



Aviation Security Identification Card (ASIC) Application Form

ALL FIELDS IN THIS APPLICATION ARE MANDATORY

PERSONAL INFORMATION (To be completed by applicant)

Surname		
Full Given Name(s)		
ARE YOU KNOWN BY ANY OTHER NAMES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
If YES please provide: _____		
CAN YOU LEGALLY USE ANOTHER NAME? (eg. spouse's surname) _____		
HAVE YOU EVER BEEN KNOWN BY ANY PREVIOUS NAMES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
(first name, surname eg. Maiden, de facto, deed poll, birth name etc.)		
If YES please provide: _____		
Address		
Suburb	State	Postcode
Telephone: Home	Work	Mobile
E-Mail		
Sex	Date of Birth	Age
Town/City of Birth	State/Province of Birth	Country of Birth
What is your Country of Citizenship		

EMPLOYED BY

Company Name
Applicant's Position

NOTE:- If the above information changes you must notify BAC immediately.

ASIC REQUIRED

BNE – BRISBANE AIRPORT ONLY **AUS – AIRPORTS AUSTRALIA WIDE***

* If an **AUS ASIC** is required, a letter is to be provided from your employer outlining the requirement for each AUS application, including renewals. Refer page 3.

Initial **Renewal** **Replacement** **Change of Company** **2nd ASIC** **Under 18**

Have you previously held a BNE issued ASIC? Yes No If Yes, **ASIC NO.** _____

MUST BE COMPLETED IF YOU ARE NOT AN AUSTRALIAN CITIZEN

If you are NOT an Australian citizen, **please attach a copy of your Visa/Immigration documents** to the application form and complete the following section. In addition, **you must provide your own VEVO check** (details below) prior to submitting your ASIC application. ASIC applications will not be accepted if the VEVO check has not been received by the BAC ID & Access Centre.

Passport or Travel Document Number used to enter Australia: _____

Date of Arrival into Australia (Mandatory): _____

Port of Arrival into Australia (Mandatory): _____

Current Visa Information (Mandatory): Visa Grant Number _____

Flight Number (if known): _____

Name of Vessel (if known): _____

Family Name of Parent (if entered Australia on parent's passport): _____

Given Name(s) of Parent (if entered Australia on parent's passport): _____

VEVO Check: www.homeaffairs.gov.au and follow links to conduct VEVO check.
Send a copy of VEVO confirmation direct from VEVO to BAC at vevo@bne.com.au.

Endorsement

APPLICATIONS WILL NOT BE PROCESSED WITHOUT THIS INFORMATION

- Do not complete this section if you are a Tenant on Airport unless you are endorsing another Company.
- The section below must be completed by the Authorised Signatory held on file by BAC of the Airport organisation for which your company will be performing work.
- For all BAC contractors, a BAC Project Manager's signature is required below.

Print Name _____ Company _____

Email _____ Telephone _____

Signature _____ Date _____

Identification Documents Requirements

You must attach a clear photocopy of one document from each category below. All documents must have an exact name match or you must provide a linking document proving how your name has changed.

PLEASE NOTE: *The original documents of the photocopies that are attached to the Application Form must be presented when collecting an ASIC.*

Category A – Must not be laminated

- ♦ Australian Citizenship Certificate or
- ♦ Australian Birth Certificate (no extracts) or
- ♦ Immicard + VEVO email (sent directly to Issuing Body at vevo@bne.com.au) or
- ♦ VISA + VEVO email (sent directly to Issuing Body at vevo@bne.com.au) must be supported by a passport which can be expired

Category B

- ♦ Valid Australian or Foreign passport or
- ♦ Valid Australian Drivers Licence, Learners Licence or Foreign Drivers licence – must include photo & signature and be in english or
- ♦ Australian proof of age card issued by an Australian Commonwealth, State or Territory government

Category C

- ♦ Medicare Card or
- ♦ Marriage Certificate or
- ♦ Divorce Order or
- ♦ Government employee identity card or
- ♦ Military Identification or
- ♦ Student ID issued by an Australian TAFE, university or registered training organisation (RTO) or
- ♦ Credit Card or ATM card – (must have first name and surname not initials) or
- ♦ Pension or health care card or
- ♦ Payslip less than 6 months old with company details eg. ABN

Category D

- ♦ Utility account (gas, water, electricity, Telephone, internet) or bank account statement must be less than 6 months old – (must have first name and surname not initials) or
- ♦ Your current address on your valid Australian Drivers Licence or
- ♦ Rates notice or land valuation notice (must have first name and surname not initials) or
- ♦ Tenancy Agreement

