

# ASIC ID

## Aviation Security Identification Card Application



AIRPORT SERVICES CENTRE – ID SERVICES | (02) 9667 9301 | [idservices@syd.com.au](mailto:idservices@syd.com.au)

THIS FORM CAN BE PRINTED IN BLACK AND WHITE

### Effective 1 August 2017, the supporting identification documents required for an Aviation Security Identification Card (ASIC) application are changing.

Under the new arrangements, there will be four (4) categories of supporting documentation an applicant is required to provide. The original documents must be presented when you attend the Airport Services Centre.

An in person document validation interview will be conducted at the time of lodgement. Copies of the documents will be taken during the in person meeting with the originals being returned to the applicant.

During your visit to the Airport Services Centre, there will be a number of steps undertaken which may take longer to complete.

Sydney Airport will only accept a completed ASIC application form from an applicant who has successfully conducted the in person meeting.

**If the application is incomplete or the applicant does not have original identification documents, the application will not be accepted.**

### CATEGORY A - START OF YOUR IDENTITY IN AUSTRALIA (NO LAMINATED COPIES AND NO COMMEMORATIVE CERTIFICATES)

- ☐ Australian Birth Certificate (standard)
- ☐ Australian Citizenship Certificate
- ☐ Australian Citizenship by Descent
- ☐ ImmiCard
- ☐ Australian Visa (with supporting passport)
- ☐ Australian Protection Visa



### CATEGORY B - YOUR IDENTITY LINKED BY PHOTO AND SIGNATURE (MUST HAVE APPLICANT'S PHOTO & SIGNATURE AND BE CURRENT AND VALID. MUST BE A GOVERNMENT ISSUED DOCUMENT AND BE DIFFERENT TO CATEGORY A)

- ☐ Passport
- ☐ Driver's Licence
- ☐ Other



### CATEGORY C - EVIDENCE OF YOUR IDENTITY WITHIN THE COMMUNITY (MUST BE CURRENT AND VALID. NO COMMEMORATIVE CERTIFICATES)

- ☐ Medicare Card
- ☐ Marriage Certificate
- ☐ Other



### CATEGORY D - YOUR CURRENT RESIDENTIAL ADDRESS (DOCUMENT MUST BE LESS THAN 6 MONTHS OLD)

- ☐ Utility Bill or Bank Statement
- ☐ Rates Notice
- ☐ Tenancy Agreement



### IDENTIFICATION REQUIREMENTS

**When applying for an ASIC you will need to verify your identity. To do this, you will need to present your original identification documents in person to one of our Customer Service Representatives.**

You will need to present a **minimum** of three identification documents (one document from each category A, B and C).

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

Please tick the box associated with your category A, B, C and Category D (if applicable) document.

### APPLYING FOR AN ASIC

**To lodge your application, you will need to:**

- ☐ Present in person at the Airport Services Centre
- ☐ Bring your completed application and supporting documentation
- ☐ Verify your identity by presenting your original identification documents in person (copies will be taken)
- ☐ Have your photograph taken
- ☐ Sit and pass the Sydney Airport Security Awareness test if you are to be issued with a VIC pass

### YOUR CHECKLIST

- ☐ When completing your form:
  - Use **BLACK OR BLUE PEN** and print within the boxes in **BLOCK LETTERS**
  - If you are not required to give information in some parts of the form, leave the boxes blank – do not mark or cross them out.
- ☐ Ensure all your details are completed before having your application certified by your company's authorised signatory.
- ☐ Ensure you date the application while signing.
- ☐ If you require a VIC while your application is being processed, ensure the section in **RED** under the employer details and certification (page 9) is completed.
- ☐ Ensure you have provided 10 years of residential addresses including those when you resided overseas in date order from most recent.
- ☐ If you are under 14, ensure the parent consent form, available from Airport Services Centre, has been completed.
- ☐ Ensure your overseas police certificates have been obtained (see section on residence in a foreign country).
- ☐ On lodgement, please ensure you have your original application form (all pages should come from the same printer, etc) and present with all your original identification documents otherwise we will not be able to accept your application.

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NOT ACCEPTED	UNLESS
Documents that show a different name.	All of the applicant's identification documents must contain exact name matches, unless the name variation is supported by a linking document. Acceptable examples of change of name linkage documents include marriage certificates, change of name certificates and deed poll. A statutory declaration is not an acceptable change of name linkage document.
Documents in a foreign language.	Foreign language documents must be accompanied by a professional translation. An acceptable translator is one who has been accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) Ltd. Further details below.
Documents that are laminated or tampered with including your application form.	Only original documents that have not been altered or modified will be accepted. <b>(e.g. laminated documents may not be acceptable nor are any documents on which liquid paper or white out has been used.)</b>

### WHAT ELSE DO YOU NEED TO KNOW?:

- Your identification documents must contain exact name matches, unless the name variation is supported by a government issued linking document (e.g. marriage or change of name certificate).
- Foreign language documents must be professionally translated. The Department of Home Affairs recommends the use of translators accredited by the National Accreditation Authority for Translators and Interpreters (NAATI) Ltd.  
For more information please refer to the NAATI website: [www.naati.com.au](http://www.naati.com.au)
- If you do not present the correct identification documents to the Customer Service Representative in the first instance, Sydney Airport will not accept your application. You will need to return to the Airport Services Centre in person with the correct documents.

