

**IMPORTANT APPLICATION INFORMATION**

<b>APPLICATION LODGEMENT APPOINTMENT</b>	<ul style="list-style-type: none"> <li>The application <b>must</b> be submitted at least <b>4-6 weeks</b> prior to need to allow sufficient time for processing</li> <li>An appointment <b>must</b> be made to finalise and submit the application - Contact Airport Operations on (07) 4580 4352 or email <a href="mailto:operations@sunshinecoastairport.com.au">operations@sunshinecoastairport.com.au</a> to make an appointment</li> <li>The application <b>must</b> be complete or will not be accepted – to avoid delays check the form is complete and all attachments are included</li> </ul>
<b>IDENTIFICATION REQUIREMENTS</b>	<p><b>Applicants for an ASIC must produce ORIGINALS of the following combinations of documents as described in Part 1 Section B</b></p> <ul style="list-style-type: none"> <li>(A) Full birth certificate; or Visa; or Australian Citizenship Certificate;</li> <li>(B) Australian Drivers Licence; or Current Australian Passport</li> <li>(C) Medicare; or Marriage Certificate</li> <li>(D) If your current address is not provided on any of the above documents then Bank statement, utility bill, rates notice or electoral roll must be provided</li> </ul> <p>Where a name change is involved, an appropriate approved document is required (i.e. Statutory Declaration, Marriage Certificate or Certificate of Change of Name)</p> <p><b><i>NOTE: Applications without Original Identification Documents will not be accepted</i></b></p>
<b>NAME CHANGE</b>	
<b>ADDRESS HISTORY</b>	<ul style="list-style-type: none"> <li>Applicants must provide their current residential address; and</li> <li>All other residential addresses of the applicant in the <b>10 years</b> before the application was made.</li> <li>“Travelling around Australia/Overseas” and gaps between months will not be accepted.</li> <li>Use a separate sheet if the available space on the application form is insufficient</li> </ul> <p><b><i>NOTE: Applications without previous 10 years address history will not be accepted</i></b></p>
<b>FEES &amp; CHARGES</b>	<ul style="list-style-type: none"> <li>Payment of a refundable bond must be submitted on initial application</li> <li>Payment of an ASIC fee must be submitted on receipt of ASIC</li> <li>Payments can only be made by EFTPOS or Invoice to Company – No cash or cheque payments will be taken by Sunshine Coast Airport Management Office</li> </ul>
<b>FIRST TIME COMPANY REGISTRATION</b>	A covering letter will also be required for all new companies to the Sunshine Coast Airport to enable company registration and registration of a company representative as a signatory for all ASIC applications
<b>PRODUCTION PROCESS</b>	<p>All applications will be sent to AusCheck who will liaise with:</p> <ul style="list-style-type: none"> <li>The Australian Security Intelligence Organisation (ASIO), which will conduct a security assessment;</li> <li>CrimTrac, which will carry out a criminal records check; and if necessary</li> <li>Australian Government Department of Immigration and Border Protection</li> </ul>
<b>CONFIDENTIALITY</b>	The result of these checks will be disclosed to the Sunshine Coast Airport on a confidential basis. Sunshine Coast Airport has the right to request the information required by this application form under the provisions of the Aviation Transport Security Regulations 2005. The information contained in this application is kept in the strictest confidence as per current privacy laws.
<p>Airport Management Office 10 Electra Lane, Sunshine Coast Airport, Marcoola Qld 4564 Telephone 1300 993 543 <a href="mailto:operations@sunshinecoastairport.com.au">operations@sunshinecoastairport.com.au</a> <a href="http://www.sunshinecoastairport.com.au">www.sunshinecoastairport.com.au</a></p>	

## CONDITIONS OF ISSUE AND USE OF ASIC

An ASIC does not give right of access to a secure area. Authorisation to access a secure area must be obtained from the relevant airport operator. The ASIC simply indicates the holder has been background checked and is suitable to be in a secure area once authorised.

These are the conditions on which an ASIC is issued to you by Sunshine Coast Airport pursuant to the Aviation Transport Security Regulations 2005 ('Regulations')

<b>1. APPLICATION FOR ASIC</b>	<p>When you apply for an ASIC, you must give Sunshine Coast Airport a completed application form containing:</p> <ul style="list-style-type: none"> <li>a) Complete all of the information required on the application form;</li> <li>b) Your consent to Sunshine Coast Airport forwarding your details to AusCheck in order to obtain various record checks including security, law enforcement and citizenship records; and</li> <li>c) Your signature, certifying that all the information you have provided is correct, in order to determine your suitability to be issued with, and continue to hold, an ASIC.</li> </ul> <p>If you do not complete all sections required in the application form, or include in the application form information which Sunshine Coast Airport determines false or misleading, Sunshine Coast Airport may refuse your application for an ASIC. Sunshine Coast Airport will decide whether to issue you with an ASIC in accordance with the requirements of the Regulations and any other relevant matters.</p> <p>To comply with the Regulations, Sunshine Coast Airport will request various records checks including security, law enforcement and citizenship records, pursuant to your consent and you must produce the identification detailed in the application form.</p>
<b>2. USE OF AN ASIC</b>	<p>You must represent to Sunshine Coast Airport that you have an operational need for frequent access to a Secure Area of one or more security controlled Airports and acknowledge that you:</p> <ul style="list-style-type: none"> <li>a) Must not enter or stay in a Secure Area of a Security Controlled Airport unless you have a lawful purpose (Regulation 3.11) for being in that Secure Area; and</li> <li>b) Must not give your ASIC to anyone else to use. It is for your use only while on duty; and</li> <li>c) Must keep your ASIC secure at all times (even when you are not using it).</li> </ul> <p><b>It is an offence under the Regulations if you contravene paragraph 8.4(a) above. It is also an offence under the Regulations if you are in a Secure Area using an invalid ASIC or an ASIC that was not issued to you.</b></p>

## Conditions of Issue and Use of ASIC continued

<p><b>3. DISPLAY OF ASIC</b></p>	<p>You must properly display an ASIC at all times in a Secure Area. This means the ASIC must be displayed:</p> <ul style="list-style-type: none"> <li>a) Above waist height; and</li> <li>b) At the front or side of your body; and</li> <li>c) With the whole front of the ASIC clearly visible (Regulation 1.04)</li> </ul> <p><b>You are not properly displaying an ASIC if anything adhering to it obscures a photograph or anything else on it.</b></p> <p><b>It is an offence of strict liability under the Regulations if you fail to properly display your ASIC in a Secure Area unless you are an exempted person as defined by the Regulations 3.03 &amp; 3.13.</b></p>
<p><b>4. SUPERVISING VISITORS</b></p>	<p>In supervising a person who has been issued with a Visitor Identification Card (VIC), an ASIC holder must adhere to any requirements specified by the airport operator.</p> <p><b>It is an offence of strict liability under Regulation 3.03 for the ASIC holder to leave a VIC holder unsupervised.</b></p>
<p><b>5. NOTIFYING SUNSHINE COAST AIRPORT IN CERTAIN CIRCUMSTANCES</b></p>	<p>You must notify Sunshine Coast Airport within 30 days if you change your name.</p> <p><b>Failure to do so is an offence under Regulation 6.42.</b></p> <p>You must notify Sunshine Coast Airport within 7 days if you:</p> <ul style="list-style-type: none"> <li>a) Become an 'Unlawful Citizen'</li> <li>b) No longer need frequent access to a Secure Area or need to enter a Secure Area for operational purposes;</li> <li>c) Change your residential address -or contact details;</li> <li>d) You subsequently discover that the information you have given in your ASIC application was false or misleading.</li> </ul> <p><b>If the holder on an ASIC is convicted of an Aviation Security Relevant Offence, he or she must notify Sunshine Coast Airport in writing of the conviction and any sentence within 7 days.</b></p> <p><b>Failure to do so is an offence under the Regulation 6.41.</b></p>
<p><b>6. RETURN OF ASIC</b></p>	<p>You must return your ASIC to Sunshine Coast Airport within one month if:</p> <ul style="list-style-type: none"> <li>a) Your ASIC has expired;</li> <li>b) Sunshine Coast Airport notifies you that your ASIC has been cancelled;</li> <li>c) The ASIC has been damaged, altered or defaced (permanently or temporarily); or</li> <li>d) You no longer need to enter the relevant secure area for an operational purpose.</li> </ul> <p><b>It is an offence of strict liability under the Regulations if you fail to return your ASIC to Sunshine Coast Airport as required by this clause. (Regulation 6.45)</b></p>

## Conditions of Issue and Use of ASIC continued

<p><b>7. CANCELLATION OR SUSPENSION OF ASIC</b></p>	<p>Sunshine Coast Airport may cancel your ASIC if you fail to comply with any of these conditions or the Regulations. For example, if you;</p> <ul style="list-style-type: none"> <li>a) Fail to supervise the holder of a Visitor Identification Card (VIC) while that person is in a Secure Area;</li> <li>b) Have given your ASIC to someone else to use to gain entry to a Secure Area;</li> <li>c) Are found in a Secure Area otherwise than for an operational purpose (for example, you are not on duty);</li> <li>d) Have failed to notify Sunshine Coast Airport of the things set out in Condition 5;</li> <li>e) Provided information in your ASIC application which Sunshine Coast Airport discovers was false or misleading;</li> <li>f) Have failed to display a valid ASIC as set out in Condition 3; or</li> <li>g) Misuse your ASIC.</li> </ul> <p>There are other circumstances in which Sunshine Coast Airport may cancel your ASIC. Other such circumstances are set out in the Regulations. The ASIC must be returned to Sunshine Coast Airport within one month upon notification of the cancellation.</p> <p><b>Sunshine Coast Airport reserves the right to withdraw, cancel or refuse issue of an ASIC at its sole discretion.</b></p>
<p><b>8. LOSS OF ASIC</b></p>	<p>You must notify Sunshine Coast Airport within 7 days in the form of a statutory declaration if your ASIC has been lost, stolen or destroyed.</p> <p><b>It is offence of strict liability if the holder does not make a report, in the form of a statutory declaration, of the loss to Sunshine Coast Airport within 7 days of becoming aware of the loss, theft or destruction (Regulation 6.46).</b></p> <p><b>Failure to do so is an offence under Regulation 6.46</b></p> <p><b>In addition to this Sunshine Coast Airport requires the holder of an ASIC to make a report of the theft to the Local State or Territory Police and an event number must be supplied to Sunshine Coast Airport at the time of notification.</b></p>
<p><b>9. RENEWAL OF ASIC</b></p>	<p>It is your responsibility to ensure your application is lodged in sufficient time to be re-issued with another ASIC prior to the current one expiring. No extensions will be granted. If your ASIC expires you will be required to operate with a Visitor Pass which will require you to be under constant supervision by a valid ASIC holder.</p>
<p><b>10. Acknowledgement</b></p>	<p>You acknowledge that the issue to and use by you of an ASIC is subject to the following conditions of Issue &amp; Use for an ASIC ('Conditions'):</p> <ul style="list-style-type: none"> <li>a) The Aviation Transport Security Act 2004 as amended ('Act')</li> <li>b) The Aviation Transport Security Regulations 2005 as amended ('Regulations')</li> <li>c) Conditions of Issue and Use for an Aviation Security Identification Card (ASIC) as detailed on this form;</li> <li>d) You must acknowledge and agree that: <ul style="list-style-type: none"> <li>i. Camera/Video surveillance may be carried out at security controlled airports from time to time for the purpose of safeguarding against unlawful interference with aviation; and</li> <li>ii. You and/or goods in your possession may be subject to inspection on entry, exit or while in the Secure Area of a security controlled airport.</li> </ul> </li> </ul>

# Sunshine Coast Airport ASIC Application

Office Use Only

**Serial No: SU**  
**Expiry date:**

**Consent to Obtain Personal Information**  
*(These details will be provided to AusCheck)*

**PART 1 – TO BE COMPLETED BY APPLICANT**

**Section A: Personal Information**

Do you currently hold an ASIC? <input type="checkbox"/> No <input type="checkbox"/> Yes - ASIC Number: _____ Expiry: _____				
Surname / Family Name				
Given Names				
Other Names:	Family Name: (including all changes and Maiden name/s)	Given Names: (where different)	Choose one: Maiden/Previous/ Also known as	DATE OF CHANGE
				/ /
				/ /
Date of Birth	/ /	Gender (circle one)	Male	Female
Place of Birth				
State of Birth				
Country of Birth				
Citizenship	If not AUS, then VISA attached <input type="checkbox"/> No <input type="checkbox"/> Yes			
Contact phone numbers	(Home)	(Work)	(Mobile)	
Email:				

<b>Current Residential Address:</b>					
Unit / No	Street	Suburb / City	Postcode	State	Residency from
					/ / to present
<b>Previous Address/es over the last ten (10) years prior to application</b>					
Unit / No	Street	Suburb / City	Postcode	State	Residency from
					/ / to / /
					/ / to / /
					/ / to / /
					/ / to / /
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					/ / to / /

## Section B: Identification Verification

- Original Documents **MUST** be submitted with your application

One Category A document; One Category B Identification Documents <u>AND</u> one Category C are required.		
<b>Category A</b>	Please tick one provided <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Australian Visa <input type="checkbox"/> Citizenship Certificate	Name on Doc:..... Number: ..... Expiry Date: ...../...../..... Country of Issue:..... <b>If you are not an Australian Citizen VISA must be provided</b>
<b>Category B</b>	Please tick one identification provided <input type="checkbox"/> Australian Driver's Licence <input type="checkbox"/> Current Passport <input type="checkbox"/> Australian Proof of Aged Card	Name on Doc: ..... Number: ..... Expiry Date: ...../...../.....
<b>Category C</b>	A Category B document that has not already been used may be used as a Category C document. <input type="checkbox"/> Medicare Card      Number: .....Expiry..... <input type="checkbox"/> Marriage Certificate (or similar)	
<b>Category D</b>	Only required if categories A, B or C do not have current address. Document must be less than 6 months old. <input type="checkbox"/> Australian Electoral Role <input type="checkbox"/> Bank Statement or Utility Account (Electricity, water, telephone)	

## Section C: Employment Details

<b>Employer Company Name</b>
<b>Applicant's Position</b>
<b>Date Commenced with Employer (dd/mm/yy)</b>
<input type="checkbox"/> Full Time Employee <input type="checkbox"/> Casual/Part Time Employee <input type="checkbox"/> Contractor to business on airport *

**\* Contractors - an introductory letter stating contractor's full details and access requirements must also be provided by the Airport Tenant's designated/approved officer.**

**Section D: Applicant's Acknowledgment**

Before submitting the application you must confirm that you consent to us using your information in order to determine whether we can issue you an ASIC under the Aviation Transport Security Regulation 2005. Please refer to the attached AusCheck Privacy Notice for details on how your information may be used.

I .....hereby:  
 (Full Name)

- i. Understand that I am applying for a security identification card for the aviation industry.
- ii. Certify that the personal information that I have provided in this application relates to me and is correct to the best of my knowledge.
- iii. I understand and consent to the forwarding of my personal information to AusCheck to co-ordinate a background check and security assessment through the Australian Security Intelligence Organisation (ASIO), CrimTrac and the Department of Immigration and Citizenship (DIAC), where necessary.
- iv. I acknowledge that I agree to comply with the Conditions of issue and use of an ASIC.
- v. I have read the AusCheck Privacy Notice (*attached*) which explains how AusCheck will use my personal information.

**Applicants Signature:** ..... **Date:** ...../...../.....

**Section E: Criminal Charge, Conviction or Pecuniary Penalties**

i. Are you the subject of any criminal charge(s) still pending before a court?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ii. Do you have any conviction(s) or findings 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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) of guilt) where the sentence imposed was less than thirty (30) months imprisonment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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) where the sentence imposed was greater than thirty (30) months imprisonment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Note:** The applicant is required under Regulation 6.41 of the ATSR 2005 to notify Sunshine Coast Airport (SCA) in writing of a conviction within 7 days if they have been convicted of an Aviation Security Relevant Offence (ASRO). Penalties apply to persons not informing SCA of a conviction.