Acceptable Change of Name Documents (if the name on your ID is not an exact match)

- ♦ Marriage Certificate
- ♦ Change of Name Certificate
- ♦ Deed Poll Document

GENERAL INFORMATION

- ◆ If you are new company on Airport please contact the ID & Access Office – id.access@bne.com.au for information on how to set up for ASIC issue.
- ◆ Clear photocopies of one document from each Category A, B, C & D must be attached to the ASIC application form. Including an acceptable change of name document if the names on the ID are not an exact match.
- ◆ When your ASIC is ready for collection will be required to present at the ID & Access Centre in person with the exact 4 original documents (no certified copies allowed) that you have photocopied for a face to face identity check.
- ◆ ID Documents that are not in English must be accompanied by an original professional translation of the document. BAC recommends translators accredited by the National Accreditation Authority for translators and interpreters (NAATI) at www.naati.com.au
- ◆ If you have resided in a foreign country(s) within the proceeding 10 years to this application for more than 6 continuous months you must assure BAC that you have no criminal history for that country(s). To comply with this requirement you must provide a Statutory Declaration (available from this office) stating that you have no criminal history in those country(s)
- ◆ All applicants who are not Australian Citizens must conduct their own VEVO check. The VEVO website must send the VEVO check directly to vevo@bne.com.au (see Citizenship section of the form for further information).
- ◆ Payment of the application fee must be paid at the time the application is submitted. Fees are payable by Cash, Cheque (payable to BAC), Eftpos and Credit Card including Amex
 - ◆ **Initial & Renewal application - \$220**
 - ◆ **Replacement ASIC (lost/stolen/change company) - \$100**
 - ◆ **Under 18 - \$100**

Conditions of Issue for all Cards

PLEASE READ CAREFULLY AND RETAIN THIS PAGE
FOR YOUR INFORMATION

YOU WILL BE ASSESSED ON THE FOLLOWING INFORMATION

- An ASIC is valid for a maximum of 2 years and must be kept in a secure location when not in use.
- An ASIC approved for issue by Auscheck and unclaimed 3 months after the first notification to the employer will be cancelled.
- An ASIC must be properly displayed at all times when the holder is in a security controlled area at Brisbane Airport. Properly displayed means that it must be worn on the front or side of the body, above the waist and fully visible. Penalties of up to \$900 can apply.
- ASICs are issued on a personal basis, are not transferable under any circumstances and must not be defaced or damaged. Penalties of up to \$1800 can apply.
- If you are supervising the holder of a visitor identification card (VIC), then you must escort them at all times in accordance with the regulations.
- An ASIC must be presented for inspection on demand from an authorised security officer or any other ASIC holder. Penalties of up to \$1800 can apply.
- Loss of an ASIC is to be reported immediately to BAC ID & Access Centre during business hours (3406 3057) or the BAC Duty Terminal Manager outside business hours (3406 3171), Brisbane Airport. Penalties of up to \$1800 can apply.
- An ASIC is to be surrendered on expiry, change of company or termination of employment to BAC ID & Access Centre, as soon as practicable within 30 days, or on request from the BAC ID & Access Manager or his/her delegate. Penalties of up to \$1800 can apply.
- An ASIC can only be used in the course of the holder's *approved employment duties* in the security restricted areas. It does not constitute an authority to enter or remain in a security restricted area for any other purpose. Penalties of up to \$900 can apply.
- A person must not intentionally use an identity card, or another type of card, to gain access to a security restricted area of an airport, if he or she knows, or believes, that the card is not a valid ASIC. Penalties of up to \$1800 can apply.
- If there are any changes in circumstances to any part of your information on your application, including the Acknowledgement page, or if the holder changes his/her name and/or address, then the holder must, as soon as practicable within 30 days, notify the BAC ID & Access Centre. The holder may be asked to complete a new application form, and BAC may also need to obtain relevant security checks. Penalties of up to \$900 can apply.
- If the holder of an ASIC is convicted and sentenced for an ASRO (Aviation Security Related Offence) the ASIC holder must notify the BAC ID & Access Centre of the details of the offence within 7 days. Penalties of up to \$900 can apply.
- The applicant acknowledges that the holder of an ASIC and the holder's belongings and vehicle may be subject to a search or inspection by an authorised Airport Officer before entering or while within any designated security restricted area at Brisbane Airport.
- Incorrect use of an ASIC or access provision can result in the immediate suspension and withdrawal of the ASIC and access privileges. BAC will determine the period of that suspension, having regard to the way it was misused. An ASIC may also be permanently cancelled in certain circumstances.
- The entire airside at Brisbane Airport is designated as a No Smoking Area. Smoking is prohibited in all airside areas including inside vehicles that are airside. Penalties for smoking airside can apply including withdrawal of access privileges.

