Aviation Security Identification Card (ASIC)

Application form

Hobart Airport
TASMANIA

Your checklist

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.

- ☐ Complete the Hobart Airport Security Awareness Training online prior to submitting the application.
- ☐ Read and sign Card holder obligations & responsibilities on page 2.
- ☐ Payment is required prior to the issue of the ASIC.
- ☐ To lodge your completed application, contact 6216 1600 to make an appointment.

Identification

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 applicants must provide identification Documents to Hobart Airport, to enable ASIC applications to be processed. 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

One category A item is required.

Evidence of the start of the applicant's identity in Australia.

- Australian Birth Certificate
- ImmiCard
- Australian Citizenship/Naturalisation Certificate
- Australian Visa (including Foreign Passport)

Category B

One category B item is required.

Government-issued document that provides photographic proof of the applicant's identity and includes the applicant's signature.

- Current State or Territory Drivers Licence
- Passport (Australian or Foreign)
- Proof of Age/Photo Card

Category C

One category C item is required.

Evidence of the applicant's use of the identity while operating in their community.

- Medicare Card
- Student ID card
- Evidence of employment
- Working with Vulnerable People Card

Category D

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.

Evidence of the applicant's current residential address.

- Utility account/invoice
- Bank statement/account confirmation

Card holder obligations & 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.

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

I will never loan or share my card with another person or use someone else's card to gain access to a secure area.

I will notify Hobart Airport Administration within seven (7) days if my card is lost, stolen or destroyed.

I will return my 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
- I no longer have an operational need to enter a secure area.

If I am responsible for a visitor at Hobart Airport I will 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).

I will properly display my 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.

I will notify Hobart Airport administration in person with original identification documents within thirty (30) days of changing my name.

My change of name document must be government issued (e.g. marraige or change of name certificate).

I will notify Hobart Airport Administration or AusCheck in writing of any new aviation security-relevant offences with seven (7) days.

I confirm that I have completed the online Hobart Airport Security Awareness Training and my certificate of completion is attached.

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

Signature _____ **Date** _____

PART 1

To be completed by the Applicant.

Use **B L O C K L E T T E R S** when filling this form manually (rather than online).

Section A – Personal details

First and middle name/s

Last name

Company name

Date of birth

Gender ☐ **Male** ☐ **Female** ☐ **Other**

Town of birth

State of birth

Country of birth

Country of citizenship

All previous names

Previous names should also include commonly used shortened names or nicknames.

Section B – Contact details

Phone numbers **Mobile**

Work

Email

Postal address or PO Box

Suburb

State

Postcode

Date from **Day** **Month** **Year**

Section C – Address history

It is mandatory for applicants to supply 10 years of residential address history.

Current address										
Suburb										
State		**Postcode**								
Date from	**Day**		**Month**		**Year**		**Date to**	**Day**		**Month**		**Year**	
Address 2										
Suburb										
State		**Postcode**								
Date from	**Day**		**Month**		**Year**		**Date to**	**Day**		**Month**		**Year**	
Address 3										
Suburb										
State		**Postcode**								
Date from	**Day**		**Month**		**Year**		**Date to**	**Day**		**Month**		**Year**	
Address 4										
Suburb										
State		**Postcode**								
Date from	**Day**		**Month**		**Year**		**Date to**	**Day**		**Month**		**Year**	

If you have more address details to add to this list please continue on a separate page and attach with your application. Please include international addresses.

Section D – Citizenship

Are you an Australian citizen? ☐ Yes - go to Section E ☐ No - complete the below information

Passport number		**Visa expiry date**	
Australian visa Number		**Passport expiry date**	

When providing your ASIC application and identification, please confirm your visa status by following the guide to email your visa details directly from VEVO.

Check visa details and conditions for visa holders.

Section E – Current ASIC details

Do you hold a current ASIC? ☐ No - go to Section F ☐ Yes - complete the below information

ASIC number		**ASIC expiry date**	

ASIC colour ☐ Red ☐ Grey ☐ White

ASIC type ☐ HBA ☐ AUS

Section F – Acknowledgment

ASIC application acknowledgement Yes ☐ No ☐

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.

AusCheck Privacy Notice acknowledgement Yes ☐ No ☐

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

Digital photo Yes ☐ No ☐ N/A ☐

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

Document Verification Service (DVS) consent Yes ☐ No ☐

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.

VEVO consent (if Australian visa is presented) Yes ☐ No ☐ N/A ☐

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

Signature | **Date**

PART 2 Employer information

All sections must be completed by the employer.

Use **B L O C K L E T T E R S** when filling this form manually (rather than online).

Section A – Employer details

Company name	
ABN	
Employer representative name	
Employer representative position title	
Employer phone number (work)	
Employer email	
Employer postal address	
Suburb	
State	**Postcode**

Section B – ASIC required

☐ **Red ASIC** Valid for airside security zones and secure areas of controlled airports.

or

☐ **Grey ASIC** Valid for landside secure areas, which are deemed to be areas within the sterile area of the terminal of security controlled airports.

☐ **HBA** Is specific for use at Hobart Airport only.

or

☐ **AUS** Australia wide access. 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.

Section C – Operational need

ASIC applicant's position title	
Operational Need Statement (summary of applicant's responsibilities including the locations where duties are performed)	

Section D – Employer certification

I, _____ **of** _____

Yes ☐ **No** ☐ 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.

Yes ☐ **No** ☐ 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.

Yes ☐ **No** ☐ 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** _____

PART 4 Cost and appointment

Payment

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.

All charges are inclusive of GST.

For the full ASIC, $262 of the application fee is non-refundable once the application has been submitted for a background check.

For under 18 ASIC $87.50 of the application fee 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.

Full ASIC	**$385**
Under 18 ASIC	**$170**

Enquiries and appointments

Phone	**(03) 6216 1600**
Email	**asic@hobartairport.com.au**
Website	**hobartairport.com.au/asic/**
Address	**Hobart Airport 6 Hinkler Road Cambridge TAS 7170**