### RESIDENCE IN A FOREIGN COUNTRY

- Sydney Airport has changed the requirements for overseas police certificates from 10 years to 5 years to bring us in line with other issuing bodies.
- If within the last 5 years an applicant has resided for more than 6 month(s) continuously in a foreign country, an overseas police certificate is required for each country. An ASIC application may be accepted without the overseas police certificate, however the ASIC will not be issued until the police certificate is provided. Sydney Airport may cancel an ASIC application where the applicant fails to provide evidence they have applied for an overseas police certificate within 28 days.
- Original overseas police certificates must be sighted. If they are in a foreign language, an accompanying English translation from the same issuing party or certified translation must be provided.
- Overseas police certificates may be provided from an approved checking agency.  
<https://www.homeaffairs.gov.au/Trav/Visa/Char>
- Background checks provided by online background checking organisations will not be accepted.

### ENGLISH TRANSLATIONS OF FOREIGN DOCUMENTS

If you are required to present foreign documentation that is not written in English, you must provide an English translation made by an approved translation service.

#### If you are obtaining the translation in Australia

– please contact the National Accreditation Authority for Translators and Interpreters (NAATI) Ltd for a list of approved translators in your area. Visit the NAATI website: (<https://www.naati.com.au/>) to locate a translator. Alternatively phone (02) 6260 3035 or email: [info@naati.com.au](mailto:info@naati.com.au) for further information.

In New South Wales, the Community Relations Commission (CRC) for a Multicultural NSW (<http://multicultural.nsw.gov.au/>) employs NAATI accredited translators. Translations on CRC letterhead that are certified as an exact translation of the document(s) attached and include the ID number of the translator are acceptable.

#### If you are presenting a document translated overseas

– please contact your local Mission or Consulate to validate your document translations (Note: not all Consulates or Missions will provide this service, please contact them directly for information).

### OFFICE USE ONLY

# ASIC ID

## Aviation Security Identification Card Application



OFFICE USE ONLY

Auscheck ID:	Application lodged on:	Test completed on:	Auscheck cleared on:

<b>SYD</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<b>EXP.</b> <input type="text"/>	<input type="checkbox"/> RED <input type="checkbox"/> GREY <input type="checkbox"/> WHITE	<b>COMPANY NAME:</b> <input type="text"/>
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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Is this a Conditional ASIC? ☐ YES ☐ NO Notification received and attached ☐ YES ☐ NO

**YOU MUST USE BLOCK LETTERS AND FILL IN THE APPLICATION IN BLACK OR BLUE PEN ONLY. YOU MUST COMPLETE ALL RELEVANT SECTIONS. USE OF LIQUID PAPER WILL VOID THE APPLICATION AND IT WILL NOT BE ACCEPTED.**

### ASIC REQUIREMENTS

☐ **SYD** - SYDNEY AIRPORT ONLY

☐ **AUS** - AUSTRALIA WIDE AIRPORTS

Note: If an AUS card is required, you must provide a letter from your employer stating the Australian airports to which the access is required, reasons and frequency of travel to these airports. If the applicant fails to supply the letter at lodgement only SYD will be issued.

☐ NEW ASIC

☐ RENEWAL ASIC

☐ CHANGE OF COMPANY

☐ TEMPORARY ASIC

LOST/STOLEN ASIC  LOST ASIC NUMBER

REPLACEMENT ASIC  PREVIOUS ASIC NUMBER

### APPLICANT DETAILS

SURNAME

FIRST GIVEN NAME

OTHER GIVEN NAMES (Separate multiple names with spaces)

MALE /FEMALE/OTHER

DATE OF BIRTH

COUNTRY OF CITIZENSHIP

WORK EMAIL ADDRESS ☐ Preferred contact method

PERSONAL EMAIL ADDRESS (Mandatory) ☐ Preferred contact method

MOBILE\* ☐ Preferred contact method

PH. WORK\* ☐ Preferred contact method

PH. HOME\* ☐ Preferred contact method

\* Please include Country Code - Area Code - Phone Number

CURRENT ADDRESS (If you have resided at your current address for less than 10 years, complete previous addresses on page 5).

