

Aviation Security Identification Card (ASIC) Application Form

APPLICANTS INFORMATION (to be completed by applicant – please use BLOCK CAPITALS only)

First Name:
Last Name:
Company Name:

PLEASE NOTE:

- Applications must be submitted at least **6 weeks** prior to requiring your ASIC.
- Applications must be submitted in person by appointment
- **Appointments are Monday to Thursday 1pm-4pm (last appointment 3.45pm)**
- Original Identification documents must be provided with the application at the time of lodgement.
- Accepted Identification documents are listed in Part 3 Section A
- Only complete applications will be accepted
- The applicant must read and sign the Card Holder Obligations and Responsibilities
- All ASIC must be returned the issuing body – See Card Holder Obligations and Responsibilities
- The ASIC Awareness presentation must be completed prior to submitting the application. This can be completed at <https://hobartairport.com.au/business/working-at-hba/asic-vic/>
- This Application Form is for Applicants 14 years and over. Applicants under 14 years of age are to contact Hobart Airport Administration for additional information.

ENQUIRIES & APPOINTMENTS

HOBART INTERNATIONAL AIRPORT PTY LTD
 6 Hinkler Rd
 Hobart Airport
 Cambridge TAS 7170
P:6216 1600
E: permits@hobartairport.com.au
W: <https://hobartairport.com.au/business/working-at-hba/asic-vic/>

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Card holder Obligations and Responsibilities

The following must be agreed to prior to an ASIC being issued.

- The Card is issued subject to the Aviation Transport Security Regulations 2005, The AusCheck Regulations 2017, the Privacy Act 1988 and to the Hobart International Airport Pty Ltd ASIC Program, approved under the Regulations.
- You must never loan or share your card with another person or use some else’s card to gain access to a secure area.
- You must notify Hobart Airport Administration within seven (7) days if your card is lost, stolen or destroyed.
- You must return your red or grey ASIC to Hobart Airport Administration no later than one (1) month after:
 - The card expires;
 - The card is cancelled;
 - The card has been damaged, altered or defaced; or
 - You no longer have an operational need to enter a secure area.
- If you are responsible for a visitor at Hobart Airport you must confirm their reason for visiting and ensure they are issued a VIC. The VIC holder must be supervised by a valid ASIC holder at all times. (Note white ASIC holders cannot supervise visitors at any airport)
- You must properly display your valid red or grey ASIC while in a Security Restricted Area of Hobart Airport. Properly display means:
 - Attached to your outer clothing;
 - Above waist height;
 - At the front or side of your body; and
 - With the whole front of the card clearly visible.

Note: White ASICs are not required to be displayed.
- You must notify Hobart Airport administration in person with original identification documents with in 30 day of changing your name.
- Your change of name document must be government issued (e.g Marriage or change of name certificate).
- You must notify Hobart Airport Administration or AusCheck in writing of any new aviation-security-relevant offences with seven (7) days.

Fines may apply if an ASIC holder fails to meet their card holder obligations

I confirm that I have completed the online ASIC Awareness Presentation (<https://hobartairport.com.au/business/working-at-hba/asic-vic/>) and my certificate of completion is attached.

I accept and will abide by the obligations and responsibilities above.

Signature **Date** / /

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PART 1 – To be completed by the Applicant (Please use BLOCK CAPITALS only)

Section A – Personal Details

To be completed by ALL applicants.

Date of Birth	<input type="text"/>	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
Place of Birth (Town & State)	<input type="text"/>				
Country of Citizenship	<input type="text"/>				
Previous Name (e.g. Maiden Name)	<p><i>Note: original name change documentation must be submitted with your application.</i></p>				

Section B – Contact Details

To be completed by ALL applicants.

Residential Address	<input type="text"/>		
Suburb	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
Resident from Date	<input type="text"/>		
<p><i>Note: You are required to provide your residential history for the past 10 years in Section C.</i></p>			
Postal Address (if different from above)	<input type="text"/>		
Suburb	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
PO Box from Date	<input type="text"/>		
Phone Numbers	Home	<input type="text"/>	
	Work	<input type="text"/>	
	Mobile	<input type="text"/>	
Email	<input type="text"/>		

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Section C – Address History

To be completed by ALL applicants – It is mandatory for all applicants to supply 10 years of residential Address history.

Address 1			
Suburb			
State		Postcode	
Date From		Date To	

Address 2			
Suburb			
State		Postcode	
Date From		Date To	

Address 3			
Suburb			
State		Postcode	
Date From		Date To	

Address 4			
Suburb			
State		Postcode	
Date From		Date To	

Address 5			
Suburb			
State		Postcode	
Date From		Date To	

Note: If you have more address details to add to this list please continue on a separate page and attach with your application.

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Section D – Non Citizen Details

To be completed by the applicant only if you are not a citizen of Australia.

Please note, your current valid passport must be supplied with your ASIC application.

All Australian VISA grant notices must be emailed directly from the VEVO website to Hobart Airport, by emailing: permits@hobartairport.com.au

Most recent date of Arrival into Australia	<input type="text"/>		
Australian Visa Number	<input type="text"/>	Visa Expiry Date	<input type="text"/>
Passport Number	<input type="text"/>	Passport Expiry Date	<input type="text"/>

Section E – Current ASIC Details

To be completed by ALL applicants.

