

# Aviation Security Identification Card (ASIC) Replacement Card Form

To be completed by applicant – please use BLOCK CAPITALS

<b>First and Middle Names:</b>
<b>Last Name:</b>
<b>Company Name:</b>

- Contact 62161600 to organise the submission of your application
- The completed Statutory Declaration must be submitted with the replacement ASIC application. See Part 1 Section E.
- Only complete applications will be accepted.
- The applicant must read and sign the Card Holder Obligations and Responsibilities.
- For applicants under the age of 14, contact Hobart Airport to request the Parent/Guardian consent form. Complete the consent form and attach with the ASIC application.
- **Payment is required prior to the issue of the ASIC**

This application form is used for the following reasons:

- Lost, Damaged or Destroyed Cards
- Stolen Cards
- Change of Name
- Change of Card Type (Location or Colour)

## Enquiries, Appointments and Payments

HOBART INTERNATIONAL AIRPORT PTY LTD  
6 Hinkler Rd  
Hobart Airport  
Cambridge TAS 7170  
P:6216 1600  
E: [asic@hobartairport.com.au](mailto:asic@hobartairport.com.au)  
W: [Aviation Security Identification Card \(ASIC\) - Hobart Airport](#)

## 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 within 30 days 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 within seven (7) days.

**Fines may apply if an ASIC holder fails to meet their card holder obligations and responsibilities.**

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

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

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

### Section A – Personal Details

To be completed by ALL applicants.

Date of Birth	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
Place of Birth (Town & State)				
Country of Citizenship				
Any other name is or was known by (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.

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

**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	

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

**Section C – Current ASIC Details**

**To be completed by ALL applicants.**

ASIC Number	<input type="text"/>	ASIC Expiry Date	<input type="text"/>
ASIC Type	<input type="checkbox"/> HBA	<input type="checkbox"/> AUS	

**Section D – Acknowledgment**

**To be completed by ALL applicants.**

**ASIC application acknowledgement:**

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

Yes  No

**AusCheck Privacy Notice acknowledgement:**

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

Yes  No

**Digital Photo:**

The photo I have electronically submitted is consistent with Australian Passport Office guidelines and is less than 6 months old.

Yes  No  N/A

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

**Section E – Evidence and Identification regulatory requirement**  
(ATSR 2005 REG: 6.35 Issue of Replacement ASIC)

The below table identifies the documents required based on the reason for the replacement ASIC application. The offences statement must be including in the Statutory Declaration submitted with this application.

**Statutory Declaration Offences Statement:**

*since his or her background checks were completed, he or she has not been convicted of an aviation-security-relevant offence.*

Please tick the boxes for documents included with the application.

Documents Required	Reason for Replacement					
	Damaged	Lost or destroyed	Stolen	Change of name	Change of type (location or colour)	
Offences statement Statutory Declaration	<input type="checkbox"/>					
Category B ID: Government issued Photo identification	<input type="checkbox"/>					
Category C ID: Government issued name change document	Not required	Not required	Not required	<input type="checkbox"/>	Not required	
Police report	Not required	Not required	<input type="checkbox"/>	Not required	Not required	
AUS Company Letter	Not required	Not required	Not required	Not required	<input type="checkbox"/>	
Colour Copy of current ASIC	<input type="checkbox"/>	Not required	Not required	<input type="checkbox"/>	<input type="checkbox"/>	

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

### Section A – Employer Details - To be completed by the employer.

Company Name		
Employer Representative		
Position Title		
Employer Phone		
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"/>	<b>Red ASIC</b>	Valid for airside security zones and secure areas of controlled airports
<input type="checkbox"/>	<b>Grey ASIC</b>	Valid for landside secure areas, which are deemed to be areas within the sterile area of the terminal of security-controlled airports
<input type="checkbox"/>	<b>White ASIC</b>	Valid for specific security-sensitive roles for known consignor, RACA, AACRA, VIC or ASIC issuer, or foreign official (AUS only)

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

<input type="checkbox"/>	<b>HBA</b>	Is specific for use at Hobart Airport only
<input type="checkbox"/>	<b>AUS</b>	Australia wide access (Red/Grey) Submit AUS request letter with application on company letterhead. The Letter must include all ports where access is required, the frequency and operational need.

### **Section C – Operational Need**

To be completed by the employer – Please provide a brief comment stating the reason the applicant requires a replacement ASIC.

This must include the type of duties being performed and the areas accessed during these duties.

ASIC Applicants Position Title	
Operational Need	

### **Section D – Employer Certification**

To be completed by the employer.

I, \_\_\_\_\_ of \_\_\_\_\_

confirm that the applicant and employer details are correct and request that a replacement 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 card holder obligations and responsibilities for an ASIC and I agree to accept all applicable charges for the production of an ASIC.

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

#### Section E – Charges

- Payment is required prior to the issue of the ASIC.
- Invoices will not be issued unless otherwise approved by Hobart International Airport Pty Ltd.
- Preferred payment method is Credit Card, Debit Card by EFTPOS at Hobart Airport Administration or by phone. Electronic Funds Transfer (reference must be included) to Hobart Airport is also available by contacting our team for details.

Replacement	ASIC	\$60
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##### Note:

- All charges are inclusive of GST
- The balance of the fee is non-refundable once the production of your ASIC has begun