POSTCODE

STATE

RESIDENCE SINCE

# ASIC ID

## Aviation Security Identification Card Application



### APPLICANT DETAILS

PLACE OF BIRTH (CITY, STATE & COUNTRY OF BIRTH)

DRIVER'S LICENCE NUMBER & STATE ISSUED BY

DRIVER'S LICENCE EXPIRY

D

D

M

M

Y

Y

Y

Y

NAME ON DRIVER'S LICENCE

### PREVIOUS NAMES IF ANY - 1 With supporting change of name document

SURNAME

FIRST GIVEN NAME

OTHER GIVEN NAMES (Separate multiple names with spaces)

TYPE OF NAME (Previous, alias, maiden etc.)

### PREVIOUS NAMES IF ANY - 2 With supporting change of name document

SURNAME

FIRST GIVEN NAME

OTHER GIVEN NAMES (Separate multiple names with spaces)

TYPE OF NAME (Previous, alias, maiden etc.)

### WORK RIGHT DETAILS

Did you enter Australia on a Refugee / Humanitarian Visa?: ☐ YES ☐ NO  
(If 'YES', please see ID and Access Services staff to discuss your application before submitting)

#### FOR ALL NON-AUSTRALIAN CITIZENS, PLEASE COMPLETE:

VISA EXPIRY DATE

D

D

M

M

Y

Y

Y

Y

PASSPORT NUMBER\*

PASSPORT COUNTRY OF ISSUE\*

\* **Please note:** this must be the the passport used to obtain your Visa. This may be your previous passport, that you must present with your application.

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### APPLICANT POSTAL ADDRESS(ES)

POSTAL ADDRESS IF DIFFERENT TO CURRENT RESIDENTIAL ADDRESS.

																		POSTCODE			STATE		

### PREVIOUS ADDRESS(ES) To be completed if you have resided at your current address for less than 10 years

Please Provide Your Previous Address(es), Including Overseas Address(es). Attach Additional Sheet for more Addresses.

																		POSTCODE			STATE			PERIOD OF RESIDENCE					
																								M M Y Y Y Y TO M M Y Y Y Y					

																		POSTCODE			STATE			PERIOD OF RESIDENCE					
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																		POSTCODE			STATE			PERIOD OF RESIDENCE					
																								M M Y Y Y Y TO M M Y Y Y Y					

**NOTE:** Applicants who, within the preceding 5 years to this application, have resided in a foreign country(s) for more than 6 months continuously must provide Sydney Airport Corporation Ltd with a police certificate for that country(s) and ensure it is translated to English by an approved translator. For more information visit - <https://www.homeaffairs.gov.au/Trav/Visa/Char> Further information on the cover page.  
Background checks provided by on-line background checking organisations **will not** be accepted.

### FOR OFFICE USE ONLY

O/S Certificate/s Required	<input type="checkbox"/> YES	<input type="checkbox"/> NO	O/S Certificate/s Received	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Initials:	Date:
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# Aviation Security Identification Card Application

**PREVIOUS ADDRESS(ES)** To be completed if you have resided at your current address for less than 10 years

**Please Provide Your Previous Address(es), Including Overseas Address(es). Attach Additional Sheet for more Addresses.**

[illegible][illegible][illegible][illegible][illegible][illegible]

**NOTE:** Applicants who, within the preceding 5 years to this application, have resided in a foreign country(s) for more than 6 months continuously must provide **Sydney Airport Corporation Ltd** with a police certificate for that country(s) and ensure it is translated to English by an approved translator. For more information visit - <https://www.homeaffairs.gov.au/Trav/Visa/Char> Further information on the cover page.

Background checks provided by on-line background checking organisations **will not be accepted.**

**FOR OFFICE USE ONLY**

O/S Certificate/s Required ☐ YES ☐ NO O/S Certificate/s Received ☐ YES ☐ NO 

DATE
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INITIALS
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### CONDITIONS OF ISSUE AND USE OF ALL IDENTIFICATION CARDS

