



Aviation Security Identification Card (ASIC) Application Form

QAL ASIC Issuing Office

Level 1 Airport Central
1 Eastern Ave, Bilinga QLD 4225

PO BOX 112 Coolangatta QLD 4225

e: asics@gcal.com.au

p: (07) 5589 1255

f: (07) 5599 5101

Why is my personal information being collected?

ASICs 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 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. Additional checks that could be conducted include 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
- **Work and study information:** the name, business and telephone number of your employer (if relevant) and/or a contact person at your place of employment or study, and the issuing body details, and
- **Other information:** AusCheck may also need additional information to confirm your identity, such as 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 documents 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. AusCheck only stores your work or study information and photograph in the AusCheck database for purposes explained later in this brochure.

How will my personal information be used?

If you are over 18 years of age – AusCheck will coordinate a background check by using 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. 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 coordinates background checks for the Aviation Security Identification Card (ASIC), Maritime Security Identification Card (MSIC), and National Health Security (NHS) schemes. We will use the information provided in your application to ask the following government agencies for information about you:

- 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.
- Australian Criminal Intelligence Commission (ACIC) - If you are over 18, 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.

If requested, issuing bodies for the ASIC and MSIC schemes may also request that your information be sent to:

- Department of Immigration and Border Protection (DIBP) - 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, only the national security component of the background check will be undertaken. AusCheck will disclose your personal information to ASIO in conducting this check.

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. AusCheck will only provide your personal information for other purposes where specifically required or permitted by law.

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. This means that the details of some spent convictions for aviation 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, 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 the 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.

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,
- 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.

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 view the AusCheck Privacy Policy at:

<https://www.homeaffairs.gov.au/about/crime/auscheck/privacy-policy#>

Please read the following important information **BEFORE** completing this application form

- Please be aware ASIC applications can take up to **six (6)** weeks to process
- An appointment **must** be made to finalise this application

ISSUING FEES	<p>ASIC Applicants A fee of \$220 (including GST) is payable on receipt of an ASIC.</p>
	<p>A fee of \$100 (including GST) is payable for replacement of an ASIC which has been lost/stolen. Lost/stolen ASICs must be reported to the QAL ASIC Office within seven (7) days of becoming aware of the loss or theft. A Statutory Declaration must be completed stating all information regarding the lost/stolen ASIC.</p>
LODGEMENT	<p>Applications can be lodged personally at the QAL ASIC Office – Gold Coast Airport.</p>
CHECKLIST	<p>Please complete the checklist below to ensure you have all the required documentation ready for your appointment.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Section G must be completed by your employer <input type="checkbox"/> All other applicable sections must be completed by the applicant <input type="checkbox"/> Immigration information MUST be completed in full if you are not an Australian/New Zealand Citizen <input type="checkbox"/> Original ID ready for appointment <input type="checkbox"/> AUS ASIC supporting letter (if applying for an AUS ASIC) <input type="checkbox"/> Payment for ASIC/Deposit ready for appointment (if applicable) <input type="checkbox"/> Expired ASIC/Photo Visitor Pass to be brought to appointment (if applicable)
QUERIES	<p>For queries or changes to your application once it has been lodged contact the QAL ASIC Office (Gold Coast Airport) (07) 5589 1255</p>
CONFIDENTIALITY	<p>The results of any checks will be disclosed to the QAL ASIC Office on a confidential basis. QAL has the right to request the information required by this application form under the provisions of the <i>Aviation Transport Security Act 2004</i> and Regulations made under the Act. The information contained in this application is kept in the strictest confidence as per current privacy laws.</p>
PRODUCTION PROCESS	<p>All applications will be sent to AusCheck. The applicant must consent to certain information being forwarded to AusCheck for the purpose of conducting a background check through the following agencies:</p> <ul style="list-style-type: none"> • CrimTrac • Australian Security Intelligence Organisation (ASIO) • Department of Immigration and Border Protection (DIBP)
IDENTIFICATION REQUIREMENTS	<p>Applicants for an ASIC must produce for the purpose of personal identification, ORIGINALS of the following combinations of documents as described in Section C:</p> <ul style="list-style-type: none"> • Original documents must be brought to your appointment <p><i>Please note:</i> where a name change is involved, official supporting documentation is required (i.e. Marriage Certificate, Deed Poll document)</p>
CONDITION OF ISSUE FOR ALL CARDS	<p>In consideration of QAL allowing the applicant to enter the Airside Prohibited Areas, the applicant agrees to comply with the following conditions:</p> <ul style="list-style-type: none"> • The ASIC remains the property of QAL and must be returned upon expiry, when no longer required, or at the time of renewal (\$1700 fine applies) • Loss of an ASIC must be reported to the relevant airport's management office or the QAL ASIC Office within seven (7) days • ASICs must be prominently displayed in the approved manner when entering and remaining in all airport security zones • ASICs are to be presented for inspection on demand by a QAL Officer, a contracted security guard, AFP officer, or any fellow industry participant • The applicant is required under Regulation 6.41 of the ATSR 2005 to notify QAL within 7 days, in writing if they have been convicted of an Aviation Security Relevant Offence (ASRO). Penalties apply to persons not informing QAL of a conviction (\$8500) • If you change your name, you must notify QAL in writing within 30 days and provide name change documents and a completed Statutory Declaration • An ASIC may only be used in the course of the holder's approved duties and it does not constitute an authority to enter or remain in any security zone for any other purpose • An ASIC is issued subject to Aviation Transport Security Regulations (ATSR) 2005