- ♦ An ASIC remains the property of BAC at all times.
- ♦ By completing and signing this application form, 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, and that the applicant, as well as his or her employer, has agreed to be bound by the above conditions of issue and be responsible for any breaches of the conditions of issue by the holder of the card.

ACCESS OBLIGATIONS

The ASIC has provision for the inclusion of access. Access is only provided to those requiring access to BAC security controlled areas and zones.

The following are the conditions of issue for access:

- a) An ASIC is only to be used for the employment purposes allocated.
- b) An ASIC is not transferable.
- c) The ASIC is only to be used whilst on duty and the holder has a legal reason for being in the area.
- d) Individuals are responsible for ensuring that:
 - ♦ All doors are closed and securely locked behind them.
 - ♦ They have no tailgaters when entering secure areas.
- e) If you provide access to an individual, open a door or have an individual follow you through, you must ensure that they are displaying a valid ASIC.

Failure to adhere to these conditions will result in the immediate withdrawal of access privileges and/or ASIC.

ENTRY TO CUSTOMS CONTROLLED AREAS:

Holders of an ASIC are advised of their additional responsibilities in Customs Controlled Areas. It is not intended to restrict or limit approved persons from undertaking legitimate official or commercial activities in Customs Controlled Areas at Brisbane Airport.

Section 234AA of the Customs Act 1901 defines a place used by officers for Customs purposes and prohibits entry of unauthorised persons into these places.

The areas subject to restrictions are on Levels 1, 2 and 3 of the Brisbane International Terminal and are identified by Australian Customs Service signs that state entry into the areas by unauthorised persons is prohibited under Section 234AA of the Customs Act.

Please note: All persons (including authorised persons) in Customs Controlled Areas may be asked by a Customs Officer the purpose for their presence in the area, and that officer may also examine any goods carried by persons into, or out of, that area.

Airport employees (authorised persons) **who are off duty** from their normal employment **and/or are not engaged in their normal commercial or official activities** will require permission from the Director Passenger Processing (Brisbane Airport) Australian Customs Service, to enter Customs Controlled Areas.

Access to Customs Controlled Areas will be limited to those areas where an authorised person has legitimate commercial or official activities unless otherwise approved by the Director Passenger Processing (Brisbane Airport) Australian Customs Service. Permission must also be obtained when an authorised person wishes to meet or assist family or friends arriving or departing within Customs Controlled Areas of the terminal. Permission **will not** normally be granted unless there are extenuating and/or compassionate circumstances. Requests for permission, providing detailed reasons why access is being sought, should be sent to the Director Passenger Processing (Brisbane Airport) Australian Customs Service, Brisbane Airport. Requests should be made in a timely manner.

YOUR CRIMINAL HISTORY: CRIMINAL CHARGES, CONVICTIONS and “findings of guilt”

NOTE: “Findings of guilt” must be disclosed, **including where you may have been charged and found guilty but no Conviction was recorded.** You are not required to disclose any “spent convictions” under any Commonwealth, State or Territory legislation.

- | | | |
|---|---------------------------------|--------------------------------|
| (i) Are you the subject of any traffic violation, criminal or traffic charge(s) still pending before a court? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| (ii) Have you ever been interviewed by police or other similar authority as a suspect in relation to any criminal offence? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| (iii) Do you have any type of finding(s) of guilt or conviction(s) as an adult which are less than 10 years old, or as a juvenile which are less than 5 years old? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| (iv) Do you have any type of finding(s) of guilt or conviction(s) as an adult which are more than 10 years old, or as a juvenile which are more than 5 years old, which do not classify as spent conviction? (For a definition of a spent conviction please refer to the AusCheck Privacy Notice Information) | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |
| (v) Do you have any conviction(s) or finding(s) of guilt which are over 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? | Yes
<input type="checkbox"/> | No
<input type="checkbox"/> |

If you answered YES to any of the above questions, please provide details:

PROVISION OF FALSE OR MISLEADING INFORMATION

By signing and dating this form you acknowledge that the personal information you have provided on this form is correct. If it is subsequently discovered, as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable to receive an ASIC.