- If there are any changes in circumstances to any part of this application, Sydney Airport Corporation Ltd must be advised immediately.
- Should your employment conditions change and you no longer require the ASIC it must be returned to Sydney Airport Corporation Ltd.
- Should there be any change to your name(s) prior to the issue of an ASIC or during the time you hold the ASIC you agree to notify the Airport Services Centre.
- The ASIC remains the property of Sydney Airport Corporation Ltd at all times.
- The ASIC must not be altered or defaced in any way.
- The ASIC is to be prominently displayed on the outer clothing above waist height, at the front or side of the body and with the whole front of the ASIC clearly visible. The ASIC must not be obscured.
- An ASIC is issued on a personal basis and cannot be transferred.
- The ASIC must be presented for inspection on demand by an Authorised Person.
- The applicant as well as their employer are bound by the conditions of use, and will be responsible for any breaches of the conditions of use by the holder of the card.
- The applicant agrees to act in accordance with the Security and Safety induction.
- The ASIC may only be used in the course of the holder's approved duties in the Security Restricted Area or Sterile Area. It does not constitute an authority to enter or remain in restricted areas for any other purpose.
- Sydney Airport Corporation Ltd may alter the Terms and Conditions on which an ASIC is issued at any time.
- The ASIC is to be surrendered on expiry, transfer or termination of present duty, or on request of Sydney Airport Corporation Ltd.
- Loss of ASIC must be reported immediately to Sydney Airport Corporation Ltd via email: idservices@syd.com.au or phone: Business Hours (02) 9667 9301 or After Hours (02) 9667 9673. A statutory declaration may be required for the issue of any replacement card.
- Applicants who, within the preceding 5 years to this application, have resided in a foreign country(s) for more than 6 months continuously must provide Sydney Airport Corporation Ltd with a police certificate for that country(s) and ensure it is translated to English by an approved translator.**
- The applicant acknowledges that the ASIC is issued in accordance with the Aviation Transport Security Regulations 2005, and the applicant will ensure full compliance with these Regulations as an ASIC Holder.
- The applicant is required under Regulation 6.41 of the Aviation Transport Security Regulations 2005 to notify Sydney Airport Corporation Ltd within 7 days if they have been convicted of an aviation security relevant offence.
- You acknowledge as being the holder of an ASIC, that you may be subject to screening and other checks completed by an Authorised Person before entering, while within, or when leaving the designated Security Restricted or Sterile Area.
- All applications for an ASIC undergo a background check coordinated by AusCheck.
- A Red ASIC is valid for the Security Restricted Area (SRA) and Landside Security Zones (LSZ). A Grey ASIC is only valid for a Landside Security Zone (LSZ/Sterile Area).
- The applicant acknowledges that Sydney Airport Corporation Ltd may be required to provide information to the Australian Border Force from time to time about the identity of ASIC holders, to ensure compliance with Customs-related laws.

### SYDNEY AIRPORT - T1 STERILE AREA CONDITIONS OF ENTRY

Staff must not enter the Customs Controlled Areas (Sterile Area and Arrivals Concourse) of T1 Sydney Airport, if they are not on duty. Staff may only enter this area in the conduct of normal work. Any misuse of a person's access in accessing these areas may result in the suspension of that person's access for up to 1 month and / or the suspension of their ASIC. Customs Legislation also contains certain provisions that may result in a prosecution of the individual for misuse of their ASIC, or an Exclusion Notice and/or Monetary Penalties.

#### WHAT IS AN EXCLUSION NOTICE?

An exclusion notice prevents you from entering a Customs Controlled Area for two weeks. To enter the T1 Sterile Area you must:

- Be on duty
- Use for work purposes only
- Not interfere with passengers
- Be authorised for that area
- Ensure that you are correctly displaying your valid ASIC
- Submit yourself and your goods to screening (unless exempt)
- Ensure that you do not carry any prohibited items into the Sterile Area
- If you are escorting a visitor, ensure that they remain with you at all times and that the purpose of the visit is work related.
- Not purchase goods from stores in the T1 Sterile Area

#### WHAT DOES THIS MEAN FOR YOU?

It could mean that you are unable to access the areas required to perform your duties.

Commonwealth Legislation allows staff with genuine reasons to access these areas. This does NOT apply to autograph and photo hunters, or airport staff greeting or farewelling friends or family, and certainly not window- shopping in the duty free shops. Staff are not permitted to purchase goods or food items from the Sterile Area. (Some exemptions apply to food for staff who work full time within the Sterile Area). It is important that all arriving travellers are able to clear all formalities before mixing with anyone. In brief, the following points should be noted.

- Do not enter Customs Controlled Areas unless in the course of your employment.
- Do not interfere with passengers or their luggage at any time.

#### ASIC - NON PERMITTED USE

- Do not use someone else's ASIC
- Do not damage or deface your ASIC
- Do not use your ASIC for any purpose other than for work purposes
- You must NOT meet, greet or farewell friends or relatives AT ANY TIME while in a Secure Area. Breaches may lead to prosecution.
- Staff are not permitted to enter the Departures area ('Sterile Area') unless they are on duty, and the access is for a work-related purpose. For example, farewelling friends and relatives is not a work-related purpose.
- Likewise, staff are not permitted to enter the Arrivals area or the Baggage Claim area unless they are on duty, and the access is for a work-related purpose. For example, meeting friends and relatives is not a work-related purpose.

