

### PLEASE RETAIN FOR FUTURE REFERENCE

#### General Information

Sydney Airport has asked for your consent to obtain a background check under the AusCheck scheme. Any information Sydney Airport collects from AusCheck or other Commonwealth agencies will be used in assessing your eligibility to hold an ASIC. Sydney Airport will deal with any information it collects about you in accordance with the Privacy Act and the Privacy Note in Section 8.

#### Police Records Check

Police records checks are an integral part of the assessment of your suitability for the entitlement sought. On this form you are asked to disclose whether you are the subject of traffic violation(s) or any criminal or traffic charge(s) still pending before a Court, or whether you have been the subject of criminal or traffic conviction(s) or finding(s) of guilt before a Court. You are not required to reveal any conviction(s), which may be protected by Part VIIC of the Crimes Act 1914, relating to pardoned, quashed, or spent convictions, except where an exclusion applies (see explanation note under heading SPENT CONVICTIONS SCHEME).

This form may be forwarded by Sydney Airport or the employing organisation to AusCheck, the Australian Federal Police (AFP), and you are asked to consent to:

- (a) the AFP disclosing criminal history information from its own records to AusCheck, the organisation with which you are employed or are seeking employment, and/or insurance company or other public or private organisation from which you are seeking an entitlement, and;
- (b) the AFP accessing the records of any State or Territory police to obtain any criminal or traffic violation history information which in turn would be disclosed to whom you are required to indicate.

#### Adverse Criminal Record

When applying for an ASIC, your criminal record will be checked subject to the Spent Convictions Scheme (see below). Sydney Airport can only issue an ASIC to you if it has received a notice from the Secretary responsible for administering the AusCheck Scheme stating that you do not have an 'adverse criminal record'. A person has an adverse criminal record if he or she:

- has been convicted of an Aviation Security-Relevant offence and sentenced to imprisonment; or
- in the case of a person who has been convicted twice or more of Aviation Security-Relevant offences, but no sentence of imprisonment was imposed - received 1 of these convictions in the 12 months before the background check was conducted.

Note: Imprisonment includes periodic detention, home-based detention, suspended sentences and detention until the rising of the court.

In addition, if AusCheck advises Sydney Airport that you have a "qualified criminal record" - i.e. you have been convicted twice or more of Aviation Security-Relevant offences, but you did not receive a sentence of imprisonment and none of the convictions were within the 12 months before the background check was conducted - the Regulations require that any ASIC that is issued to you must be on the condition that you have a further background check conducted within 12 months. Accordingly, Sydney Airport will only issue a 12 month ASIC to you.

*Aviation Security Relevant Offence - an offence of a kind mentioned in the table below against a law of the Commonwealth, or of a State or Territory or of any other country or part of that country*

Item	Kind of offence
1	An offence involving dishonesty
2	An offence involving violence or a threat of violence
3	An offence involving intentional damage to property or a threat of damage to property
4	An offence constituted by the production, possession, supply, import or export of a substance that is: <ul style="list-style-type: none"> <li>(a) a narcotic substance within the meaning of the Customs Act 1901; or</li> <li>(b) a drug within the meaning of:                             <ul style="list-style-type: none"> <li>(i) regulation 10 of the Customs (Prohibited Exports) Regulations 1958; or</li> <li>(ii) regulation 5 of the Customs (Prohibited Imports) Regulations 1956</li> </ul> </li> </ul>
5	An offence, of a kind dealt with in Part II of the Crimes Act 1914, against the Government of: <ul style="list-style-type: none"> <li>(a) the Commonwealth or a State or Territory; or</li> <li>(b) a country or part of a country other than Australia</li> </ul>
6	An offence against Part 2 of the Crimes (Aviation) Act 1991
7	An offence against Part 5.3 of the Criminal Code
8	An offence constituted by the production, possession, supply, import or export of explosives or explosive devices.

TABLE 1

#### Adverse Security Assessment

ASIO must conduct a security assessment on all ASIC applicants. In the event of an adverse security assessment, ASIO will notify AusCheck who will then notify the ASIC applicant and Sydney Airport of the outcome.

#### Overseas Police Record Check

If you have resided outside of Australia for a period of six months or longer in the previous 10 years Sydney Airport requires you to provide a criminal history assessment from that country/s. This is a condition of Sydney Airport issuing an ASIC to you.