Do you hold a current ASIC?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If Yes, complete below details
ASIC Number	<input type="text"/>		ASIC Expiry Date <input type="text"/>
ASIC Type	<input type="checkbox"/> HBA	<input type="checkbox"/> AUS	

Section F – Acknowledgment

To be completed by ALL applicants.

ASIC application acknowledgement:

I understand that I am applying for an Aviation Security Identification Card. The information I have provided in this application is correct to the best of my knowledge.

Yes No N/A

AusCheck Privacy Notice acknowledgement:

I have viewed the AusCheck Privacy Notice and I understand how AusCheck will use my personal information.

Yes No N/A

Document Verification Service (DVS) Consent:

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.

Yes No N/A

VEVO consent (if Australian VISA is presented):

I consent to my VISA status being checked with Department of Home Affairs as part of ASIC processing.

Yes No N/A

Signature

Date / /

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PART 2 – To be completed by the Employer (Please use BLOCK CAPITALS only)

Section A – Employer Details

To be completed by the employer.

Company Name			
Applicants Position			
Employer Phone Number	Work		
	Mobile		
Employer Email			
Employer Postal Address			
Suburb			
State		Postcode	

Section B – ASIC Required

To be completed by the employer – Please select the colour ASIC the applicant will require.

<input type="checkbox"/>	Red ASIC	Valid for airside security zones and secure areas of controlled airports
<input type="checkbox"/>	Grey ASIC	Valid for landside secure areas, which are deemed to be areas within the sterile area of the terminal of security controlled airports

To be completed by the employer – Please select the type of ASIC that is required.

<input type="checkbox"/>	HBA	Is specific for use at Hobart Airport only
<input type="checkbox"/>	AUS	Australia wide access (Supporting letter to be included with application)

Note: Applications for 'AUS' ASICs must attach a supporting letter (on company letterhead) with this application, signed by a company authorised person stating the name of all ports where access is required, the frequency of access and the need for access at those ports.

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Section E – Operational Need

To be completed by the employer – Please provide comment stating the reason the applicant requires an ASIC. This must include the type of duties being performed and the areas accessed during these duties.

Note: This field must be completed for the application to be processed.

Section F – Employer Certification

To be completed by the employer.

I, _____ of _____

confirm that the applicant and employer details are correct and request that an Aviation Security Identification Card (ASIC) be issued to the applicant for the areas indicated in this application

I understand and agree to notify Hobart International Airport Pty Ltd (HIAPL) of any changes to the above particulars and to recover and return the ASIC prior to the applicant leaving our employ or upon transfer to a position which no longer has an operational need to retain the ASIC.

I understand that HIAPL is not liable for any loss or damage sustained by the company as a result of non-issue of ASICs, or as a result of failure to honour the Conditions of Use for an ASIC and I agree to accept all applicable charges for the production of an ASIC.

Signature Date / /

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PART 3 – Information for the Applicant & Employer

Section A – Personal Identification to be provided by ALL applicants

All applicants must provide Identification Documents to Hobart International Airport Pty Ltd, to enable ASIC applications to be processed.

Foreign language documents must be accompanied by a professional translation. It is recommended applicants utilise translators accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).

All identification documents must include **exact name matches**, unless the name variation is supported by linking documents.

Original ID must be provided in person, and must include the following:

Category A Evidence of the start of the applicant’s identity in Australia. <i>One Category A Item is required:</i>	
Australian Birth Certificate	<input type="checkbox"/>
ImmiCard	<input type="checkbox"/>
Australian Citizenship/Naturalisation Certificate	<input type="checkbox"/>
Australian Visa (including Foreign Passport)	<input type="checkbox"/>
Category B Government-issued document that provides photographic proof of the applicant’s identity and includes the applicant’s signature. <i>One Category B Item is required:</i>	
Current State or Territory Drivers Licence	<input type="checkbox"/>
Passport (Australian or Foreign)	<input type="checkbox"/>
Proof of Age/Photo Card	<input type="checkbox"/>
Category C Evidence of the applicant’s use of the identity while operating in their community. <i>One Category C Item is required:</i>	
Medicare Card	<input type="checkbox"/>
Marriage Certificate	<input type="checkbox"/>
Current ASIC or MSIC	<input type="checkbox"/>
PAYG Summary	<input type="checkbox"/>
Category D Evidence of the applicant’s current residential address. <i>Category D documents are only required if an applicant’s residential address is not listed on any other documents produced above. Documents must be no less than six (6) months old.</i>	
Utility Account/Invoice	<input type="checkbox"/>
Bank Statement/Account Confirmation	<input type="checkbox"/>
Tenancy Agreement/Mortgage papers	<input type="checkbox"/>

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Section B – Charges

Payment is required at the time of appointment.

Invoices will not be issued unless otherwise approved by Hobart International Airport Pty Ltd. Payment methods are limited to Credit Card, Debit Card and EFTPOS.

Application	Full ASIC	\$215
Replacement <i>(for lost or stolen cards)</i>	ASIC	\$60

Note:

- All charges are inclusive of GST
- \$130 (incl. GST) of the application is non-refundable once the application has been submitted for a background check
- The balance of the fee is non-refundable once the production of your ASIC has begun

Thank you for choosing Hobart Airport for ASIC processing

Now you are ready to **make an appointment** with Hobart Airport Administration

Phone: 6216 1600

Email permits@hobartairport.com.au

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