### SYDNEY AIRPORT - VISITOR PASS TERMS & CONDITIONS

#### VISITOR PASS (VIC) TERMS AND CONDITIONS

These Terms and Conditions provide you with Sydney Airport's requirements to hold a VIC. You, as a VIC holder are responsible for:

- Complying with all Aviation Transport Security Regulations
- Maintaining security in the area that you are in
- Reporting any breaches of security you witness
- Always displaying your VIC in an approved way
- Always remaining under the supervision of your escort. You must leave a Secure Area if unsupervised
- Not interfering with passengers or aircrew at any time
- Ensuring all doors are secured behind you
- Ensuring no person tailgates you through a security door
- Ensuring you do not leave tools of trade unattended at any time in a Secure Area
- Ensuring that you carry a photo ID with you at all times while in possession of your VIC
- Complying with any instruction from an Authorised Person when in a Secure Area

VIC holders do NOT have any access privileges. You must NOT force open any doors to gain entry into a Restricted or Sterile Area, or through any entry or exit door, unless in an emergency. Breaches may result in prosecution.

You must NOT meet, greet or farewell friends or relatives AT ANY TIME while in a Secure Area. Breaches may lead to prosecution. Your VIC will be removed from you and you will be escorted out of the Secure Area.

You must NOT leave items unattended at any time. If you see an unattended item, contact the Integrated Operations Centre (IOC) immediately on (02) 9667 9673.

Holding a VIC does NOT exempt you from security screening. Every time you enter you will be subjected to security screening and possibly Explosive Trace Detection (ETD) and Frisk Searches (pat down). If you refuse to undergo any of these screening processes you will be refused entry and your VIC will be removed from you. You may be subject to prosecution.

If you need to carry tools of trade into a Secure Area, it is your responsibility to ensure that these items are NOT visible or accessible to the public and are under visible and physical control at all times. Any breach of this condition, your VIC will be removed from you, and furthermore, you will be removed from the Secure Area.

Displaying your VIC - Your VIC must be worn above your waist, and below your neck, on the front of your body, and outside your clothing, and in the case of armbands, on the side of your arm, on the outside of your clothing. The face of the VIC must be visible at all times.

The VIC MUST be returned within 7 days where it is no longer needed or has expired. Not returning a VIC is an offence of strict liability.

- With this application you must provide valid photo identification.
- Both the host and visitor must be present at lodgement of application.
- Report any hazards or any emergency situations to IOC immediately on (02) 9667 9090.
- Smoking is NOT permitted in any Sterile Area, Restricted Area, terminal or structure at Sydney Airport.
- Personal Protective Equipment (PPE) MUST be worn at all times in the Security Restricted Area of Sydney Airport. This includes high visibility safety vests and hearing protection. Observe all worksite WHS conditions of entry.



# APPLICANT CERTIFICATION

I

APPLICANT PRINT NAME HERE

a. have read and understood the Privacy Note on Page 9 and consent to Sydney Airport using and disclosing my personal information in accordance with the Privacy Note and this application form (including giving the information to Commonwealth and State government agencies for the purposes of obtaining background checks);

b. certify that the details contained in this application are true and correct;

c. understand that any ASIC issued to me remains the property of Sydney Airport Corporation Ltd; and

d. understand that the Australian Border Force (ABF) will be provided with the following personal information of ASIC card holders in accordance with section 213A and 213B of the Customs Act 1901 and Customs Regulation 170A and 170B. This information is required by ABF to assess employees for the risk they may present in relation to a range of Commonwealth Laws.

- (i) Name and address
- (ii) Date and place of birth
- (iii) Work location
- (iv) ASIC number

The ABF is obliged to handle personal information in accordance with the Privacy Act 1988. Section 16 of the Customs Administration Act 1985 also limits the recording and disclosure of personal information.

I acknowledge that the above required identity information will be provided to the ABF if my application for an ASIC is successful.

## APPLICANTS OF RED AND GREY ASIC ONLY

☐ I have read and understood the Sydney Airport Security Awareness Guide and the Conditions of Issue and Use for an ASIC, including my obligation to return the ASIC to Sydney Airport Corporation Ltd when:

- (i) the ASIC/VIC has expired; or
- (ii) Sydney Airport or my employer notifies me that the ASIC/VIC has been cancelled or suspended; or
- (iii) my ASIC/VIC has been damaged, altered or defaced; or
- (iv) I no longer need to enter a Secure Area for an operational purpose.

## AUSCHECK NOTIFICATION To be completed by Applicant

☐ I understand that I am applying for a security identification card for the aviation industry. The information that I have provided in this application is correct to the best of my knowledge.

☐ I understand that my personal information will be used by AusCheck to co-ordinate a background check through the Australian Criminal Intelligence Commission and the Department of Home Affairs, where necessary.

☐ I have read and understood the AusCheck Privacy Notice (available online at [www.sydneyairport.com.au](http://www.sydneyairport.com.au)), which explains how AusCheck will use my personal information.

**Photocopies of your identification documents will be taken at the time of lodgement. Originals will be sighted and returned to the applicant.**

## APPLICANT CONSENT

☐ I consent to my personal details being released to third parties for the purpose of investigating safety and security matters (personal information may include information provided in this application, access control records and surveillance footage)

☐ 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.

