

visitor identification

Visitor Identification Card (VIC) Application



IF ACCESS IS REQUIRED FOR MORE THAN 28 DAYS, YOU MUST APPLY FOR AN ASIC.

Valid for a maximum period of 28 days per year; from the first date of issue. Escort required for secure areas.

All sections must be completed.

OFFICE USE ONLY

Application lodged on:	Test completed on:	Time of expiry:	Date of expiry:

CARD NUMBER: _____	<input type="checkbox"/> RED (SRA) <input type="checkbox"/> GREY (STERILE)
COMPANY NAME: _____	

Have you applied for an ASIC from another Issuing Body? Yes No

If yes you are required to provide a letter from the Issuing Body verifying your application and status.

Do you hold an ASIC from another Issuing Body? Yes No

If yes please provide the following information:

ASIC Number: _____ Expiry Date: _____ Issuing Body: _____

Verified by (Sydney Airport Only): _____

Section 1 - Personal Particulars

Surname: _____	<input type="checkbox"/> Initial Application <input type="checkbox"/> Replacement (lost/stolen)	
Given Name/s: _____		
Residential Address: _____		
Suburb: _____	State: _____	Post Code: _____
Telephone: (home) _____	(work) _____	(mobile) _____
Email (work) _____	(home) _____	
Date of birth: ___/___/____ day month year	Country of current citizenship: _____	
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		

NOTE: If the above information changes you must notify Sydney Airport immediately

Section 2 - Applicant Certification

I, _____
(full name)

(a) have read and understood the Sydney Airport Security Awareness Guide and the Conditions of Issue & Use for a Visitor Identification Card (VIC), including my obligation to return the VIC to Sydney Airport when:

- (i) the VIC expires; or
- (ii) Sydney Airport or my employer notifies me that the VIC has been cancelled or suspended; or
- (iii) my VIC has been altered or defaced; or
- (iv) I no longer need access to a secure area at Sydney Airport to perform my duties.

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

(c) understand that the VIC issued to me remains the property of Sydney Airport.

(d) understand that as an VIC holder, I am required to be under the escort of a valid ASIC or other approved ID holder at all times when in a secure area (Refer to the Sydney Airport Security Awareness Guide for supervision requirements).

Declaration

I declare that I have not been refused an ASIC and have not had an ASIC that was suspended or cancelled because I have had an adverse criminal record.

I declare that I have not been issued with a VIC for more than a total of 28 days in the previous 12 months for Sydney Airport.

Signature: _____ Date: _____

Privacy Note

In order for Sydney Airport Corporation Limited ABN 62 082 578 809 to process this application for a Visitor Identification Card (VIC), Sydney Airport needs to collect certain personal information about you. 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 VIC application or provide you with access to particular 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) or by requesting a copy from Sydney Airport.

Section 3 - Employer Certification (all parts must be completed by the employer, sponsor or supervisor)

Purpose of Visit: _____

Works to be Performed: _____

Date Pass Required From: _____ To: _____

I, _____ being the Sponsor
(full name)

certify that the person named in this application is currently employed with

(company name)

and requires access to the secure areas shown in Section 3 to perform his/her duties for his/her employment.

- (a) I undertake to notify Sydney Airport immediately if the person ceases to require access to those areas (including when the person ceases their employment with the organisation named above).
- (b) I can confirm that the applicant has a lawful purpose to enter a secure area of the airport.
- (c) I 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.
- (d) I can confirm that the applicant is authorised by law to work in Australia.

Sponsor Signature: _____ Print Name: _____
(authorised signatory)

Company Name: _____ Date: _____

ASIC No.: _____ ASIC Expiry Date: _____

Name of Supervisor (if different to Sponsor): _____

ASIC No.: _____ ASIC Expiry Date: _____

Contact Number: _____

1. **These conditions**

These are the conditions on which your Visitor Identification Card ('VIC') is issued to you by Sydney Airport.

2. **Acknowledgment**

You acknowledge that the issue and use of your VIC is subject to:

- (a) these Conditions of Issue & Use for a VIC ('Conditions')
- (b) the Sydney Airport Security Awareness Guide ('Guide').

3. **Use of camera surveillance**

Sydney Airport may carry out camera (video) surveillance at Sydney Airport from time to time for aviation safety, security or other operational purposes. Any surveillance may be continuous or intermittent and may be for a specified period or ongoing.

4. **Application for a VIC**

4.1 When you apply for a VIC you must give Sydney Airport a completed application form containing:

- (a) all of the information required to be completed in the application form; and
- (b) your signature, certifying that all the information you have provided is correct.

4.2 If you:

- (a) do not complete the application form; or
- (b) include false or misleading information in your application form,

then Sydney Airport may refuse your application for a VIC.

5. **Purpose of a VIC**

The purpose of the VIC is to identify you and your company of employment while you are in a secure area, during operational and curfew hours.

6. **Use of a VIC**

You acknowledge that you:

- (a) can only enter and remain in a secure area for the purpose of your employment; and
- (b) must not give your VIC to anyone else to use. It is for your use only while on duty; and
- (c) your VIC must be kept secure at all times (even when you are not using it); and
- (d) may only use the VIC issued to you for use at Sydney Airport and you must not use any other person's access card (for example, VIC, ASIC, Landside Terminal Card) at Sydney Airport.

7. **Display of a VIC**

You must properly display your VIC at all times. This means the VIC must be displayed

- (a) above waist height; and
- (b) at the front or side of your body on the outer clothing; and
- (c) with the front of the card clearly visible.

8. **Supervision**

A VIC holder must be supervised whilst in secure areas by a valid ASIC holder and is dependent on the area required to be entered. You must refer to the Security Awareness Guide for exact descriptions of where supervision is required. Example: Supervision is required at all times whilst in the SRA (Airside Security Zone).

9. **Notification to Sydney Airport**

You must immediately notify Sydney Airport if you:

- (a) become an 'unlawful non citizen' or no longer have an entitlement to work in Australia; or
- (b) no longer need to enter a secure area for your employment; or
- (c) change your name and/or employer; or
- (d) subsequently discover that the information you have given in your application was false, misleading or has changed (e.g. address)

10. **Cancellation or suspension of a VIC**

Sydney Airport may cancel or suspend your VIC if you fail to comply with any of these Conditions or the Sydney Airport Security Awareness Guide. For example, if you:

- (a) have given your VIC to someone else to use to gain entry to a secure area; or
- (b) are found in a secure area otherwise than for your employment (for example, because you have left your current employment or you are not on duty); or
- (c) have failed to notify Sydney Airport of the things set out in clause 9 (above); or
- (d) otherwise misuse your VIC
- (e) have been involved in a security related incident

These are some, but not all, of the circumstances in which Sydney Airport may cancel your VIC.

11. Forcing Doors

You must not force open any door or access point that your card does not grant you access through. Forcing open a door will activate an alarm in the Sydney Airport Integrated Operations Centre and will prompt a security response. This could lead to your VIC privileges being suspended or cancelled and you could lose your right to work at the airport.

All doors entering a secure area are monitored by CCTV and will be reviewed.

12. Return of a VIC

You must immediately return your VIC to the Sydney Airport ID and Access Services Centre (Level 3, Terminal 1) within 7 days if:

- (a) your VIC has expired; or
- (b) Sydney Airport or your employer notifies you that your VIC has been cancelled or suspended; or
- (c) your VIC has been altered or defaced; or
- (d) you no longer need to enter a secure area for the purposes of your employment or have left your current employment.

13. Loss of a VIC

You must immediately notify Sydney Airport ID and Access Services (ph. 02 9667 9301) or after hours (ph. 02 9667 9673) if your VIC has been lost, stolen or destroyed; and Make a report in the form of a statutory declaration, of the loss to the issuer of the VIC within 7 days of becoming aware of the loss, theft or destruction.

14. Property of Sydney Airport

The VIC issued to you remains the property of Sydney Airport Corporation Limited.

Acknowledgement of Receipt of a Visitor Identification Card by Applicant

I, _____

acknowledge receipt of a Visitor Identification Card (VIC) _____ which remains the property of Sydney Airport and is provided for use in accordance with the Aviation Transport Security Regulations and Conditions of Issue and Use until it is cancelled, expires is altered or defaced, or I no longer need to enter a secure area for my employment, or on leaving my employment. At this time I must return the card to Sydney Airport Services Centre - ID and Access Services and obtain a receipt for proof of its return.

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

Cardholder Name: _____

Cardholder Signature: _____

Date: _____

OFFICE USE ONLY

Original Identification To be sighted before card issue. Primary or Secondary ID only (secondary must include photo & signature)

_____	Sign: _____	Date: _____
_____	Sign: _____	Date: _____
_____	Sign: _____	Date: _____

Payment

Money Order Cheque EFTPOS Account Credit Card

Amount: _____ Receipt No.: _____ Date: _____