#### Citizenship Check

If you are not an Australian Citizen, in order to satisfy the requirements of Regulation 6.28(1)(c), the Department of Immigration and Border Protection must confirm to AusCheck that the ASIC applicant is not an unlawful non-citizen.

#### Spent Convictions Scheme

On 30 June 1990, Commonwealth legislation relating to the collection, use and disclosure of old conviction information came into effect. This new law is commonly known as the Spent Conviction Scheme.

The aim of the Scheme is to prevent discrimination on the basis of certain old convictions, once a waiting period has passed and provided the individual has not re-offended. The Scheme also covers convictions where an individual's conviction has been set aside or pardoned.

An individual whose conviction is protected by Part VIIC of the Crimes Act 1914 does not have to disclose that conviction to any person, including a Commonwealth authority, unless an exclusion applies. Commonwealth authorities are prohibited from taking into account or from disclosing without consent of the individual such convictions.

A spent conviction is a conviction for a Commonwealth, Territory, State or foreign offence which satisfies all of the following conditions:

- it is 10 years since the date of the conviction (or 5 years for child offenders);
- the individual was not sentenced to imprisonment or was not sentenced to imprisonment for more than 30 months;
- the individual has not re-offended during the 10 year (5 years for child offenders) waiting period; and
- a statutory or regulatory exclusion does not apply. (A full list of exclusions is available from the Privacy Commissioner).

The Attorney-General, on the recommendation of the Privacy Commissioner, has granted exclusions, both partial and full, from the operation of the Scheme for several categories of employment. There are also statutory exclusions contained within the Privacy Act. This means that applicants for those positions must declare all convictions where a full exclusion exists, or convictions for specific offences where a partial exclusion exists. Details of exclusions should be provided to you by the issuing organisation or the employing organisation before your consent is sought to conduct a criminal record check.

An individual who believes the standards dealing with disclosure and use of old conviction information have been breached may apply to the Privacy Commissioner for an investigation of the matter. The address is GPO Box 5218, SYDNEY, NSW 2001.

**Note: Individual State and Territory Spent Conviction Schemes may also apply**

# asic info

## General Information & Notices

### Identification Requirements

Before Sydney Airport can issue an ASIC to you, you must produce adequate personal identification. Under the Regulations, you must produce to Sydney Airport:

- (a) One (1) form of primary identification (column A); AND
- (b) Either: (i) a secondary identification document from column B; or  
(ii) two (2) forms of tertiary identification documents from column C.

**Note: One form of identification should include a photograph**

**PHOTOCOPIES OF YOUR IDENTIFICATION MUST BE INCLUDED WITH YOUR ASIC APPLICATION AT THE TIME OF LODGEMENT. ORIGINALS WILL BE SIGHTED AT THE TIME OF ASIC ISSUE.**

COLUMN A (Primary)	COLUMN B (Secondary) <i>(Must include a recent photograph of you or your signature)</i>	COLUMN C (Tertiary) <i>(Must set out your name and current address)</i>
A certified copy (that is, a copy certified by a Registrar of Births or similar officer to be a correct copy) translated to English if required, of the entry in a register of births of your birth; or	A licence (e.g. driver's/security/firearms) issued to you under a law of the Commonwealth or a State or Territory; or	A signed statement from your employer or former employer about that employment or
A copy (certified under section 44 of the Australian Citizenship Act 1948) of a citizenship certificate granted to you; or	A government employee identification document issued to you; or	A copy (certificated by a Registrar of Titles or similar officer to be a correct copy) of a record issued under a law about land titles; or
Current valid Australian or foreign passport; or	Australian student identification card issued to you	A document issued by a rating authority from its records about land ownership or occupation; or
A document issued to you under the law of another country that is evidence, under that law, that you are a citizen of that country	A "verifiable reference" as defined in Regulation 6.04(4)	A document issued by a bank or similar financial institution from its records about a mortgage or other security that he or she gave to the bank or institution
	A flight crew licence issued by a foreign country that is a party to the Convention on International Civil Aviation (if it has a photo and is presented with a valid passport)	An extract from the electoral roll compiled by the Australian Electoral Commission; or
	A valid identification from another Australian port	A foreign driver's licence if it includes your photograph and is presented with a valid passport

### Payment Method & Fees

Unless special arrangements are made:

- all applications must be paid for at the time of lodgement with Sydney Airport and these fees are not refundable under any circumstances; and
- Sydney Airport will not commence processing applications without payment.

