



OFFICE USE ONLY

ASIC NO	B	M	E					
SURNAME:				MOBILE NO:				
GIVEN NAMES:								
EMPLOYER:								
CARD TYPE:				EXPIRY DATE:				



BROOME INTERNATIONAL AIRPORT

AVIATION SECURITY IDENTIFICATION CARD

A

S

I

C

FULL PAYMENT AND IDENTIFICATION TO BE SUBMITTED WITH ALL APPLICATIONS

APPLICATIONS MUST BE SUBMITTED AT LEAST 4 WEEKS PRIOR TO REQUIREMENT

APPLICATIONS MUST BE SUBMITTED BY APPLICANT

ENQUIRIES TO:

Broome International Airport
 ASIC Issuing Officer
 Locked Bag 4016
 Broome WA 6725
P (08) 9194 0600
F (08) 9194 0610
E asicofficer@broomeair.com.au
W www.broomeair.com.au



Important Information

CONDITIONS OF ISSUE & USE FOR AN ASIC AT BIA

In consideration of BIA permitting the applicant to enter Airside Areas, the applicant agrees to comply with the following conditions;

- The ASIC is to be prominently displayed in the approved manner when entering, remaining on or leaving an airside area.
- The ASIC is to be presented for inspection on demand.
- The loss of an ASIC is to be reported immediately to the BIA Security Manager or the Administration Office in the form of a Statutory Declaration. A police report must accompany any reported stolen within 7 days.

The ASIC is to be surrendered on expiry, transfer or termination of present duty, or on request of the BIA Security Manager (please note that penalties of up to \$1100 may apply for failure to surrender an ASIC).

- The ASIC may only be used in the course of the holder’s approved duties airside and it does not constitute an authority to enter or remain airside for any other purpose.
- The ASIC must not be altered or defaced in anyway.
- The applicant as well as their employer are bound by the conditions of use, and will be responsible for any breaches on the conditions of use by the holder of the ASIC.
- If there are any changes in circumstances to any part of this application, including the personal consent section, the BIA Security Manager must be advised immediately.
- The BIA ASIC is issued subject to the “Aviation Transport Security Act 2004 & Aviation Transport Security Regulations 2005”.
- The applicant acknowledges that the holder of the card and the holder’s belongings and vehicle may be subject to an inspection by an Authorised Airport Officer before entering and/or leaving airside.
- The BIA ASIC remains the property of BIA at all times and incorrect use of the ASIC or access provisions will result in the immediate withdrawal of the ASIC and access privileges.
- If the applicant is not an employee of BIA, the applicant represents that he or she has the authority of his or her employer to enter into this contract on behalf of both himself or herself and his or her employer. The applicant as well as his or her employer has agreed to be bound by the above conditions of use and be responsible for any breaches of the conditions of use by the holder of the ASIC.
- I understand that I am applying for a BIA Aviation Security Identification Card (ASIC).
- I declare that the information given in this application is accurate 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 Security Intelligence Organisation (ASIO), Crim Trac and the Department of Immigration and Citizenship (DIAC), where necessary.
- I have been given a copy of the AusCheck Privacy Notice and BIA ASIC Terms and Conditions, which explains how AusCheck and BIA will use my personal information.

I understand and agree to these conditions of issue and use:

_____/...../.....
(Applicant’s Signature)	(Date)
_____/...../.....
(Employer’s Signature)	(Date)

PAYMENT DETAILS

- ASIC Fees are not refundable. BIA will not commence the processing application without payment.
- **A fee of \$ 270 Inc GST is payable for a New or Renewal ASIC.**
- **A fee of \$80 Inc GST is payable for a Replacement ASIC.**
- BIA accepts the following methods of payment: **NO CASH PAYMENTS OR PURCHASE ORDERS**
- EFTPOS and cheques made payable to “Broome International Airport”

As an employee of Broome International Airport Group (BIAG) I understand that if I resign from employment within the three (3) month probation period, the pro rata cost of the ASIC will be recovered from my final pay:

_____/...../.....
(BIAG Employee Signature)	(Date)

Broome International Airport Group
Employees Only



Personal Information

Background Check

Employment Details

Security Access Requirements

Surname (present):		All other Surnames used & description: e.g. Maiden Name	
Given Names(s)			
Residential Address:		Postal Address:	
Suburb		State	Postcode
Home Phone	Work	Mobile	
Sex	Date of Birth	Age	
Town of Birth	State	Country	
Country of Citizenship			

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

Passport Number	VISA Grant Number
Flight Number or Vessel Name	VISA Expiry Date
Port of City of Arrival	Date of Arrival
Name of Parents (If entry to Australia was on parent's passport)	
Surname	Given Name(s)

To be completed by applicant's employer

Company Name	
Applicant's Position	
Department	Employment Status (Please Circle) F/T P/T CAS

Security Access Requirements for BIA Only

Frequency	Daily	Weekly	Monthly	Other
	✓	✓	✓	Specify
Security Restricted Area				
General Aviation Area				
Gate 6				
Domestic Terminals				
All Area's				
Please detail reasons for access:				
Approved – BIA Security Manager:				Date



To be completed by applicant's employer

Employer Certification

Type of ASIC Require

Application Type

Renewal Information

I _____ of _____
 Name Company

Position Title _____

Business Address _____ Suburb _____ Postcode _____

Telephone _____ Fax _____ Mobile _____

ACN _____ Email _____

- Confirm that the preceding applicant and employer details are correct and request that a BIA ASIC be issued to the applicant for the area's as indicated.
- I understand and agree to notify BIA of any changes to the above particulars and to recover and return the ASIC/ADA prior to the applicant leaving our employ or upon transfer to a position which does not require retention of the card.
- BIA is not liable for any loss or damage sustained by the company as a result of no issue of a BIA ASIC as a result of a failure to honour the Conditions of Issues & Use of a BIA ASIC.

Signature _____ Date _____

Please tick one option only

ASIC Type	ASIC Definitions	✓
BME RED	Broome International Airport only with access to the Security Restricted Area (SRA)	
BME GREY	Broome International Airport only with access to secure areas other than the SRA	
AUS RED	Australia wide airports with access to the Security Restricted Area (SRA)	
AUS GREY	Australia wide airports with access to secure areas other than the SRA	
BIA will not issue RED or GREY AUS Cards to other than BIA Employees.		

Please tick one option only

Application	Application Definitions	✓
NEW	New application, including previous expired ASIC's	
RENEW	Renewal of current ASIC	
REPLACE	Replacement for ASIC's lost, stolen, damaged or defaced	

Has the applicant previously held an ASIC or MSIC?	Number	Issuing Body
Has applicant returned the ASIC to Broome International Airport or another Issuing Body?	Date	Issuing Body



**All persons required to drive airside, must apply for an Authority to Drive Airside (ADA)
You must hold a current ASIC to apply for an ADA**

Authority to Drive Airside (ADA)

Notes

Receipt of ASIC

Questions	Yes	No
	✓	✓
Do hold a current ADA? If yes, Expiry Date: _____ Category: _____		
Do you require an ADA?		
Is gate access required?		

- ASIC's issued by other airports will be returned to the originating airport by BIA
- New ASIC will not be issued by BIA, unless all other issued ASIC are returned to the issuer
- **OR** a Statutory Declaration and Police Report is submitted detailing the reasons the card cannot be returned eg. lost/stolen destroyed etc

Acknowledgement of Receipt of ASIC

Once you have your ASIC, you must make sure it is clearly displayed at all times when you are in the secure areas of BIA. If you misuse your ASIC, you can be fined or your card may be taken away from you.

If you change your name, you must notify BIA within 7 days and a replacement ASIC will be issued.

If you hold an ASIC, you must notify BIA within 7 days after it expires, is cancelled, has been damaged, altered or defaced, or you no longer have an operational need to be airside at BIA.

If your ASIC is lost or stolen, a statutory declaration and a police report setting out the circumstances must be made available to BIA. Only then may a replacement ASIC be issued.

You will have committed an offence under ATSR, if your ASIC is lost, stolen or destroyed and you do not submit a statutory declaration and a police report within 7 days.

By signing below, I acknowledge receipt of ASIC No _____, and that this ASIC always remain the property of BIA.

I further acknowledge that the ASIC is on loan to me whilst I am employed in my current role with _____ only.

I have read the above and received the BIA "Terms and Conditions" and the "AusCheck Privacy Statement, and understand the requirements relating to the issue of this ASIC.

