

Applicant Information Required - Checklist only DO NOT RETURN

Identification Requirement

Before **Aviation ID Australia** can issue an ASIC to you, you must produce adequate personal identification. Under the Regulations, you must produce to **Aviation ID Australia**:

Note: One form of identification should include a photograph.

You are required to supply certified copies of two (2) of the following documents and recent photographs:

- * A certified copy of Australian Birth Certificate (that is, a copy certified by a Registrar of Births or similar officer to be a correct copy), of the entry in the register of births of his or her birth.
- * A copy (certified under section 44 of the Australian Citizenship Act 1948) of a Certificate of Citizenship.
- * Current Australian or foreign passport.

OR

One (1) form of identification from above list plus one (1) form from the following:

- * Current State or Federal licence (e.g. Driver's or Firearm's)
- * State or Federal Government employee identification card
- * Australian student identification card.

OR

One (1) form of identification from the first list above plus two (2) forms from the following:

- * Signed statement from employer about employment
- * Certified copy of Certificate of Title
- * Current rates notice
- * Document issued by financial institution regarding mortgage or other security
- * Extract from the electoral roll.

Operational Requirement

- * Copy of pilots licence

OR

- * Letter of Endorsement from Employer

Recent Photograph (You must provide new, recent photos when renewing your ASIC)

- * Two identical colour photographs of applicant must be supplied.
- * Photograph must be recent (no more than 3 months old); clear; appropriate size (between 35-40mm width and 45-50mm height); have plain light coloured background; printed on good quality photographic paper; be in sharp focus.
- * The photograph must be of head and shoulders, facing square on, looking straight ahead, in a neutral expression.
- * That is, the photograph should be of "passport standard".

Endorsement of Document

Copies of the original documents and photographs must be endorsed by a Justice of the Peace (including their registration number) OR your Airport Manager/Operator (if registered with **Aviation ID Australia**).

"This is to certify that this is a true copy of the original which I have sighted"

SignatureRegistration NoDate:

Endorsement of Photograph

"This is a true photograph of (Name):"

SignatureRegistration NoDate

Charges and Payment

All applications must be paid for at the time of lodgement with AVIATION ID AUSTRALIA.

If you choose to pay by cheque (see last page of application), the cheque must be made payable to **Aviation ID Australia**.

The renewal of a full ASIC is \$196.00 GST inclusive.

**Mail Your Application To: Aviation ID Australia
Locked Bag 2000
MERIMBULA NSW 2548**

Office Use Only:	Application received:	Card issued:
		Exp:

**All information must be provided where possible; items with an asterisk * must be completed
Black Ink Only Please**

New ASIC

Renewal:- Existing ASIC Number: _____ Existing ASIC Issuer: _____

*Surname: _____

*Given Name/s: _____

Previous Name Used(1): Maiden Name Also Known As Previous Name: _____

Previous Name Used(2): Maiden Name Also Known As Previous Name: _____

*Current Residential Address: (NOT PO Box) _____

*Date resident from: _____ You must provide all residential addresses for the past 10 years on Attachment A below.
Day Month Year

*Postal Address: Same as Residential or specify: _____

*Telephone – You must provide at least one telephone number – tick your preferred contact number
 Home: _____ Work: _____ Mobile: _____

Email- Work: _____ Home: _____

*Date of Birth: _____ * Gender: Male Female
Day Month Year

*Town/City of Birth: _____

*Country of Birth: _____

*Country of Citizenship: _____ Non-Australian Citizens must complete Attachment B below

State/County/Province of Birth: _____

Driver's Licence Number: _____ State of Issue: _____

NOTE: If any of the information provided in this application changes you must notify AVIATION ID AUSTRALIA immediately.

By making this application, you consent to **Aviation ID Australia** collecting, using and disclosing your personal information as set out above. If you refuse to provide us with the required personal information, then we cannot process your ASIC application. If you have any queries in relation to this consent, you can contact the **Aviation ID Australia** on **1800 306 739**.

In most cases, you may access your personal information **Aviation ID Australia** holds about you by contacting **Aviation ID Australia** on **1800 306 739**.



Type of ASIC required and reason:

Single Airport Home Airport: _____

OR

Australia Wide

Card Colour Required: Red Grey

Do you have an Aviation Reference Number?

ARN:

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Why do you require an ASIC?

If you require an ASIC for Employment purposes, you must complete your employer details:

Employer: _____

Employer
Liaison Person: _____ Telephone: _____

Employer
Address: _____



Applicant Certification

I, _____

- (a) understand that the following conditions must be complied with for the issue of my ASIC, and that I will return this ASIC to **Aviation ID Australia** when:
 - (i) the ASIC has expired; or
 - (ii) **Aviation ID Australia** notifies me that the ASIC has been cancelled or suspended; or
 - (iii) my ASIC has been altered or defaced; or
 - (iv) I no longer need to enter a security restricted area for the purposes of performing my duties for employment or leisure.
- (b) have read and understood the Spent Convictions Information Sheet provided with this form. I understand that even if I have a spent conviction, I must disclose it to **Aviation ID Australia** if the offence in relation to which I have a spent conviction is an offence involving violence, or threatened or actual damage to property;
- (c) consent to **Aviation ID Australia** using and disclosing my personal information in accordance with the Privacy Act (including giving the information to Commonwealth and State Government agencies for the purposes of obtaining a criminal records and other background checks);
- (d) certify that the details contained in this application are true and correct;
- (e) I understand that any ASIC issued to me remains the property of **Aviation ID Australia** and that it is my responsibility to return the card immediately, when no longer required, to **Aviation ID Australia**.

Signature: _____ ✕ (Sign Here)

Date: _____



Aviation ID Australia

STAFF - IN - CONFIDENCE
Commonwealth of Australia

CONSENT TO OBTAIN PERSONAL INFORMATION
(for categories where PART EXCLUSION has been granted from spent convictions legislation)

I, _____ hereby:

- (i) acknowledge that I have read the General Information document provided with this Form and understand that I do not have to disclose old protected convictions information, which is described under the heading Spent Convictions Scheme in the General Information document, except any of a type listed below for which an exclusion has been granted;

Offences against Part 2 of the Crimes (Aviation) Act 1991 (except section 15) and or Part 5.3 of the Criminal Code Act 1995.

- (ii) certify that the personal information I have provided on both this page and the next page of this form (Attachment A) relates to me and is correct;
- (iii) Consent to:
- a) forwarding this form to the Attorney-General's Department (AusCheck) and/or Department of Transport and Regional Services and/or the Australian Federal Police and/or the Police Services of the States or Territories of the Commonwealth of Australia and providing relevant information to the above organisation;
 - b) forwarding my personal details to the Australian Security Intelligence Organisation for the purpose of conducting a security assessment; and
 - c) forwarding my personal details to the Department of Immigration and Citizenship (DIAC) through the Department of Transport and Regional Services for the purpose of confirmation of my immigration status;
- (iv) specify entitlement: **Issue of Aviation Security Identification Card (ASIC)**
- (v) consent to the AFP or other relevant Australian Police Force(s) extracting from their records copies of traffic violations, and criminal and/or traffic records relating to me pending before a Court and/or details of convictions or findings of guilt which have been recorded against me and which are not covered by Part VIIC of the Crimes Act 1914 dealing with spent convictions;
- (vi) acknowledge that any information provided by me on this Form or by the police as a result of the records check may be taken into account by the organisation mentioned in (iii) above in assessing my suitability to receive this entitlement.

Signature: _____ ✕ (Sign Here)

Date: _____

Note: The information you provide on this form and which Australian Government Authorities provide to this organisation on receipt of this form, will be used only for the purpose stated above unless statutory obligations require otherwise.



Attachment A

**You must provide all Permanent Residential Addresses over last Ten Years
(attach another sheet if insufficient space)**

Address	Residence From		
	Day	Month	Year

CRIMINAL/TRAFFIC CHARGE, CONVICTION OR PECUNIARY PENALTIES			
(i)	Are you the subject of any traffic violation, criminal or traffic charge(s) still pending before a court?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
(ii)	Do you have any conviction(s) or finding(s) 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 for offences of the type(s) mentioned at (i) on the previous page of this form (Consent To Obtain Personal Information) - i.e. offences for which an exclusion has been granted?	<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) of guilt) where the sentence imposed was GREATER than thirty (30) months imprisonment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered YES to any of the above questions, please attach details to this application			



Attachment B

You must complete this section if you are NOT an Australian Citizen

*Passport Country of Issue: _____

*Passport Number: _____

Immigration Visa Number: _____

Visa Type: _____

*Last Arrival Date into Australia: _____

Flight Number/Vessel: _____

*Arrival Port: _____

Planned Departure date: _____

ASIC Payment (Choose One)

Payment of \$196.00 by cheque accompanying this application.
Please make cheque payable to 'Aviation ID Australia'

Credit Card: Visa MasterCard

Card Number:

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Expiry: _____

Cardholder Name: _____

Signature: _____

**Mail To: Aviation ID Australia
Locked Bag 2000
MERIMBULA NSW 2548**