Applicant's Signature

APPLICANT SIGNATURE

Date

D

D

M

M

Y

Y

Y

Y

## FOR OFFICE USE ONLY

All Personal Particulars complete

☐ YES
☐ NO

DATE

INITIALS

### To be signed in front of a Customer Service Representative

Applicant's Signature

APPLICANT SIGNATURE

Date

D

D

M

M

Y

Y

Y

Y

Customer Service Representative Signature

ID SERVICE STAFF SIGNATURE

Date

D

D

M

M

Y

Y

Y

Y



# ASIC ID

## Aviation Security Identification Card Application



### PRIVACY NOTE

- In order for Sydney Airport Corporation Ltd ABN 62 082 578 809 (Sydney Airport) to determine whether it can issue you with an ASIC under the Aviation Transport Security Regulations 2005 (Cth), Sydney Airport needs to:
  - collect certain personal information about you (as disclosed by you in the ASIC application form and as disclosed to Sydney Airport by AusCheck or other government departments or agencies in accordance with paragraph 2 below); and
  - disclose personal information provided by you to various third parties.
- The third parties to whom Sydney Airport may disclose the personal information provided by you in accordance with paragraph 1 (a) may include AusCheck (to coordinate a background check), the Civil Aviation Safety Authority, other government departments or agencies, Sydney Airport's Representatives and your employer. Any or all of those parties may disclose that information to each other. Sydney Airport also collects any personal information disclosed to it by those third parties (e.g. the results of the background check coordinated by AusCheck).
- If you apply for an Access Control Card or access permissions on your ASIC, Sydney Airport may require you to disclose certain biometric data (e.g. fingerprints and/or iris scans) in order to authenticate your identity at access points. The use of the access permissions contained on your ASIC and your activities at the airport may also result in Sydney Airport collecting personal information about you (e.g. electronic records of your access to various parts of the airport or use of certain facilities and CCTV footage of you).
- Sydney Airport may use personal information which it collects about you for the purpose of its operation of Sydney Airport, including to assess, investigate or respond to any actual or potential operational, safety or security matter at the airport. Sydney Airport may disclose this information to law enforcement agencies, government departments and agencies, its advisers and your employer.
- By making this application, you consent to Sydney Airport collecting, using and disclosing your personal information as set out above. If you refuse to provide us with the required personal information, then we cannot process your ASIC application or provide you with swipe card access to areas of the airport.
- Except where precluded by the Privacy Act 1988, you can access the personal information Sydney Airport holds about you by contacting Sydney Airport on (02) 9667 9301. Further information about the way that Sydney Airport handles personal information is set out in Sydney Airport's Privacy Statement, which can be viewed on our website ([www.sydneyairport.com.au](http://www.sydneyairport.com.au)) or by requesting a copy from Sydney Airport.

### EMPLOYER DETAILS AND CERTIFICATION To be completed by Registered Authorised Signatory

**NOTE: EMPLOYER ONLY to complete this section. Please use Black or Blue Pen.**  
**Employer must ensure the application is completed before signing. Please date when signing.**

AUTHORISED SIGNATORY

I,

COMPANY NAME

OF

certify that the person named below is currently employed with our company

EMPLOYEE NAME (First & Last)

- undertake to notify Sydney Airport Corporation Ltd immediately if the person ceases to require access to any secure area at Sydney Airport (including when the person ceases their employment with the company named above);
- accept responsibility for the recovery of ASICs or other cards issued to our employees (including the applicant) upon termination of their employment, and the return of those cards immediately to Sydney Airport in accordance with the Conditions of Issue and Use;
- confirm that the applicant has been provided with security induction training based on the Sydney Airport Security Awareness Guide and the Conditions of Issue and Use of an ASIC; and
- certify that I am a registered authorised signatory on the approved company registration held by Sydney Airport and that I will abide by all the Terms & Conditions applicable to a registered company

Employer Signature

EMPLOYER SIGNATURE

EMAIL ADDRESS

MOBILE

BUSINESS PHONE

BUSINESS FAX

BUSINESS ADDRESS

POSTCODE

STATE

**WILL THE APPLICANT REQUIRE A VIC WHILE THIS APPLICATION IS PROCESSED?**

☐ YES ☐ NO *Provide details of a suitable ASIC holding sponsor*

Name:  ASIC Number:

Signature:  ASIC Expiry:

### CONDITIONS OF ISSUE AND USE OF ASIC To be signed while collecting ASIC only.

#### 1. These conditions:

These are the conditions on which your ASIC is issued to you by Sydney Airport Corporation Ltd ABN 62 082 578 809 (Sydney Airport) pursuant to the Aviation Transport Security Regulations 2005 ('Regulations')

#### 2. Application for ASIC

2.1 When you apply for an ASIC, you must give Sydney Airport a completed application form containing:

- a) All of the information required in the application form; and
- b) Your consent to Sydney Airport requesting various record checks including security, law enforcement and citizenship records from AusCheck; and
- c) Your signature, certifying that all of the information you have provided is correct.