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable to receive an ASIC. Each case will be assessed on its merit, hence it is in your interest to provide full and frank details on the form.

I.....understand

(Full name – IN BLOCK LETTERS)

that I am applying for a security identification card for the aviation industry. The information that I have provided in this application is correct 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), CrimTrac and the Department of Immigration and Border Protection (DIBP), where necessary.

I have read and understood the Privacy Information statement enclosed which explains how AusCheck will use my personal information.

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

(SIGNATURE CANNOT BE MORE THAN 3 MONTHS OLD). Note: The information you provide on this form and which AusCheck provide to this organisation on receipt of the form, will be used only for the purpose stated above, unless statutory obligations require otherwise.

Permanent Residential Address Over Last Ten Years

Full dates and previous 10 years of addresses must be provided. Attach list if insufficient room
Applications will not be accepted without full address details and dates.

Current Address:		
Street Address _____		
Suburb _____	State _____	Postcode _____
Period of residence	/ /	to Present

Previous Addresses:		
Street Address _____		
Suburb _____	State _____	Postcode _____
Period of residence	/ /	to / /

Street Address _____		
Suburb _____	State _____	Postcode _____
Period of residence	/ /	to / /

Street Address _____		
Suburb _____	State _____	Postcode _____
Period of residence	/ /	to / /

Street Address _____		
Suburb _____	State _____	Postcode _____
Period of residence	/ /	to / /

Street Address _____		
Suburb _____	State _____	Postcode _____
Period of residence	/ /	to / /

Street Address _____		
Suburb _____	State _____	Postcode _____
Period of residence	/ /	to / /

Street Address _____		
Suburb _____	State _____	Postcode _____
Period of residence	/ /	to / /

Street Address _____		
Suburb _____	State _____	Postcode _____
Period of residence	/ /	to / /

WHY IS MY PERSONAL INFORMATION BEING COLLECTED?

ASICs and MSICs can only be issued after AusCheck has conducted a background check on you. Your issuing body will apply to AusCheck for a background check on your behalf. In accordance with the AusCheck Act 2007, by applying for an ASIC or MSIC and receiving this Privacy Notice, you are taken to have given consent to another person making an application to AusCheck for a background check. This consent applies to both the initial background check your issuing body is applying for and any further background checks that are required or permitted to be conducted as referred to in the AusCheck Act to determine your continuing eligibility to hold an ASIC or MSIC. Additional checks that could be conducted include the second check where you are applying for a four year MSIC or a check requested by the Secretary of the Department of Infrastructure and Regional Development. Your issuing body will collect the information that AusCheck needs to correctly identify you and conduct a background check in relation to you. You are able to update your details with AusCheck at any time by either contacting your issuing body or AusCheck.

WHAT PERSONAL INFORMATION IS BEING COLLECTED ABOUT ME?

AusCheck will need your:

- **identity information:** your full name, date and place of birth, gender, any other names you have previously used, your contact details, your current residential address, and all other previous residential addresses for the past 10 years,
- **photograph.**
- **work and study information:** the name, business address and telephone number of your employer (if relevant) and/or a contact person at your place of employment or study, and issuing body details, and
- **other information:** AusCheck may also need additional information in order to confirm your identity, such as your fingerprints.

If an immigration check is requested by your issuing body, AusCheck will also need your:

- **immigration information:** your date of arrival in Australia, port of arrival, and other details that may be relevant, such as your travel document or visa number, flight number or name of vessel, and the full name of your parents if you entered Australia on your parents' passport.

AusCheck only uses your identity and immigration information for purposes permitted by law, including conducting a background check or background checks to determine or confirm your eligibility to hold an ASIC or MSIC. AusCheck only stores your work or study information and photograph in the AusCheck database for purposes explained later in this brochure.

If your issuing body asks you for any other personal information, contact AusCheck or ask your issuing body to explain why the additional information about you is required.

HOW WILL MY PERSONAL INFORMATION BE USED?

If you are over 18 years of age

If you are over 18 years of age, AusCheck will coordinate a background check by using the information you provide to your issuing body. AusCheck uses your personal information to conduct background checks to determine your eligibility to obtain and continue to hold an ASIC or MSIC. This includes background checks conducted at the request of the Secretary of the Department of Infrastructure and Regional Development in circumstances where there are reasonable grounds for suspecting you have been convicted of a relevant offence and/or you are a threat to transport security.

