



REQUEST FOR PHOTO VISITOR CARD

SECTION 1: APPLICANT DETAILS

Employer:
Name:
Home Address:
Suburb: Post Code:
Email: Mobile:
Reasons for obtaining a Photo Visitor Card:

SECTION 2: ENDORSEMENT BY EMPLOYER

I of
(Full Name) (Company)
Hereby certify that
(The applicants name)
• Requires a GCA Photo Visitor Card.
• I understand that the Photo Visitors Card requested, once issued, becomes my responsibility and I am liable for the return of the Visitors Card on termination of the applicant’s employment or if the applicant no longer requires access.
• I agree that the Visitor Card holder MUST be under escort by an ASIC holder at all times.
Managers Signature: Date:/...../.....
Managers Name: Position:

SECTION 3: ACKNOWLEDGEMENT & DECLARATION BY THE APPLICANT

• I have received a Gold Coast Airport Photo Visitors Pass
• I agree to abide by all Gold Coast Airport security conditions.
• I also understand that this Photo Visitor Pass is ONLY valid for Gold Coast Airport and I must return the Photo Visitor Card either to my employer or Gold Coast Airport when expired or no longer required.
• I agree that as a Photo Visitor Card Holder I MUST be escorted by an ASIC holder at all times.
• I will adhere to the rules and regulations outlined on the reverse of this page.
Declaration: (please tick box)
a) [] Do you declare that you have not been refused an ASIC, or had an ASIC suspended or cancelled?
b) [] Do you declare that you have not had a VIC issued for this airport more than 28 times in the previous 12 months?
Applicant Signature: Date:/...../.....

SECTION 4: OFFICE USE ONLY

Identification verified: <input type="checkbox"/> Please attach copy to support application			
Cost \$35.00	Card Number: GC	Issue Date:/...../.....	Expiry Date:/...../..... (28 Days from date of issue)

What is a Visitor Identification Card (VIC)?

A VIC is an identification card that visitors must wear when they are in a secure zone of a security controlled airport.

How do I obtain a VIC?

Before you may be issued a VIC, you must provide the following:

- A valid reason for entering the secure area of the airport, to be confirmed by the holder of an Aviation Security Identification Card (ASIC). This reason must be updated if it changes during your visit.
- Proof of your identity.
- A declaration that you have not been refused an ASIC, had an ASIC cancelled or one that is currently suspended, due to an adverse criminal record.
- A declaration that you have not been issued a VIC in breach of the **28 day rule**.

Proof of identity may be satisfied through providing:

- one form of official identification with a recent photograph of the visitor, for example a current passport, driver's licence, government employee identification or student identification; or
- two forms of identification issued by either a government or a financial institution, such as a Medicare card, credit card, birth or citizenship certificate, title to land or an extract from the electoral role - one of which has a signature on it which can be replicated by the VIC applicant.

Do we need to check ID each time a person applies for a VIC?

The identity of an individual must be checked for each new VIC even if the person has previously been issued a VIC at that airport.

What are my obligations as a VIC holder?

All VIC holders must be supervised by an ASIC holder and wear and display their VIC at all times while in the secure area of an airport. If you are a VIC holder and are unsupervised at any time you must leave the secure area immediately.

If your VIC has expired, been cancelled or damaged, you must return your VIC to the issuer within **seven** days. You are also required to return your VIC within **seven** days if you no longer have a need to access the secure area of an airport.

You must follow any conditions imposed on your VIC.

If you are found to breach any of your obligations as a VIC holder you may be subject to penalties of up to **\$3400**.

The 28 Day Rule

Visitors can be issued a VIC to access any secure area across a particular security controlled airport for a maximum of 28 days within a 12-month period. This is known as the **28 Day Rule**.

There is a separate 28-day limit for each airport. The number of days a VIC has been issued at one airport does not count towards the number of days you have been issued a VIC at a different airport.

If you are found to have intentionally applied for a VIC for greater than 28 days at any one airport you may be subject to a penalty of up to **\$3400**.

What if I need to access the secure area of the airport for more than 28 days in a 12-month period?

You may need to apply for an ASIC. Your employer may be able to provide information on applying for an ASIC or you can ask an ASIC Issuing Body.