

**Mackay Airport**  
**Aviation Security Identification Card (ASIC)**

**APPLICATION FORM**

**Important Information**

**Identification Requirements:** All applicants must ensure they bring original identification documents as detailed on page 2. Copies are not acceptable. All name changes must be accompanied by a Change of Name or Marriage Certificate. Non-Australian citizens must provide current visa details. All applicants must provide proof of current address.

**Confidentiality:** The information contained in this application will not be conveyed to a third party, other than state or federal law enforcement agencies, including the Australian Customs and Border Protection Service, without your written approval.

**Drug & Alcohol Management Plans** are in place at Mackay Airport. Random testing may be carried out by authorized persons under both MAPL and CASA management plans.

**Airside Driving Authority:** Where an Airside Driving Authority (ADA) is required, the employer and applicant must complete and submit the appropriate additional form to the Mackay Airport P/L (MAPL) Office.

**NQA Privacy Policy:** Is available on the Mackay Airport website.

**Inductions:** All ASIC applicants must complete the on-line Mackay Airport Security Awareness Induction prior to being issued a card. This is a legislative requirement. Also, the on-line Mackay Airport Contractor Induction must be completed to work on site.

**Application forms should be submitted at least six (6) weeks prior to need.**

**All applications must be lodged in person.**

**CHECKLIST – TO BE COMPLETED PRIOR TO ATTENDING THE MAPL OFFICE**

- Applicant to complete and sign Part A***
- Employer to complete and sign Part B***
- Original Identification Documents (see page 2)***
- Visa documentation (if applicable)***
- Proof of current address***
- \$230 application fee***
- \$50 deposit (refundable on return of ASIC)***
- Inductions completed on-line***
- Completed ADA application form (if applicable)***

**MAPL Office opening hours: 09:00-12:00 and 13:00-16:00**  
**Monday to Friday**

**IDENTIFICATION REQUIREMENTS**

One Primary identification document **AND** one Secondary Identification

**or**

One Primary identification document **AND two** Tertiary Identification documents are required

<b><u>Primary Identification</u></b>	<input type="checkbox"/> Birth Certificate  <input type="checkbox"/> Passport  <input type="checkbox"/> Citizenship Certificate	<b>FOR OFFICE USE ONLY:</b>  Name: .....  Number: .....  Date of Issue: ...../...../.....  Date of Expiry: ...../...../.....  Country of Issue: .....  State of Issue: .....
<b><u>Secondary Identification</u></b>	<input type="checkbox"/> Driving Licence with photo issued by State or Territory of the Commonwealth  <input type="checkbox"/> Government Employee ID  <input type="checkbox"/> Australian Student ID  <input type="checkbox"/> A verifiable reference	<b>FOR OFFICE USE ONLY:</b>  Name: .....  Number: .....  Date of Issue: ...../...../.....  Date of Expiry: ...../...../.....  Country of Issue: .....  State of Issue: .....
<b><u>Tertiary Identification</u></b>	<b>NAME &amp; ADDRESS of Applicant verified from the following:</b> <input type="checkbox"/> Signed employer statement <input type="checkbox"/> Certified copy of a record issued under a law about land titles <input type="checkbox"/> Document issued by a rating authority from its records about land ownership or occupation <input type="checkbox"/> Electoral role extract <input type="checkbox"/> Bank/financial institution document relating to a mortgage or other security <input type="checkbox"/> Record issued under a law in force in Australia other than a law about land titles <input type="checkbox"/> Drivers Licence issued under the laws of another country (with photograph and presented with a valid passport)	
<b><u>Other Identification (FOR OFFICE USE ONLY):</u></b>		

## PART A – PERSONAL DETAILS OF APPLICANT

Title	<input type="text"/>		
Name	<input type="text"/>		<input type="text"/>
	<i>Given Names</i>		<i>Surname</i>
Previous Names	<input type="text"/>		
	<i>(if applicable)</i>		
D.O.B	<input type="text"/>	Gender	<input type="text"/>
			Male
Place of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>City</i>	<i>State</i>	<i>Country</i>
Country of Citizenship	<input type="text"/>		
Telephone	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>Home</i>	<i>Work</i>	<i>Mobile</i>
Email	<input type="text"/>		<input type="text"/>
	<i>Personal</i>		<i>Work</i>

### ACKNOWLEDGMENT

You are requested to certify 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 also note that the existence of an adverse record does not mean you will be assessed automatically as being unable 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 the form.

I, \_\_\_\_\_ certify that

*(full name – BLOCK LETTERS)*

- The information I have provided on this form is true and correct to the best of my knowledge
- I understand that I am applying for a Security Identification Card for the Aviation Industry and that the information provided on this form is true and correct to the best of my knowledge.
- I understand that if I have made any misleading or false statements, they may preclude me from obtaining an ASIC.
- I understand that my personal information will be used by Auscheck to co-ordinate a background check through the Australian Security Intelligence Organisation (ASIO), CrimTrac through the Australian Federal and State police services; and the Department of Immigration and Citizenship (DIAC), where necessary.
- I have been given a copy of the Auscheck Privacy Notice, which explains how Auscheck will use my personal information.
- I have read and understood the NQA Privacy Policy available on the Mackay Airport website.
- I further acknowledge that my personal information may be provided to the Australian Customs Service under sections 312A and 312B of the Customs Act 1901 and Customs Regulations 170A and 170B once I am issued with an ASIC.

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

**PART A – PERSONAL DETAILS OF APPLICANT** *(continued)*

RESIDENTIAL HISTORY - PREVIOUS 10 YEARS <i>(Continue on separate sheet if necessary)</i>				Period of residence <i>(must include day/month/year)</i>	
	Street Address	Suburb/State/Country	Post Code	From	To
Current Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>Current</b>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Address	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

CRIMINAL / TRAFFIC CHARGE, CONVICTION OR PECUNIARY PENALTIES	
1. Are you the subject of any traffic violation, criminal or traffic charge(s) pending before a court?	YES / NO
2. 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
3. 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 <u>less</u> than thirty (30) months imprisonment?	YES / NO
4. 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 <u>greater</u> than thirty (30) months imprisonment?	YES / NO

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

## For Background Check - Applicants Right to Work in Australia

Complete this section only if you are NOT a citizen of Australia or New Zealand

<b>Date of Arrival in Australia</b>	Day: ..... Month: .....Year: .....
<b>Arrival Details</b> <b>Must have port name and vessel name (flight number optional).</b>	Name of Port of arrival into Australia: .....
	Vessel Name (e.g. name of airline): .....
	Flight Number: .....
<b>Travel Document ID</b>	Passport number: .....
<b>Visa Grant Number</b> <b>Enter current Visa Grant number provided by DIAC</b>	Visa Grant Number: .....
<b>Name of Parents</b> <b>(If entry to Australia was on your parent's passport, please provide their surname and given names)</b>	Parent Surname: .....
	Parent Given Names: .....

### Method of Payment – to be completed by the Employer

**Application Fee:** \$230.00

- Cash
- Cheque
- Eftpos – Credit Card
- Eftpos – Debit Card
- Invoice Company Account
- Employee to pay

**Refundable Deposit:** \$50.00

- Cash
- Cheque
- Eftpos – Credit Card
- Eftpos – Debit Card
- Invoice Company Account
- Employee to pay

## PART B – EMPLOYER’S / OWNER’S / SPONSOR STATEMENT

Applicants  
Occupation

Operational  
need for ASIC

Access  
Required

Type of ASIC

RED

GREY

MKY only:

Australia Wide:

**Reason for Australia wide ASIC and airports required:** *(complete this section only if requesting an AUS Pass)*

I, \_\_\_\_\_ of \_\_\_\_\_  
*(full name) (Company)*

contracted to / working for \_\_\_\_\_  
*(Airport Firm / User)*

Confirm that:

- *The personal details in PART A are correct and the request that an Aviation Security Identification Card be issued to the applicant for the areas indicated.*
- *I understand that I am required to notify Mackay Airport Pty Ltd of any change to the details provided in PART A.*
- ***I agree to recover and return the Aviation Security Identification Card prior to the applicant leaving our employ or upon his/her transfer to a position which does not require retention of the card.***
- *I have sighted evidence of negative results of pre-deployment alcohol and other drug testing in compliance with CASA CASR Part 99 for the above staff who may be required to operate airside.*
- *I certify the details in Part B are true and correct.*

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

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

## PART C – CONDITIONS OF USE

1. The ASIC is issued subject to the Australian Governments Air Navigation Act 1920, Aviation Transport Security Act 2004 and Regulations 2005, the Queensland Airport Assets (Restructuring and Disposal) Act 2008 and Regulations under those Acts including amendments or subsequent legislation governing the issue and use of ASICs.
2. A person must prominently display the ASIC issued to them on an outer garment (above waist level) when entering, remaining or leaving a designated area for lawful reasons in accordance with Regulation 1.04 of the Aviation Transport Security Regulation 2005.
3. A person must present the ASIC issued to them for inspection on demand by an Authorised Officer or other law enforcement officer.
4. A person must surrender the ASIC issued to them on expiry, transfer or termination of present duty or on request of Mackay Airport Pty Ltd in accordance with Regulation 6.45 of the Aviation Transport Security Regulations 2005.
5. A person must report the loss of the ASIC issued to them to Mackay Airport Pty Ltd within 24 hours. A statutory declaration must be completed in accordance with Regulation 6.46 of the Aviation Transport Security Regulations 2005.
6. A person who has been issued with an ASIC must advise changes in circumstances to any part of this application within seven days of the change becoming effective, including any convictions for a security related offence.
7. A person using the ASIC issued to them for access control purposes is to ensure doors or gates accessed are closed and locked after access in a timely manner.
8. Any person accessing an airside area may be required to submit to random drug and alcohol testing in accordance with MAPL and CASA Drug and Alcohol Management Plans.
9. A person who has been issued with an ASIC must only use it whilst on shift in the course of their approved duties, and must not transfer or give it to anyone else under any circumstances.

Failure to comply with these conditions is an offence under the Airport Assets (Restructuring and Disposal) Act 2008 Section 67. Penalty – 25 penalty units.

The applicant acknowledges that the approved holder of an ASIC, or the approved holder’s belongings, or the approved holder’s vehicle may be subject to a search by an Authorised Officer before entering or while in a designated area.

**Receipt (to be completed on collection of card)**

I, \_\_\_\_\_  
*(full name)*

**Acknowledge receipt of Aviation Security Identification Card Number:** \_\_\_\_\_

**Which remains the property of Mackay Airport Pty Ltd while I am employed in my current position as**

\_\_\_\_\_ **with** \_\_\_\_\_

**I have read, understood and agree to abide by Part C.**

I further acknowledge that in making this application, I undertake that any company vehicles or equipment that I am required to operate airside will conform with the rules and conditions promulgated by Mackay Airport Pty Ltd in the Airside Vehicle Control Manual. Additionally, I have supplied my employer with evidence of negative results of pre-deployment alcohol and other drug testing in compliance with CASA CASR Part 99.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_