AusCheck will only provide your personal information for other purposes where specifically required or permitted by law such as verifying ASIC or MSIC details, responding to a national security incident, and for law enforcement or national security purposes. Your personal information will not ordinarily be disclosed overseas.

When conducting a background check, AusCheck will disclose your personal information to the following Government agencies:

- **The Australian Security Intelligence Agency (ASIO):** ASIO will check your name on a database of known persons involved with politically motivated violence. ASIO will also keep your information and use it as necessary for national security purposes.
- **Australian Criminal Intelligence Commission (ACIC):** ACIC will check your criminal history in the databases of all Australian legal jurisdictions and supply a copy of your criminal record to AusCheck. ACIC will not use your information for any other purpose.
- **The Department of Immigration and Border Protection (DIBP):** If requested by your issuing body, DIBP will check your citizenship status or your legal right to work in Australia. DIBP may also use your information for immigration compliance purposes.

If you are under 18 years of age

If you are under 18 years of age, only the national security component of the background check will be undertaken. AusCheck will disclose your personal information to ASIO in conducting this check. ASIO will check your name on a database of known persons involved with politically motivated violence. ASIO will also keep your information and use it as necessary for national security purposes. AusCheck will only provide your personal information for other purposes where specifically required or permitted by law.

Please note that if you are under 14 years of age, your parent or legal guardian will be required to provide written consent to your Issuing Body for the background check to be undertaken.

SPENT CONVICTIONS

Generally the aim of spent convictions schemes is to prevent discrimination against individuals on the basis of old and minor criminal convictions for people who have had a 'clean' record since that time. Generally a conviction for a criminal offence will be considered spent if all the following conditions are met:

- it is old – it is ten years since the date of the conviction (or five years if you were a child at the time of the conviction)
- it was minor – the sentence of imprisonment was less than 30 months (two and a half years) imprisonment (or the penalty did not include imprisonment at all)
- there have been no further convictions during the ten year waiting period (or five years if you were a child at the time of your conviction), and
- an 'exclusion' does not apply.

Spent convictions also include convictions that have been set aside or pardoned. However, some exclusions apply to persons applying for an ASIC or MSIC. This means that the details of some spent convictions for aviation and maritime security relevant offences will be given to AusCheck and used in its assessment of you. All other spent convictions are considered irrelevant to an application for an ASIC or MSIC, and will not be given to AusCheck. If you believe that the spent conviction rules have been breached or wrongly applied, you can write to AusCheck and ask for our assessment to be reviewed. If you are unhappy with the way that AusCheck has dealt with your request, you can apply to the Office of the Australian Information Commissioner for the matter to be investigated.

WHAT HAPPENS AFTER MY BACKGROUND IS CHECKED?

AusCheck will use the results of these checks to advise your issuing body whether you:

- have an adverse criminal record,
- have a qualified criminal record (ASIC only),
- have an adverse security assessment,
- have a qualified security assessment,
- have the right to work in Australia.

However, AusCheck will not provide your issuing body with your criminal history unless you have applied for an ASIC and you have a particular pattern of criminal convictions (a qualified criminal record).

While AusCheck is obliged to notify your issuing body and the Department of Infrastructure and Regional Development of an adverse or qualified security assessment outcome, under no circumstances will AusCheck release any additional information relating to this check.

AusCheck will also keep your personal information and photo on a database. Issuing bodies, certain industry participants, as well as Commonwealth, state and territory authorities seeking access for the purposes of performing functions relating to law enforcement or national security can access your personal information and photograph in certain circumstances.

WHERE CAN I GET MORE INFORMATION?

The AusCheck Privacy Policy has more information about:

- aviation and maritime security relevant offences and spent convictions,
- how AusCheck and others may use your personal information,
- to whom your personal information may be disclosed,
- your rights to access and correct your personal information,
- your rights to complain about any suspected breach of your privacy, and
- how your personal information is secured by AusCheck.

You can see the AusCheck Privacy Policy at:

www.ag.gov.au/AusCheck. You can contact an AusCheck staff member with any questions on (02) 6141 2000 or at AusCheck@ag.gov.au.

BAC Privacy Statement

Brisbane Airport Corporation Pty Ltd (**BAC**) collects the personal information in this application to determine eligibility for an Aviation Security Identification Card (**ASIC**), to maintain its ASIC register and to maintain security and operations at Brisbane Airport.