I will return the ASIC to the BIA office on the cessation of my employment with _____

Name of Applicant _____

Signature of Applicant _____

Date _____

Name of Issuing Officer (BIA) _____

Signature of Issuing Officer (BIA) _____ ASIC No _____



Personal Particulars

Attachment A

Surname (present)		All other surnames used	
Christian or given names			Male <input type="checkbox"/> Female <input type="checkbox"/>
Date of Birth	Town/City of Birth	Country	State
Contact Phone Number		Driver's Licence Number	State

Permanent Residential Address over the last TEN (10) years

Include House Number, Street, Suburb/Town, State, Postcode & Country if not Australia Please attach extra details on reverse page				Period of Residence			
Street Address & Suburb/Town	State	Postcode	Date From		Date To		
			MM	YY	Current		
			MM	YY	MM	YY	
			MM	YY	MM	YY	
			MM	YY	MM	YY	

Criminal/Traffic Charge, Conviction or Pecuniary Penalties

Questions	Yes	No
	✓	✓
(i) Are you the subject of any traffic violation, criminal or traffic charge(s) still pending before a court?		
(ii) 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?		
(iii) 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) or guilt) where the sentence imposed was <u>less</u> than thirty (30) months imprisonment for offences of the type(s) mentioned at (i) on the reverse of this form (i.e. offences for which an exclusion has been granted)?		
(iv) 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?		
If you answered YES to any of the above questions, please attach details on reverse page		

<p>USER CODE – 1218 YOU RETURN ADDRESS</p> <p>Att: Security Manager Broome International Airport Locked Bag 4016 Broome WA 6725</p> <p>P: (08) 9194 0600 F: (08) 9194 0610</p>	<p>POLICE USE ONLY AUSTRALIAN FEDERAL POLICE NOT RECORDED / RECORDED</p> <p>NOTE: As fingerprints do not accompany your request, the Australian Federal Police cannot guarantee in any manner, that the information supplied herewith concerns the individual in whom you are interested.</p> <p>Signature:</p> <p>Date:/...../.....</p> <p>For Commissioner Australian Federal Police</p>
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Broome International Airport
Locked Bag 4016
Broome WA 6725
Ph: 9194 0600



Attachment B

ATTACHMENT B

STAFF-IN- CONFIDENCE

PART EXCLUSION

(When completed)
Commonwealth of Australia
CONSENT TO OBTAIN PERSONAL INFORMATION
(For categories where **PART EXCLUSION** has been granted from
spent convictions legislation)

I.....hereby:
(Full name - **BLOCK LETTERS** and in **INK**)

(i) acknowledge that I have read the General Information document provided with this Form and understand that I do not have to disclose old protected convictions information, which is described under the heading Spent Convictions Scheme in the General Information document, except any of a type listed below for which an exclusion has been granted;

Offences against Part 2 of the Crimes (Aviation) Act 1991 (except section 15) and or Part 5.3 of the Criminal Code Act 1995.

(ii) certify that the personal information I have provided on both the front and back of this form relates to me and is correct;

(iii) Consent to: **Broome International Airport**

- ◆ forwarding this form to the Department of Transport and Regional Services and/or the Australian Federal Police and/or the Police Services of the States or Territories of the Commonwealth of Australia and providing relevant information to the above organisation;
- ◆ forwarding my personal details to the Australian Security Intelligence Organisation for the purpose of conducting a security assessment; and
- ◆ forwarding my personal details to the Department of Immigration and Multicultural and Indigenous Affairs through the Department of Transport and Regional Services for the purpose of confirmation of my immigration status.

(iv) specify entitlement: **Issue of Aviation Security Identification Card (ASIC)**

(v) consent to the AFP or other relevant Australian police force(s) extracting from their records copies of traffic violations, and criminal and/or traffic records relating to me pending before a Court and/or details of convictions or findings of guilt which have been recorded against me and which are not covered by Part VIIC of the Crimes Act 1914 dealing with spent convictions;

(vi) acknowledge that any information provided by me on this Form or by the police as a result of the records check may be taken into account by the organisation mentioned in (iii) above in assessing my suitability to receive the entitlement.

Signature _____ Date/...../.....

Note: The information you provide on this form and which the police provide to this organisation on receipt of the form, will be used only for the purpose stated above unless statutory obligations require otherwise.