OFFICE USE ONLY

ASIC NO						
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NEW		OOL		UNDER 18		APPLICATION ID:		PAYMT DATE:	
RENEWAL		TSV		PHOTO		AUSCHECK SENT:		PAYMT AMOUNT:	
RED		ISA		ID		AUSCHECK RECV'D:		RECEIPT	
GREY		LRE		TEST		SMS			
AUS		OTHER				ACCESS			

All sections must be completed by the applicant unless otherwise specified.

SECTION A – PERSONAL INFORMATION

Do you currently hold an ASIC? <input type="checkbox"/> NO <input type="checkbox"/> YES, Please supply ASIC Number: _____		Expiry: _____	
SURNAME			
FULL GIVEN NAME(S)			
DETAILS OF ANY PREVIOUS NAMES USED If there has been a name change, previous and current names <i>MUST</i> be included on this form.			
<input type="checkbox"/> Maiden		<input type="checkbox"/> Previous Name	
		<input type="checkbox"/> Deed Poll	
(Please provide original official name change documentation)			
CURRENT RESIDENTIAL ADDRESS			
STREET ADDRESS			
SUBURB	STATE	COUNTRY	POSTCODE
CURRENT POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)			
SUBURB	STATE	COUNTRY	POSTCODE
HOME PH	WORK PH		MOBILE PH
Date of Birth (dd/mm/yyyy)	GENDER M / F	EMAIL	
Town/City of Birth	State/Province of Birth		Country of Birth
Country of Citizenship			
Employer		Job Title	
DVS CONSENT I am authorised to provide the personal details presented and I consent to my identity being confirmed with the document issuer or official record holder via third party systems.			<input type="checkbox"/> (Please tick)
I declare that: <ul style="list-style-type: none"> The information provided in this ASIC application is accurate to the best of my knowledge I will notify the QAL ASIC Office immediately if <u>ANY</u> of the information above changes The information contained in the attached 'Conditions of Issue for all cards' has been noted and agreed to 			
Applicant's Signature: (Applicant's Signature must not be more than three months old)		Date: / /	

SECTION B – ADDRESS HISTORY

- This section must be completed by **ALL APPLICANTS**
- Correct suburbs and postcodes **MUST** be included
- **10 YEARS** of address information **MUST** be provided, **applications will not be processed without this information**
- If actual dates are unavailable, please provide month and year as a minimum

CURRENT RESIDENTIAL ADDRESS		Period of Residence	
Street Address			
Suburb	State	/	/
		to current	
Country	Postcode		

PREVIOUS ADDRESSES (Please continue on a separate sheet and attach if required)		Period of Residence	
Street Address			
Suburb	State	/	/
		to	/
Country	Postcode		

Street Address		Period of Residence	
Suburb			
Country	State	/	/
		to	/
Country		Postcode	

Street Address		Period of Residence	
Suburb			
Country	State	/	/
		to	/
Country		Postcode	

Street Address		Period of Residence	
Suburb			
Country	State	/	/
		to	/
Country		Postcode	

Street Address		Period of Residence	
Suburb			
Country	State	/	/
		to	/
Country		Postcode	

Street Address		Period of Residence	
Suburb			
Country	State	/	/
		to	/
Country		Postcode	

Street Address		Period of Residence	
Suburb			
Country	State	/	/
		to	/
Country		Postcode	

SECTION C – IDENTIFICATION VERIFICATION

- **ORIGINAL DOCUMENTS** must be brought to your appointment, an ASIC application cannot be lodged without the required original identification documents being provided.
- All identification documentation supplied **MUST** contain exact name matches. If this is not the case, the name variation **MUST** be supported by a linking document, for example an official marriage certificate, change of name certificate or deed poll. (Linking documents may be used to satisfy Category C).
- **Note:** Documents listed in **BOLD** are considered ‘preferred documents’ as they are verifiable through the Document Verification Service.

A minimum of **THREE** identification documents are required (one each from category **A**, **B** and **C**).

NOTE: A category **D** document is only required if the category **A**, **B** or **C** do not display proof of current residential address.

CATEGORY A DOCUMENTS

- **FULL Australian birth certificate (no commemorative certificates or extracts)**
- **Australian citizenship certificate issued by the Australian Government**
- **Australian citizenship by descent extract issued by the Australian Government**
- **ImmiCard**
- **Australian visa**
- **Australian protection visa**

CATEGORY B DOCUMENTS *(Must be a Government issued document and different from category A document. Must have the applicant’s photo and signature and must be current and valid)*

- **Passport**
- **Driver licence**
- Australian proof of age card
- Embassy/Consulate photo identity card
- Adult firearms or shooter’s licence
- Industry licence
- Police identification card
- Australian security licence
- Working with vulnerable people card

CATEGORY C DOCUMENTS *(Must be current and valid. A category B document that has not been used already may be used as a Category C document)*

- **Medicare card**
- **Official Marriage Certificate (or similar)**
- ASIC or MSIC
- Government-issued identity document
- Evidence of employment
- Evidence of indigenous heritage
- Australian tertiary student ID card
- Academic transcript/trade certificate
- Bank card
- Australian government benefit card

CATEGORY D DOCUMENTS *(Only required if Category A, B, or C do not show current address. Document must be less than 6 months old)*

- Australian electoral enrolment
- Australian rate or valuation notice
- Utility account or bank statement
- Mortgage papers or tenancy agreement
- Other evidence of residential address

SECTION D – VISA DETAILS

This section **MUST** be completed if you are **NOT** an Australian citizen, this additional information is required by the Department of Home Affairs. To obtain your VISA information please contact 131 881 (if calling within Australia) or +61 2 6196 0196 if calling from overseas.

Note: Applications for Non-Australian Citizens cannot be lodged without this information.

If you are not an Australian, please attach a copy of your Visa/Immigration documents to this application form and complete the information below.

Travel Document (Passport) Number	
Country of Passport	
VISA Grant Number	
VISA Expiry Date (if applicable)	
Port of Arrival (International Port arrived at when first entering Australia)	
Name of Vessel/Carrier	
Family name of parent (if entered Australia on parent's passport)	
Given Name(s) of parent (if entered Australia on parent's passport)	

SECTION E – AIRSIDE DRIVING

All persons required to drive airside must apply for an Authority to Drive Airside (ADA). Theory and practical examinations for an ADA must be completed every two (2) years. Please contact the Aerodrome Reporting Officer to make an appointment.

Do you hold a current Authority to Drive Airside (ADA)?	Yes	No
If yes, what is the expiry date of current ADA?	/	/
Do you require an ADA?	Yes	No
Do you require an Authority to Use Airside permit (AUA)?	Yes	No

SECTION F – SECURITY AND SAFETY INDUCTION (GCA, TSV and ISA APPLICANTS ONLY)

Gold Coast Airport Applicants

New ASIC applicants must complete the Gold Coast Airport Security and Safety Induction prior to an ASIC being issued. All applicants (New and Renewal) must successfully complete a Security Test.

Townsville Airport Applicants

All ASIC applicants (New and Renewal) must successfully complete a Security Test.

Mt Isa Airport Applicants

New ASIC applicants must successfully complete a Security Test.

SECTION G – SECURITY ACCESS REQUIREMENTS / EMPLOYER CERTIFICATION (to be completed by the applicant's employer)

This section of the application form must be completed by the approved authorised signatory registered with the QAL ASIC Office. The authorised signatory is responsible for ensuring that all staff collect their ASICs in a timely manner and ensure the safe and immediate return of ASICs as required.

Please tick the type of card required below:

	RED – Applicant requires access to the Security Restricted Area (SRA)
	GREY – Applicant does NOT require access to the Security Restricted Area (SRA)

Ports Covered:

	AUS – (Australia Wide)
	OOL (Gold Coast)
	TSV (Townsville)
	ISA (Mt Isa)
	LRE (Longreach)
	Other:

Applications for AUS cards must be supported by a separate written explanation from the employer within the definitions of the **Aviation Transport Security Regulations 2005**.

The supporting letter **MUST** state the applicant's name, position, purpose, frequency for which access is required and a minimum of two ports that they are required to work.

Please attach the supporting letter to this application form. *If not supplied at the time of lodgement an 'AUS' ASIC will **NOT** be considered for approval.*

I _____ of _____

Title Given Name Surname Organisation/Company

Company Street Address: _____

Employers Street Address

Suburb: _____ State: _____ Postcode: _____

Ph: _____ Email: _____

Confirm that the applicant and employer details are correct and confirm this person has an operational need for frequent access to one or more security zones at the airport and request that an Aviation Security Identification Card be issued, for the ports specified above, to:

_____ of _____

Applicant's name

_____ of _____

Applicant's address

Access Information: Please tick all areas and frequency of access and explain the reason that these areas will be accessed by the applicant

Areas	Daily	Weekly	Monthly	N/A	Reason for access requirement
Terminal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Airside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
General Aviation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

I undertake to notify the QAL ASIC Office of any changes to the above information and to recover and return the ASIC prior to the applicant ceasing employment or transferring to a position that does not require the retention of this card.