BAC is authorised to collect the personal information on this application under Division 9 of Part 4 of the *Aviation Transport Security Act 2004* (Cth), Part 6 of the *Aviation Transport Security Regulations 2005* (Cth), section 13 of the *AusCheck Act 2007* (Cth) and Regulations 6 and 7 of the *AusCheck Regulations 2007* (Cth).

If you do not provide this information, then BAC cannot process your ASIC application and you may not be permitted to access secure zones on Brisbane Airport.

BAC will disclose your personal information to AusCheck to coordinate a background check involving disclosure to, where necessary, Federal and State police, the Australian Security Intelligence Organisation (ASIO) and the Department of Immigration & Border Protection (DIBP). BAC may also disclose personal information (including the log of your movements through access control points) to the Australian Customs Service, the Australian Federal Police, Queensland Police and to your employer.

BAC's privacy policy is accessible on its website at www.bne.com.au/privacy-policy (**Privacy Policy**). The Privacy Policy contains information about how you may access or seek correction of your personal information and BAC's privacy complaint handling process. If you have a privacy query you may contact BAC's Privacy Officer at privacy@bne.com.au or on (07) 3406 3000.

Signature Required

I HAVE READ AND ACCEPT (*Tick box below*)

- Auscheck Privacy Information
- BAC's Privacy Statement
- Conditions of Issue for all cards

AND

- 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.

Signature

Date

To be completed by Applicant's Employer

Please circle the type of card required below:

BNE → **BNE ASIC** - Valid for Brisbane Airport only

AUS → **MULTIPLE AIRPORT ASIC (AUS)** - For **all** AUS applications a letter is required from the employer stating the reasons for such a requirement. This letter is to include details as to the number of times particular airports will be frequented and in what capacity the applicant will be acting.

EMPLOYER CERTIFICATION

Must be completed by the approved authorised signatory registered with BAC. This is the person to whom all correspondence will be sent. The authorised signatory is responsible for ensuring all staff collect their ASIC's in a timely manner and ensure the safe and immediate return of ASIC as required.

I, _____ of _____
(Print Name - Authorised Signatory) (Company Name)

confirm that the applicant and employer details are correct and confirm the person has an operational need for frequent access to all or part of one or more areas at the Airport and request that an Aviation Security Identification Card be issued to **(Applicant's Name)** _____

I undertake to notify Brisbane Airport Corporation of any changes to the above particulars, and to ensure the return of the Aviation Security Identification Card prior to the applicant leaving our employ, or upon transfer of the applicant to a position which does not require retention of the card.

BUSINESS ADDRESS (Print Only) _____

POST CODE: _____

BUSINESS TELEPHONE: _____

E-MAIL: _____

I agree to the above terms and conditions

SIGNATURE: _____

DATE: _____

OFFICE USE ONLY

RECEIPT

I, _____ acknowledge receipt of Aviation Security Identification Card No. BN _____ which remains the property of the Brisbane Airport Corporation and is on loan to me only whilst I am employed in my current capacity. I agree to notify Brisbane Airport Corporation of any changes to my personal particulars. I understand my ASIC is to be returned to the BAC ID & Access Centre immediately on expiry, cancellation or if no longer required.

Signature: _____

Date: _____

Issuing Officer: _____

ORIGINAL IDENTIFICATION DOCUMENTS SIGHTED

CATEGORY A

CATEGORY C

CATEGORY B

CATEGORY D

IDENTIFICATION CONFIRMED

SIGNATURE VERIFICATION CONFIRMED

OFFICE USE ONLY

Application Lodged

Date	Initials		
Initial Issue <input type="checkbox"/>			
Previously Held ASIC <input type="checkbox"/>	ASIC No.	Expiry Date	
Date Returned for Destruction			
Date Statutory Declaration Lodged	LOST / STOLEN / DESTROYED		

AUSCHECK <input type="checkbox"/> Required <input type="checkbox"/> Current	Date sent to Auscheck	Date Cleared
DIAC Required <input type="checkbox"/> Required <input type="checkbox"/> Current	Date sent to Auscheck	Date Cleared
COMMENTS		

APPROVED/DENIED	Approving Officer
Pass Type BNE / AUS	Area Designator RED / GREY
Comments	

Application Finalised

Date	Initials
Station: BNE	Expiry Date: Month Year

APPLICATION FEE:

Amount \$.00 **Cash/Cheque/Credit Card/Eftpos/Money Order**

RECEIPT NUMBER

BOND ROLLED OVER – Individual/Company **Receipt No.**

Date Paid: