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OFFICE USE ONLY

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



AVIATION SECURITY IDENTIFICATION CARD

- 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

In consideration of Broome International Airport (BIA) allowing 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 Manager Terminal Services & Security 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 Manager Terminal Services & Security Manager or the Administration office (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 card.

If there are any changes in circumstances to any part of this application, including the personal consent section, the BIA Terminal Services & Security Manager or the Administration office must be advised immediately.

The ASIC is issued subject to the "Aviation Transport Security Act & 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 Airport Officer before entering and/or leaving airside.

The 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 an 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, which explains how AusCheck 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 \$ 230 Inc GST is payable for a New or Renewal ASIC.

A fee of \$77 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"

Broome International Airport Group Employees Only

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)

Personal Information

Surname (present):		All other Surnames used: 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

Background Check

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)	

Employment Details

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

Security Access Requirements for Broome International Airport 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 by Manager Terminal Services & Security				

Employer Certification

To be completed by applicant's employer

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 an Aviation Security Identification Card (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 ASIC's as a result of a failure to honour the Conditions of Issues & Use of an ASIC.

Signature _____ Date _____

Type of ASIC Required

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	

All applications for an AUS card must be accompanied by a separate letter from the applicants employer stating the name of all ports for which access is required, the frequency of access and the purpose of access

Application Type

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	

Renewal Information

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

Authority to Drive Airside (ADA)

All persons required to drive airside must apply for an Authority to Drive Airside (ADA)

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

Notes

- ASIC's issued by other airports will be returned to the originating airport by Broome International Airport
- New ASIC's will not be issued by Broome International Airport unless all other Broome International Airport issues ASIC's are returned to Broome International Airport
- **OR** a Statutory Declaration is submitted detailing the reasons the card can not be returned eg. lost/stolen destroyed etc

Personal Particulars

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			Period of Residence			
Street Address & Suburb/Town	State	Postcode	Date From		Date To	
			Month	Year	Current	
			Month	Year	Month	Year
			Month	Year	Month	Year
			Month	Year	Month	Year
			Month	Year	Month	Year

CRIMINAL/TRAFFIC CHARGE, CONVICTION OR PENCUNIARY PENALTIES

Questions	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
(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</p> <p><u>YOU RETURN ADDRESS</u></p> <p>Att: Manager Terminal Services & Security 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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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

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

Application Received Details

Payment Details

PAYMENT DETAILS			
Method	Details	Date	Initial

Lodgement

AUS CHECK LODGEMENT		
Existing Expiry Date	Lodgement Date	Initial

AusCheck Approval

AUSCHECK APPROVAL		
Approval Date	Expiry Date	Initial

DIAC Approval

DIAC APPROVAL		
Status	VISA Expiry Date	Initial

Card Request

CARD REQUEST		
Request Date	Entered Date	Initial

Temporary Pass

TEMPORARY PASS		
Pass Number	Expiry Date	Initial

ASIC Issue

ASIC ISSUE		
Arrived Date	Issued Date	Initial

Statutory Declaration

STAUTORY 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

ASIC Return

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