICATION CARD (ASIC) APPLICATION

## OFFICE USE ONLY

ASIC NO.						
SURNAME				MOBILE No.		
GIVEN NAMES						
EMPLOYER						
CARD TYPE	AUS	BME	EXPIRY DATE	_____ / _____		

## 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 6 weeks to approve.

### ASIC Application cost: \$260 (inc GST) Replacement of lost ASIC \$80

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.



### BROOME INTERNATIONAL AIRPORT

1 Macpherson Street,  
Broome, Western Australia, 6725  
Phone: +61 8 9194 0600  
asicofficer@broomeair.com.au  
www.broomeair.com.au

## SECURITY ACCESS REQUIREMENTS

<p><b>TYPE OF CARD REQUIRED</b></p> <p><input type="checkbox"/> BME Red</p> <p><input type="checkbox"/> AUS Red (provide supporting letter of operational need at other airports)</p> <p>Card Location _____</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* you must provide BIA with:

<b>PRIMARY IDENTIFICATION</b> One (1) form of Primary Identification; and	<b>SECONDARY IDENTIFICATION</b> One (1) form of Secondary Identification (must have a recent photograph or signature)	<b>TERTIARY IDENTIFICATION</b> If no Secondary Identification, please provide two (2) forms of Tertiary Identification (must include the name address of the applicant)
<ul style="list-style-type: none"> <li>➤ Current Passport (Australian or Foreign).</li> <li>➤ Full Birth Certificate (not Extract of Birth).</li> <li>➤ Australian Citizenship Certificate.</li> <li>➤ A document issued under the law of another country that is evidence they are a citizen of that country.</li> </ul>	<ul style="list-style-type: none"> <li>➤ A licence issued under the law of the Commonwealth, State or Territory such as a Drivers Licence, Firearm, CASA Flight Crew or LAME.</li> <li>➤ A Government Employee Identification document.</li> <li>➤ Australian Student Identification Card.</li> <li>➤ A Flight Crew Licence issued by a foreign country that is party to the Convention of International Civil Aviation that must include a photo and presented with a valid Passport.</li> <li>➤ A verifiable reference by a bank or financial institution.</li> <li>➤ A verifiable reference given by a referee that has known the applicant for over 12 months that has provided BIA with adequate identification.</li> </ul>	<ul style="list-style-type: none"> <li>➤ A signed statement by your employer or former employer about that employment.</li> <li>➤ Current Rates Notice.</li> <li>➤ Certified copy of Certificate of Title.</li> <li>➤ Foreign Drivers Licence that must include a photo and presented with a valid Passport.</li> <li>➤ Bank Mortgage document.</li> <li>➤ Extract from an electoral roll compiled by the Australian Electoral Commission.</li> </ul>

- One form of identification must contain a photograph and all to be current and valid.
- You must submit your application with **Original documents** for the purpose of personal identification.
- 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.

## 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

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

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

## 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.

### VISA DETAILS

You must complete this section if you are NOT a citizen of Australia or New Zealand:

Last Arrival Date into Australia: \_\_\_\_\_

Immigration Visa Number: \_\_\_\_\_

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

Passport Number: \_\_\_\_\_

Passport Country: \_\_\_\_\_

Vessel Name/Flight Number: \_\_\_\_\_

Arrival Port: \_\_\_\_\_

You must supply a photocopy of your current visa and last arrival date into Australia stamp from your passport with this application

Was entry into Australia on your parent's passport?

No  Yes – Provide details

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

Father: Given names \_\_\_\_\_

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

Mother: Given names \_\_\_\_\_

## 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?  | <input type="checkbox"/> Yes | <input type="checkbox"/> 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?   | <input type="checkbox"/> Yes | <input type="checkbox"/> 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?    | <input type="checkbox"/> Yes | <input type="checkbox"/> 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? | <input type="checkbox"/> Yes | <input type="checkbox"/> 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

- certify that the personal information I have provided on this form relates to me and is correct;
- acknowledge that I have read the attached AusCheck Privacy Notice, which explains how AusCheck will use my personal information
- 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

- 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;
- understand that incorrect use of the ASIC or access provisions may result in the immediate withdrawal of the ASIC and access privileges.
- 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.

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.

**THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK**

✓	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 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 of 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): \_\_\_\_\_



## 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, or on require of the BIA Security Manager (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.

## 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*