We accept the following methods of payment:

Credit Card, EFTPOS and Cheques made payable to "Sydney Airport Corporation Ltd."

### Bond

Section 6.28(5) of the Regulations provides that an ASIC may be issued subject to a condition imposed by Sydney Airport. In addition to the Conditions of Issue and Use, your ASIC is also issued subject to the condition that you pay a refundable bond at the time the ASIC is issued to you. The bond is refundable once the ASIC is returned to Sydney Airport in accordance with Regulation 6.45 and clause 8 of the Conditions of Issue and Use of an ASIC

**Note: ASICs not collected within 30 days from the date of lodgement will be cancelled. NO refund will be given on card payment.**

**Bond will be refundable only when card is returned. There is no bond refund for lost or stolen cards.**

### Receipt of Application

- Applications lodged in person will be issued a receipt upon submission.
- Applications lodged by post must include a stamped self addressed envelope for the receipt to be issued and sent.
- This receipt is your evidence that an ASIC application has been submitted and ASIC payment and bond payment has been received. If you are unable to produce a receipt, it will indicate that an ASIC application may have not been received. It will be the decision of Sydney Airport if a bond is refunded.

### Application Process

- Once the ASIC application has been received information is forwarded to government agencies. The time frame of this process is dependent on government agency/s investigations timeframes and internal administration by Sydney Airport.

### Notification of Approval

- Sydney Airport will notify applicants once their application has been approved or rejected. Upon notification you will be advised to contact ID & Access Services to further progress your application.
- You may be contacted directly or through your employer.

### Issue Process

- All applicants must attend Sydney Airport ID and Access Services to:
  - Have a current photo taken;
  - Undertake computer based security awareness test based on the Sydney Airport Security Awareness Guide;
  - Produce required personal identification; and
  - Meet any other Sydney Airport requirements.

# asic use

## Conditions Of Issue & Use Of An Aviation Security Identification Card

<b>1. These conditions</b>	These are the conditions on which your ASIC is issued to you by Sydney Airport Corporation Limited ABN 62 082 578 809 (Sydney Airport) pursuant to the Aviation Transport Security Regulations 2005 ('Regulations')
<b>2. Application for ASIC</b>	<p>2.1 When you apply for an ASIC, you must give Sydney Airport a completed application form containing:</p> <ul style="list-style-type: none"><li>a) All of the information required in the application form; and</li><li>b) Your consent to Sydney Airport requesting various record checks including security, law enforcement and citizenship records from AusCheck; and</li><li>c) Your signature, certifying that all of the information you have provided is correct.</li></ul> <p>2.2 If you:</p> <ul style="list-style-type: none"><li>a) Do not complete all sections required in the application form; or</li><li>b) Include in the application form information which Sydney Airport determines false or misleading, then Sydney Airport may refuse your application for an ASIC.</li></ul> <p>2.3 Sydney Airport will decide whether to issue you with an ASIC in accordance with the requirements of the Regulations dealing with ASICs and any other matters it considers relevant.</p> <p>2.4 To comply with the Regulations:</p> <ul style="list-style-type: none"><li>a) Sydney Airport will request various records checks including security, law enforcement and citizenship records, pursuant to your consent; and</li><li>b) You must produce the identification detailed in the application form.</li></ul>
<b>3. Purpose of an ASIC</b>	The purpose of an ASIC is to identify you as having undergone the relevant background checks and to enable you to enter a Secure Area if you have an operational need to do so.
<b>4. Use of an ASIC</b>	<p>You represent to Sydney Airport that you have an operational need for frequent access to a Secure Area and acknowledge that you:</p> <ul style="list-style-type: none"><li>a) Must not enter or stay in a Secure Area of a Security Controlled Airport unless you have a lawful purpose (Reg 3.11) for being in that Secure Area; and</li><li>b) Must not give your ASIC to anyone else to use. It is for your use only while on duty; and</li><li>c) Must keep your ASIC secure at all times (even when you are not using it); and</li><li>d) May only use the ASIC issued to you for use at Sydney Airport and you must not use any other person's access card at Sydney Airport.</li></ul> <p><i>It is an offence under the Regulations if you contravene paragraph 4(a) above. It is also an offence under the Regulations if you are in a Secure Area using an invalid ASIC or an ASIC that was not issued to you.</i></p>
<b>5. Display of ASIC</b>	<p>You must properly display an ASIC at all times in a Secure Area. This means the ASIC must be displayed:</p> <ul style="list-style-type: none"><li>a) Above waist height; and</li><li>b) On the front or side of the outer clothing; and</li><li>c) With the whole front of the ASIC clearly visible (Reg 1.04 )</li></ul> <p><i>You are not properly displaying an ASIC if anything adhering to it obscures a photograph or anything else on it. It is an offence of strict liability under the Regulations if you fail to properly display your ASIC in a Secure Area unless you are an exempted person as defined by the Regulations (Reg 3.03 &amp; 3.13)</i></p>
<b>6. Supervision of a Visitor</b>	<p>To supervise a person who has been issued with a Visitor Identification Card (VIC), an ASIC holder must adhere to the conditions of supervision as set out in the Regulations and the Sydney Airport Security Guide while in a Secure Area (Reg 3.09)</p> <p><i>It is an offence of strict liability under the Regulations if you fail to properly supervise the holder of a VIC while in a Secure Area (Reg 3.09)</i></p>
<b>7. Notification to Sydney Airport</b>	<p>You must immediately notify Sydney Airport if you:</p> <ul style="list-style-type: none"><li>a) Become an 'Unlawful Non-Citizen' (as defined in the Migration Act 1958 (Cth)) or no longer have a right to work in Australia; or</li><li>b) No longer need frequent access to a Secure Area or need to enter a Secure Area for operational purposes; or</li><li>c) Change your employer; or</li><li>d) Change your residential address, change your name or contact details; or</li><li>e) Are convicted of an Aviation Security Relevant Offence (as defined in the Regulations); or</li><li>f) You subsequently discover that the information you have given in your ASIC application was false or misleading.</li></ul> <p><i>(If the holder of an ASIC is convicted of an Aviation Security Relevant Offence, he or she must notify Sydney Airport in writing of the conviction and any sentence within 7 days. Failure to do so is an offence under the Regulations Reg 6.41).</i></p>
<b>8. Return of ASIC</b>	<p>You must also immediately return your ASIC to the Sydney Airport ID and Access Services if:</p> <ul style="list-style-type: none"><li>a) Your ASIC has expired; or</li><li>b) Sydney Airport or your employer notifies you that your ASIC has been cancelled, suspended or disqualified;</li><li>c) The ASIC has been damaged, altered or defaced (permanently or temporarily);</li><li>d) You no longer need to enter the relevant Secure Area for an operational purpose; or</li><li>e) You have left your current employment.</li></ul> <p><i>It is an offence of strict liability under the regulations if you fail to return your ASIC within one (1) month from the date of expiry. (Reg 6.45).</i></p>