Employer's Signature: _____ Date: / /

SECTION H – CRIMINAL HISTORY: Criminal Charges, Convictions & ‘Findings of Guilt’

Please note: ‘Findings of Guilt’ must be disclosed, including where you have been charged, however, a conviction was not recorded. You are not required to disclose any ‘Spent Convictions’ under any Commonwealth, State or Territory Legislation.

i)	Are you the subject of any traffic violation, criminal or traffic charge(s) still pending before a court?	<input type="checkbox"/> YES <input type="checkbox"/> NO
ii)	Have you ever been interviewed by police or other similar authority in relation to any criminal offence?	<input type="checkbox"/> YES <input type="checkbox"/> NO
iii)	Do you have any type of finding(s) of guilt or convictions as an adult which are less than 10 years old, or as a juvenile which are less than 5 years old?	<input type="checkbox"/> YES <input type="checkbox"/> NO
iv)	Do you have any type of finding(s) of guilt or conviction(s) as an adult which are more than 10 years old, or as a juvenile which are more than 5 years old, which do not classify as spent conviction? (For a definition of a spent conviction please refer to the AusCheck Privacy Notice Information)	<input type="checkbox"/> YES <input type="checkbox"/> NO
v)	Do you have any conviction(s) or finding(s) of guilt which are over 10 years old, or 5 years for juvenile conviction(s) or finding(s) of guilt, where the sentence imposed was greater than 30 months imprisonment?	<input type="checkbox"/> YES <input type="checkbox"/> NO

IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, PLEASE PROVIDE DETAILS:

PROVISION OF FALSE OR MISLEADING INFORMATION

By signing and dating this form you acknowledge that the personal information you have provided on this form is correct. If it is subsequently discovered, for example, as a result of a check of police records, that you have provided false or misleading information, **you may be assessed as unsuitable to receive an ASIC.**

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable to receive an ASIC. Each case will be assessed on its merit, hence it is in your interest to provide full and frank details on this form.

Applicant’s Signature: _____

Date: / /

SECTION I - APPLICANT’S ACKNOWLEDGEMENT

Before submitting the application, you must confirm that you consent to the QAL ASIC Office using the information provided in this application 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 _____ of

Street address: _____ hereby declare that I:

- i) Understand that I am applying for a Security Identification Card for the aviation industry.
- ii) Certify that the personal information that I have provided in this application relates to me and is correct to the best of my knowledge.
- iii) I consent to my personal information being forwarded to AusCheck to coordinate a background check and security assessment through the Australian Security Intelligence Organisation (ASIO), CrimTrac and the Department of Immigration and Border Protection, where necessary.
- iv) I consent to the Australian Federal Police or other Australian Police Force accessing information from this application if required.
- v) I acknowledge that I have read and understood the applicable airport security guide (***OOL, TSV and ISA applicants only***) and agree to comply with the conditions of use of an ASIC.
- vi) I have read and understood the ***AusCheck Privacy Notice*** which explains how AusCheck will use my personal information.

Applicant’s Signature: _____

Date: / /

SECTION J – CHECKLIST AND RECEIPT SECTION (QAL ASIC OFFICE USE ONLY)

ASIC TYPE	
<input type="checkbox"/> Initial <input type="checkbox"/> With ADA <input type="checkbox"/> Renewal <input type="checkbox"/> With ADA	1. Previously held ASIC <input type="checkbox"/> YES <input type="checkbox"/> NO 2. If yes, ASIC number _____ 3. Previous ASIC returned to QAL ASIC Office <input type="checkbox"/> YES <input type="checkbox"/> NO 4. If yes, date returned / /
Card stamped with Kinegram <input type="checkbox"/> YES ASIC ISSUE DATE / /	

SECTION K – GOLD COAST AIRPORT SECURITY & SAFETY INDUCTION

(New Gold Coast Airport Applicant's only)

I have viewed the Gold Coast Airport Security and Safety Induction.

Applicant's Signature: _____ Date: / /

SECTION L – RECEIPT OF ASIC

(Gold Coast Airport Applicant's only)

I acknowledge receipt of the above-mentioned ASIC which remains the property of Queensland Airports Limited and is on loan to me whilst I am employed in my current capacity at the company noted in Section G of this application form.

Applicant's Signature: _____ Date of Collection: / /