***I certify that the preceding information and details in Section E are correct to the best of my knowledge. I agree to notify the SCA Management Office of any changes to the above particulars.***

**Applicants Signature**..... **Date** ...../...../.....

**Additional DVS Applicant 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.**

**Applicants Signature**..... **Date** ...../...../.....

## PART 2 – TO BE COMPLETED BY APPLICANT’S EMPLOYER

### Section A: Security Access Requirements

Type of ASIC:  Red - Applicant requires access to the **Security Restricted Area (SRA)**  
 (tick one)  Grey - Applicant does **NOT** require access to the **Security Restricted Area (SRA)**

(tick one)  YBSU - **Sunshine Coast Airport Only**  
 AUS - **Australia \*\*** Letter attached yes / no

**\*\* PLEASE NOTE:**

All applications for **AUS** ASIC cards must be supported by a separate written explanation from the employer. The supporting letter must state the name of ports for which access is required, description of the nature of the duties indicating why an AUS ASIC is required and the number of times the AUS card is required per annum.

Frequency	Daily	Weekly	Monthly	Other
	✓	✓	✓	Please Specify
Security Restricted Area (Red)				
General Aviation Area (Grey)				
<b>Please detail reason for access:</b>				
<b>Door / Gate access required:</b>				

### Section B: Employer Certification

**Must be completed by the Approved Authorised Signatory held on file by Sunshine Coast Airport**

I ..... of .....  
*Title Given Name Surname (Organisation / Company)*

Company Street Address: .....

State:.....Postcode:.....Ph:.....

Confirm that ..... (Applicant’s name)

- i. Applicant and employer details are correct. The applicant has an operational need for access and I request that an Aviation Security Identification Card (ASIC) be issued to the applicant for the areas indicated in Section A – (Security Access Requirements)
- ii. I agree to notify the Sunshine Coast Airport (SCA) of any changes to the above particulars and to recover and return the ASIC prior to the applicant leaving our employ or upon transfer of the application to a position which does not require retention of the Aviation Security Identification Card.
- iii. I understand that SCA may exercise its right to suspend production of ASICs for any company who has expired/unrecovered ASICs that have not been returned to the SCA Office.

**Employer Signature:** ..... **Date:** ...../...../.....



**PART 3 – TO BE COMPLETED ON RECEIPT OF ASIC**

**Section A: Receipt of ASIC**

I .....

- i) Acknowledge receipt of Aviation Security Identification Card (ASIC) No. SU.....which remains the property of the Sunshine Coast Airport and is on loan to me whilst I am employed in my current capacity by the company noted in **Part 1 (Section C)** of this application.
- ii) Acknowledge and accept the Conditions of issue and use of an ASIC.

**Applicant's Signature:** ..... **Date:** ...../...../.....

**ASIC Issued by:** .....  
*(ASIC Issuing Officer Name)*

**ASIC Officer Signature:** ..... **Date:** ...../...../.....

**Section B: Sunshine Coast Airport Induction Modules**

- General Safety Overview**
- ASIC Induction**
- Bio-Security Induction**
- Contractor Induction**
- Airside Driving Induction**

Applicants Name .....

have completed and understood the Induction Modules marked above.

I .....of Sunshine Coast Airport confirm that the above applicant has successfully completed the Induction modules marked above.

**ASIC Officer Signature:** ..... **Date:** ...../...../.....

**OFFICE USE ONLY**

Date lodged		
Identification sighted	I have sighted the applicant's original proof of identification documents Name:	
Photo taken	Yes / No	

Date sent to AusCheck		AusCheck Decision	Eligible / Not Eligible
Decision Date from AusCheck		AusCheck Finding	Approved / Not Approved
Valid period end date			

Approval to proceed with Application		<b>APPROVAL / REJECTION</b>	
Pass Type	YBSU / AUS	Program for access	Yes / Not required
Area Designator	RED / GREY	Access Area	
Comments			
Approving Officer			

Date sent to BAC		Date card received from BAC	
ASIC details correct	Yes / No - Reprint	Date reprint received	
Photocopy ASIC BAC	<input type="checkbox"/> Done	Advised ASIC ready to collect	

Previous ASIC or Photo VIC held	Yes / No	Serial No:	Expiry:
Returned for destruction	Yes	Date:	

<b>Payment:</b>			
<input type="checkbox"/> No Charge			
<input type="checkbox"/> Bond (on initial application)	\$ 50.00	Payable by: Cardholder / Company	
<input type="checkbox"/> ASIC Fee	\$285.00	Payable by: Cardholder / Company	
<input type="checkbox"/> Card reprint	\$106.00	Payable by: Cardholder / Company	
Amount Paid:	\$	Date:	
Receipt Number:		Invoice Number:	