2.2 If you:

- a) Do not complete all sections required in the application form; or
- b) Include in the application form information which Sydney Airport determines false or misleading, then Sydney Airport may refuse your application for an ASIC. You may also incur a fee to re-submit your application.

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.

2.4 To comply with the Regulations:

- a) Sydney Airport will request various records checks including security, law enforcement and citizenship records, pursuant to your consent; and
- b) You must produce the identification detailed in the application form.

#### 3. Purpose of an ASIC:

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.

#### 4. Use of an ASIC:

You represent to Sydney Airport that you have an operational need for frequent access to a Secure Area and acknowledge that you:

- 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
- b) Must not give your ASIC to anyone else to use. It is for your use only while on duty; and
- c) May only use the ASIC issued to you for use at Sydney Airport unless otherwise specified and you must not use any other person's access card at Sydney Airport; and
- d) Must keep your ASIC secure at all times (even when you are not using it).

e) Must not meet and greet or farewell friends, relatives or colleagues whilst on or off duty in T1 Secure Areas or Customs Controlled Areas.  
*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.*

#### 5. Display of ASIC:

You must properly display an ASIC at all times in a Secure Area. This means the ASIC must be displayed:

- a) Above waist height; and
- b) On the front or side of the outer clothing; and
- c) With the whole front of the ASIC clearly visible (Reg 1.04)

*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 & 3.13)*

#### 6. Supervision of a Visitor:

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 Awareness Guide while in a Secure Area (Reg 3.09).

*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)*

#### 7. Notification to Sydney Airport:

You must immediately notify Sydney Airport if you:

- 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
- b) No longer need frequent access to a Secure Area or need to enter a Secure Area for operational purposes; or
- c) Change your employer; or
- d) Change your residential address, change your name or contact details; or
- e) Are convicted of an Aviation Security Relevant Offence (as defined in the Regulations); or
- f) You subsequently discover that the information you have given in your ASIC application was false or misleading.

*(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).*

#### 8. Return of ASIC or VIC:

You must also immediately return your ASIC/VIC to the Airport Services Centre if:

- a) Your ASIC/VIC has expired; or
- b) Sydney Airport or your employer notifies you that your ASIC has been cancelled, suspended or disqualified;
- c) The ASIC/VIC has been damaged, altered or defaced (permanently or temporarily);
- d) You no longer need to enter the relevant Secure Area for an operational purpose; or
- e) You have left your current employment.

*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). To satisfy obligations under the regulations, Sydney Airport may provide details of your ASIC to your employer.*

#### 9. Cancellation or Suspension of ASIC:

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:

- a) Fail to supervise the holder of a VIC while that person is in a Secure Area; or
- b) Have given your ASIC to someone else to use to gain entry to a Secure Area; or
- c) 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
- d) Have failed to notify Sydney Airport of the things set out in clause 7 (above); or
- e) Provided information in your ASIC application which Sydney Airport discovers was false or misleading; or
- f) Have failed to display a valid ASIC as set out in clause 5; or
- g) As the holder of the ASIC, ask the issuing body to cancel it; or
- h) Otherwise misuse your ASIC (e.g. to provide access to a Secure Area for persons who do

not have an operational need to be in that Area; or

- i) Tamper or reduce the effectiveness of preventative security measures, including but not limited to CCTV, access control systems/hardware or door hardware; or
- j) Misuse or force open a door; or
- k) Tamper with or amend a security boundary without the written consent of a representative from the Sydney Airport Security department.

l) Meet and greet or farewell friends, relatives or colleagues whilst on or off duty in T1 Secure Areas or Customs Controlled Areas.

*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.*

The ASIC must be returned to Sydney Airport Corporation Ltd 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:

- a) The nature of the contravention; and
- b) Whether you have previously contravened the conditions of the Sydney Airport ASIC. If your ASIC has been cancelled or suspended, you must immediately return your ASIC to the Airport Services Centre.

*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).*

#### 10. Confiscation of ASICs

Sydney Airport Operations and 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 and use occurs.

#### 11. Surrender of ASICs

You are required to surrender your ASIC to Sydney Airport Operations and 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).

#### 12. Loss of ASIC:

You must immediately notify the Airport Services Centre on Ph: (02) 9667 9301 or after hours Ph: (02) 9667 9673 if your ASIC has been lost, stolen or destroyed.

*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 AFP or NSW Police and an event number must be supplied to Sydney Airport at the time of notification.*

#### 13. Property of Sydney Airport:

The ASIC issued to you remains the property of Sydney Airport Corporation Ltd.