<p><b>9. Cancellation or Suspension of ASIC</b></p>	<p>Sydney Airport may cancel or suspend your ASIC if you fail to comply with one of these conditions or the requirements under the Sydney Airport ASIC Program or the Regulations. For example, if you;</p> <ol style="list-style-type: none"> <li>Fail to supervise the holder of a VIC while that person is in a Secure Area; or</li> <li>Have given your ASIC to someone else to use to gain entry to a Secure Area; or</li> <li>Are found in a Secure Area other than for an operational purpose (for example, if you have left your employment or you are not on duty); or</li> <li>Have failed to notify Sydney Airport of the things set out in clause 7 (above); or</li> <li>Provided information in your ASIC application which Sydney Airport discovers was false or misleading; or</li> <li>Have failed to display a valid ASIC as set out in clause 5; or</li> <li>As the holder of the ASIC, ask the issuing body to cancel it; or</li> <li>Otherwise misuse your ASIC (e.g. to provide access to a Secure Area for persons who do not have an operational reason to be in that area); or</li> <li>Tamper or reduce the effectiveness of preventative security measures, including but not limited to CCTV, access control systems/hardware or door hardware; or</li> <li>Misuse or force open a door; or</li> <li>Tamper with or amend a security boundary without the written consent of a representative from the Sydney Airport Security department.</li> </ol> <p><i>There are other circumstances in which Sydney Airport may cancel or suspend your ASIC. Other such circumstances are set out in the Regulations and Sydney Airport Security Awareness Guide.</i></p> <p><i>The ASIC must be returned to Sydney Airport immediately upon notification of the cancellation or suspension. If your ASIC is suspended from use, Sydney Airport will determine the period of suspension, having regard to:</i></p> <ol style="list-style-type: none"> <li>The nature of the contravention; and</li> <li>Whether you have previously contravened the conditions of the Sydney Airport ASIC Program or the Regulations.</li> </ol> <p>If your ASIC has been cancelled or suspended, you must immediately return your ASIC to the Sydney Airport ID and Access Services Centre (Arrivals level, Southern End, Terminal 1)</p> <p><i>Sydney Airport may disqualify an ASIC holder from holding an ASIC for contravening the requirements to display an ASIC in a Secure Area under the Regulations. Further explanation is set out in the Sydney Airport Security Awareness Guide (Reg 6.48).</i></p>
<p><b>10. Confiscation of ASICs</b></p>	<p>Sydney Airport Operations Staff, Sydney Airport Contracted Security Guards and Law Enforcement Officers are authorised to confiscate an ASIC if a security breach, potential security breach or breach of the terms and conditions of issue or the ATSRs occurs.</p>
<p><b>11. Surrender of ASICs</b></p>	<p>You are required to surrender your ASIC to Sydney Airport Operations Staff, Sydney Airport Contracted Security Guards and Law Enforcement Officers upon request for the purposes of verification of identity and validity of the ASIC (spot checking).</p>
<p><b>12. Loss of ASIC</b></p>	<p>You must immediately notify Sydney Airport ID and Access Services (ph: 02-96679301 or after hours ph: 02- 96679673) if your ASIC has been lost, stolen or destroyed.</p> <p><i>It is an offence of strict liability under the Regulations if the holder does not make a report, in the form of a statutory declaration, of the loss to Sydney Airport within 7 days of becoming aware of the loss, theft or destruction (Reg 6.46). In addition to this Sydney Airport requires the holder of an ASIC to make a report of the theft, loss or destruction to the NSW Police and an event number must be supplied to Sydney Airport at the time of notification. (131444 NSW Police Hotline)</i></p>
<p><b>13. Property of Sydney Airport</b></p>	<p>The ASIC issued to you remains the property of Sydney Airport.</p>
<p><b>14. Access Control Conditions of Issue and Use</b></p>	<ol style="list-style-type: none"> <li>14.1 Access control (if any) will be programmed onto your ASIC upon application and in accordance with your employment needs and regulatory provisions. Note: You and/or goods in your possession may be subject to inspection on entry, exit or while in the Secure Area of Sydney Airport.</li> <li>14.2 To obtain Access Control on your ASIC, the Access Control application form must also be submitted.</li> <li>14.3 You must immediately notify the Sydney Airport ID and Access Services (ph: 02 96679301 or after hours ph: 9667 9673) if you lose your Access Control permissions on your ASIC.</li> </ol>
<p><b>15. Use of camera surveillance</b></p>	<p>Sydney Airport may carry out camera (video) surveillance at Sydney Airport from time to time for aviation safety, security and other operational purposes. Any surveillance may be continuous or intermittent and may be for a specified period or ongoing.</p>
<p><b>16. Renewal of ASIC</b></p>	<p>It is your responsibility to ensure your application is lodged in sufficient time to be re-issued with another ASIC prior to the current one expiring. No extensions will be granted. If the ASIC expires you will be required to operate with a visitor pass which will require you to be under constant supervision by a valid ASIC holder.</p>
<p><b>17. In these Conditions of Issue &amp; Use</b></p>	<ol style="list-style-type: none"> <li>"Aviation Security Relevant Offence" has the meaning given in the Aviation Transport Security Regulations 2005 (Cth), as set out in the "ASIC Info Records and Character Check Information Sheet" provided with your ASIC application; and</li> <li>"Secure Area" means a landside security zone or the airside area (including airside security zone) of a security controlled airport.</li> </ol>
	<p><b>Correspondence may be posted to:</b></p> <p>ID and Access Services  Locked Bag 5000  Mascot 2020 NSW  Australia  Ph: 02 9667 9301  Email: idservices@syd.com.au</p> <p><b>Office location:</b></p> <p>Airport Services Centre  Level 3 (near Medical Centre)  Sydney International Terminal  Sydney Airport</p>