BIA OFFICE USE ONLY

Application Received Detail

Payment Details

Lodgement

AusCheck Approval

DIAC Approval

Card Request

Temporary Pass

ASIC Issue

Statutory Declaration

ASIC Return

Please Tick	Initial
<input type="checkbox"/> PHOTO	
<input type="checkbox"/> ID VERIFIED	
DATE	

PAYMENT DETAILS			
Method	Details	Date	Initial

AUS CHECK LODGEMENT		
Existing Expiry Date	Lodgement Date	Initial

AUSCHECK APPROVAL		
Approval Date	Expiry Date	Initial

DIAC APPROVAL		
Status	VISA Expiry Date	Initial

CARD REQUEST		
Request Date	Entered Date	Initial

TEMPORARY PASS		
Pass Number	Expiry Date	Initial

ASIC ISSUE		
Arrived Date	Issued Date	Initial

STATUTORY DECLARATION		
Submitted Date	Description eg lost/ stolen etc	Initial
Submitted Date	Description eg lost/ stolen etc	Initial
Submitted Date	Description eg lost/ stolen etc	Initial

<input type="checkbox"/> EXPIRED
<input type="checkbox"/> RETURNED
<input type="checkbox"/> CANCELLED
<input type="checkbox"/> DESTROYED
DATE
SIGNATURE



BIA issue of an ASIC (Terms and Conditions)

Please read these BIA ASIC Terms and Conditions carefully. ASIC applicants will be required to demonstrate a frequent and regular requirement to enter the security restricted area of BIA, in the course of their regular employment.

In consideration of BIA permitting the ASIC applicant to enter Airside Areas at BIA, the applicant agrees to comply with the following conditions;

- The ASIC is to be prominently displayed in the approved manner when entering, remaining on or leaving an airside area.
- The ASIC is to be presented for inspection on demand.
- The loss of an ASIC is to be reported immediately to the BIA Security Manager or the BIA Administration Office in the form of a Statutory Declaration. A police report must accompany any reported stolen ASIC within 7 days.

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- I understand that I am applying for a BIA issued ASIC.
- I declare that the information given in this application is accurate 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 Security Intelligence Organisation (ASIO), Crim Trac and the Department of Immigration and Citizenship (DIAC), where necessary.
- I have been given a copy of the AusCheck Privacy Notice and BIA ASIC Terms and Conditions, which explains how AusCheck and BIA will use my personal information.



Extract from ATSR

6.41 Obligation of ASIC holders — conviction of aviation- security-relevant offence

- 1) If the holder of an ASIC is convicted and sentenced for an aviation-security relevant offence, the holder must notify the issuing body or the Secretary AGD in writing of the following matters within 7 days:
 - a) his or her name, date of birth and residential address;
 - b) the number of his or her ASIC or ASICs;
 - c) the date he or she was convicted and sentenced;
 - d) the court in which he or she was convicted;
 - e) whether he or she gives consent for:
 - (i) his or her identity to be confirmed; and
 - (ii) a new background check to be undertaken; and
 - (iii) the outcome of the background check to be provided to the issuing body, if the outcome will adversely affect his or her ability to continue holding the ASIC.

Penalty: 50 penalty units.

Note: For the meaning of **aviation-security-relevant offence** and **background check**, see regulation 6.01.

- 2) The issuing body or the Secretary AGD may, if not satisfied that all of the information mentioned in subregulation (1) has been provided, request that the holder provide that information within 14 days.
- 3) For paragraph (1) (e), consent is given if the holder gives consent and information requested to confirm his or her identity to:
 - a) if the holder notified the issuing body under subregulation (1) — the issuing body; or
 - b) if the holder notified the Secretary AGD under subregulation (1) — the Secretary AGD.
- 4) The Secretary AGD must tell the issuing body if the holder:
 - a) notifies the Secretary AGD under sub regulation (1); and
 - b) does not:
 - (i) give his or her consent under paragraph (1) (e); or
 - (ii) comply with:
 - A. all of the requirements of sub regulation (1); and
 - B. any request under sub regulation (2) within 14 days after the request.

6.42 Obligation of ASIC holders — change of name



- 1) If the holder of an ASIC changes his or her name, he or she must notify the issuing body that issued the ASIC of the change, in accordance with subregulation
- 2) within 30 days after the change.

Penalty: 5 penalty units.

- 3) The notification must be in the form of a statutory declaration.
- 4) A contravention of sub regulation (1) is an offence of strict liability.
- 5) The issuing body must notify the AFP and ASIO of the change of name within 7 days.

Note: The issuing body is authorised to issue a replacement ASIC — see regulation 6.35.