#### 14. Access Control Conditions of Issue and Use:

14.1 Access control (if any) will be programmed onto your ASIC upon application and in accordance with your employment conditions and regulatory provisions. Note: You and/or goods in your possession may be subjected to inspection and/or screening on entry, exit or while in a Secure Area of Sydney Airport.

14.2 To obtain additional access on your ASIC, an Access upgrade form must be completed and submitted detailing why you require the additional access and the operational need. All applications are subject to approval.

14.3 The provision of access control does not imply a right to access a Secure Area of Sydney Airport without an operational need and/or lawful purpose.

14.4 Misuse of the access control provisions, tampering or forcing of doors form part of the Conditions of Issue and Use of your ASIC.

#### 15. Use of camera surveillance:

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.

#### 16. Renewal of ASIC:

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 VIC which will require you to be under constant supervision by a valid ASIC holder.

#### 17. Security Awareness Test

All applicants must complete successfully the security awareness computer based test for all new and renewal applications. Cheating is not permitted.

#### 18. In these Conditions of Issue & Use:

- a) "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
- b) "Secure Area" means a landside security zone or the airside area (including airside security zone) of a security controlled airport.

#### 19. Acknowledgment:

You acknowledge that the issue to and use by you of an ASIC is subject to all requirements under:

- a) The Sydney Airport ASIC Program ('ASIC Program')
  - b) The Aviation Transport Security Act 2004 as amended ('Act')
  - c) The Aviation Transport Security Regulations of 2005 as amended ('Regulations')
  - d) The Sydney Airport Security Awareness Guide ('Guide'); and
  - e) These Conditions of Issue and Use for an Aviation Security Identification Card (ASIC);
- You also acknowledge and agree that:
- f) camera (video) surveillance may be carried out at Sydney Airport from time to time for aviation safety, security and other operational purposes; and
  - g) you and/or goods in your possession may be subject to inspection on entry, exit or while in a Secure Area of Sydney Airport.

I understand and agree to the terms and conditions of issue and use (to be signed at time of card issue).

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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



THIS PAGE IS FOR OFFICE USE ONLY

TEMP ID PAYMENT (Pending Issue of ASIC) EVC ☐ Temp ASIC ☐ Date Issued:  Expiry:

☐ CHEQUE

☐ EFTPOS

☐ ACCOUNT

☐ CREDIT CARD

AMOUNT:  RECEIPT NO:  DATE:

ASIC PAYMENT

☐ CHEQUE

☐ EFTPOS

☐ ACCOUNT

☐ CREDIT CARD

AMOUNT:  RECEIPT NO:  DATE:

BOND PAYMENT

☐ CHEQUE

☐ EFTPOS

☐ ACCOUNT

☐ CREDIT CARD

AMOUNT:  RECEIPT NO:  DATE:

BOND PAID BY: ☐ EMPLOYER ☐ INDIVIDUAL ☐ RENEWAL APPLICATION (TRANSFER OF INITIAL BOND)

CATEGORY A IDENTIFICATION - ORIGINAL SIGHTED AND COPIES TAKEN

INITIALS:  DATE:

CATEGORY B IDENTIFICATION - ORIGINAL SIGHTED AND COPIES TAKEN

INITIALS:  DATE:

CATEGORY C IDENTIFICATION - ORIGINAL SIGHTED AND COPIES TAKEN

INITIALS:  DATE:

CATEGORY D IDENTIFICATION - ORIGINAL SIGHTED AND COPIES TAKEN

INITIALS:  DATE:

OVERSEAS POLICE CERTIFICATE - ORIGINAL SIGHTED AND COPIES TAKEN

INITIALS:  DATE:

TEMP IDENTIFICATION - RECEIPT OF ISSUE

I \_\_\_\_\_ acknowledge receipt of ID No. \_\_\_\_\_ which remains the property of Sydney Airport Corporation Ltd and is provided for use by me in accordance with the Regulations and Conditions of Issue and Use until it is cancelled, expires, is altered or defaced, a permanent ASIC is issued or I no longer need it to perform my duties for my employment, or on leaving employment. At this time I must return the card to the Airport Services Centre and obtain a receipt for proof of its return.

Applicant's Signature:  Date:

Issued by

Customer Service Representative Signature:  Date:

ASIC - RECEIPT OF ISSUE

I \_\_\_\_\_ acknowledge receipt of ASIC No. SYD \_\_\_\_\_ which remains the property of Sydney Airport Corporation Ltd and is provided for use by me in accordance with the Regulations and Conditions of Issue and Use until it is cancelled, expires, is altered or defaced, or I no longer need it to perform my duties for my employment, or on leaving employment. At this time I must return the card to the Airport Services Centre and obtain a receipt for proof of its return.

Applicant's Signature:  Date:

Customer Service Representative Signature:  Date:

Collection Identification Sighted:  Date: