

INFORMATION FOR APPLICANTS

About ASICs

On 10 March 2005, the Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005 came into force in Australia. As part of this new aviation security framework, the existing Aviation Security Identification Card (ASIC) Scheme that operates at major Australian airports has been extended to cover many additional airports across Australia. Under the ASIC Scheme, anyone who works in an airside or landside security zone at a security-controlled airport that has regular public transport (RPT) operations is required to wear a special identity card known as an 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.

Types of ASICs

ASICs may be red or grey and either Australia wide or airport specific, however, as an RAAus pilot flying to a variety of security controlled airports you require the red AUS ASIC. A red ASIC is required to be worn in an airside security zone (security restricted area) of a security controlled airport that has Regular Public Transport (RPT) operations.

Exemptions from displaying an ASIC

Some people, including the following, are exempt from the requirement to wear an ASIC or VIC:

- Crew of foreign and state aircraft (in uniform and displaying company identification);
- Australian Defence Force personnel on duty performing certain duties;
- Passenger and cargo facilitators (although they still need to be under the supervision of an ASIC holder);
- Emergency personnel—fire, ambulance and rescue service who are responding to an emergency; and
- People exempted by the Australian Government Department of Infrastructure and Transport.
- Passengers under escort by pilot who holds ASIC.

Applying for an ASIC

Please use the following checklist to make sure you have followed ALL steps correctly or your application will be returned.

CHECKLIST

- ☐ Complete this Aviation Security Identification Card (ASIC) application form, ensuring all required fields are completed.
- ☐ Attach two passport photos that have been taken in the last six months. Both photographs are to be endorsed by a guarantor in accordance with Australian passport guidelines (see *additional information* below).
- ☐ Attach copies of identification; either one form of primary identification plus one form of secondary identification, OR one form of primary identification plus two forms of tertiary identification (one MUST be photo identification). Copies of all identification must state 'This is a true copy of the original' and be signed and dated by an authorised witness (see *additional information* below).
- ☐ If you have changed your name since birth, you are required to supply the appropriate documentation issued by an Australian Registry of Births, Deaths and Marriages (RBDM) or the Department of Immigration and Border Protection (DIBP). You are also required to provide a statutory declaration detailing your name change.
- ☐ Please supply 10 years worth of residential addresses. All addresses must include the month and year you moved in and out of the place of residence.

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- ☐ Where you have lived in another country continuously for 6 months or more in the last 10 years, you will require a police clearance check from those countries.
- ☐ Please supply at least one phone number.
- ☐ Please supply your country of citizenship.
- ☐ Please supply your date of birth.
- ☐ Please supply place of birth.
- ☐ Please tell us your gender.
- ☐ Please supply your reason for issuance of an ASIC.
- ☐ Please sign and date the acknowledgment on page 11.
- ☐ You and your authorised witness must complete, sign and date the declaration on page 11.
- ☐ Please include payment of \$220.00 for a RAAus member or \$275.00 for a non-member (inc. GST) by cheque/ Money Order or credit card. Cheques/Money Orders are to be made payable to Recreational Aviation Australia Inc.
- ☐ Submit your application to Recreational Aviation Australia, PO Box 1265, Fyshwick ACT 2609. Forms may be filled electronically or by hand in BLUE or BLACK pen. Forms must be printed single-sided on A4 paper and electronic signatures will not be accepted.
- ☐ 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 parent's passport.

ADDITIONAL INFORMATION

- ASIC applications can take around 4-6 weeks to process.
- **All ASIC holders under the *Aviation Transport Security Regulations 2005 Part 6.45* are required to return their ASIC if expired, cancelled, damaged or no longer needed. Please visit www.comlaw.gov.au for more details.**
- If you are applying for an ASIC and you are under 18, you are required to reapply for another ASIC once you have turned 18 or no later than 6 months after your 18th birthday. (Please note there is a charge of \$220 when reapplying for an ASIC).
- For the purposes of endorsing photographs, the guarantor:
 - must be an Australian citizen who is 18 years of age or over;
 - must have known the applicant for at least 12 months. If you have recently moved from interstate you should contact someone who qualifies in your previous state and arrange to have the guarantor section (and photograph endorsement) completed;
 - must not be related to the applicant by birth, marriage, de facto or same sex relationship, or live at the applicant's address;
 - must possess a current (unexpired) Australian passport that was issued with at least two years' validity, or have been on the Australian electoral roll at their current address for the past 12 months;
 - must endorse the back of one photograph by writing "This is a true photograph of (applicant's full name)" and signing and dating in black pen.
- If your ASIC gets lost, damaged or stolen RAAus require a statutory declaration signed by an authorised witness and if you would like your card re-issued due to it being lost, damaged or stolen there will be a charge of \$15.00.
- A complete list of authorised witnesses can be found on the website of the Attorney-General's Department at www.ag.gov.au.

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IDENTIFICATION REQUIREMENTS

The Applicant must verify their identification by means of either (one must be photo identification)

- a) One form of primary identification plus one form of secondary identification; or
- b) One form of primary identification plus two forms of tertiary identification.

Primary Identification

- A certified copy of an Australian Birth Certificate.
- A certified copy of a Certificate of Australian Citizenship.
- A document of another country proving citizenship of that country. If you are presenting foreign documents that are not written in English, you must provide a full English translation prepared by an approved translation service. Approved services can be found through the National Accreditation Authority for Translators and Interpreters at www.naati.com.au
- A valid Passport or a Passport not more than one year expired (Australian and New Zealand Passports only).

Secondary Identification

- A valid Australian driver's licence.
- A valid Australian or Government employee identification card.
- A valid Australian Student Identification Card.

Tertiary Identification

- A verifiable letter of reference from a referee acceptable to the issuing body.

PERSONAL INFORMATION

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 Transport.

Your issuing body will collect the information that AusCheck needs to correctly identify you and conduct a background check in relation to you. For example, supplying your date of birth and address information helps ensure that AusCheck can exclude criminal records that relate to a different person with the same name as you.

What personal information is being collected about me?

AusCheck will need your:

- identity information: your 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, and
- work information: your employer's name and business address, and issuing body details.

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 parent's passport.

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AusCheck only uses your identity and immigration information for the purposes of the background check. AusCheck stores your work information and photograph in the AusCheck database for purposes explained later in this brochure.

Any other personal information that your issuing body asks for is for their own purposes, not for AusCheck's purposes. If you have any concerns, you should ask your issuing body to explain why they need that additional information about you.

How will my personal information be used?

AusCheck will coordinate a background check by using the information you provide to your issuing body. AusCheck will only use your personal information for conducting background checks as necessary 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 Transport 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 also provide personal information for other purposes specifically required or permitted by law such as verifying ASIC or MSIC details, responding to a national security incident and for law enforcement purposes.

In most cases AusCheck will use your personal information to ask the following Government agencies for information about you:

- The Australian Security Intelligence Agency (ASIO): ASIO will check your name on a database of known persons involved with politically motivated violence to undertake a "security assessment". ASIO will also keep your information and use it as necessary for national security purposes.
- CrimTrac: If you are over 18 years of age, CrimTrac will check your criminal history in the databases of all Australian legal jurisdictions and supply a copy of your criminal record to AusCheck. CrimTrac will not use your information for any other purpose.
- The Department of Immigration and Citizenship (DIAC): If your issuing body asks, DIAC will check your citizenship status or your legal right to work in Australia. DIAC may also use your information for immigration compliance purposes.

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 maritime and aviation 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 the spent convictions rules have been breached, you can apply to the Office of the Australian Information Commissioner for an investigation.

What happens after my background is checked?

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

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- have an adverse criminal record
- have a qualified criminal record (ASIC only)
- have an adverse security assessment
- have a qualified security assessment
- are prevented for immigration reasons from being issued with an ASIC or MSIC.

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). In no circumstances will AusCheck provide your issuing body with a copy of your security assessment.

AusCheck will also keep your personal information and photo on a database. The database can be accessed by issuing bodies, industry participants in certain circumstances, and Australian Government authorities that have functions relating to law enforcement or national security.

PAYMENT DETAILS

Payment method: ☐ Visa ☐ MasterCard ☐ Cheque/Money Order
(made payable to Recreational Aviation Australia Inc.)

Card number:	
Cardholder's name:	
Expiry: /	CCV:
Signature:	Date:
Authorised payment amount: <input type="checkbox"/> RAAus Member \$220.00 <input type="checkbox"/> Non-member \$275.00	
Email address for receipt:	

OFFICE USE ONLY	Date Payment Received	Receipt Number	Initials
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Application for an AusCheck Background Check

Background Check - Nature of the Application

This application is for a RED ASIC	
Type of Application* Is the application for a new card or a renewal? If for a renewal, please provide previous card number and Issuing Body details. If renewing your ASIC, previous cards MUST be returned to the issuing body before a replacement card can be issued.	<input type="checkbox"/> New Application RAAus Membership Number (if applicable) _____ OR <input type="checkbox"/> Renewal Previous Card Number: _____ Previous Issuing Body: _____
Reason for issuance of ASIC*	<input type="checkbox"/> Pilot <input type="checkbox"/> Flight Training <input type="checkbox"/> Work <input type="checkbox"/> Student Pilot <input type="checkbox"/> Access to aircraft <input type="checkbox"/> Other - please specify _____

Background Check - Personal Details

Name*	Title:		
	First Given Name:		
	Other Given Names (separate multiple names with spaces):		
	Surname:		
	Suffix:		
Previous Names Enter any other names you have been known by. Please attach a separate sheet if required and provide appropriate documentation.	Title:		
	First Given Name:		
	Other Given Names (separate multiple names with spaces):		
	Surname:		
	Suffix:		
Date of Birth*	Day	Month	Year
Gender*	<input type="checkbox"/> Male <input type="checkbox"/> Female		
Place of Birth*	Town or City of Birth:		
	State or Province of Birth:		
	Country of Birth:		

**Fields marked with an asterisk are required fields*

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Country of Citizenship*			
Email address			
Phone Numbers Check the preferred box if you prefer we use this method to contact you.	Country Code	Area Code	Phone Number*
	<input type="checkbox"/> Preferred		
	Country Code	Area Code	Phone Number
	<input type="checkbox"/> Preferred		
Current Residential Address*	Address		
	City/Locality		
	State		Postcode
	Country		
	Resident from:		
	Day	Month*	Year*
Current Postal Address	<input type="checkbox"/> As Above		
	Address		
	City/Locality		
	State		Postcode
	Country		
Address History If you have not been at you current residential address more than 10 years, please provide an address history for at least the last 10 years . Please attach another page if required (continued overleaf).	Address		
	City/Locality		
	State		Postcode
	Country		
	Resident from date		
	Day	Month*	Year*
	Resident to date		
	Day	Month*	Year*

**Fields marked with an asterisk are required fields*

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Address History	Address		
	City/Locality		
	State	Postcode	
	Country		
	Resident from date		
	Day	Month*	Year*
	Resident to date		
	Day	Month*	Year*
	Address		
	City/Locality		
	State	Postcode	
	Country		
	Resident from date		
	Day	Month*	Year*
	Resident to date		
	Day	Month*	Year*
	Address		
	City/Locality		
	State	Postcode	
	Country		
	Resident from date		
	Day	Month*	Year*
	Resident to date		
	Day	Month*	Year*

**Fields marked with an asterisk are required fields*

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Background Check - Employer Details

Employment Status* Please complete the relevant sections below based on your employment status. Incomplete details may result in a delay in processing your application.	<input type="checkbox"/> Employee <input type="checkbox"/> Self-employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Other	
Employer Details	Employer Name:	
	Organisation Type:	
	Address	
	City/Locality	
	State	Postcode
	Country	
Employer Contact Person	Given Name	Surname
	Title or Position	
	Address	
	City/Locality	
	State	Postcode
	Country	
	Phone	
	Email	
Self-Employment Details	Business name	
	ABN	
	Address	
	City/Locality	
	State	Postcode
	Country	
	Phone	
	Email	
Educational Institution Details	Institution Name	
	Address	
	City/Locality	
	State	Postcode
	Country	
	Phone	
	Email	
	Course name	

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Background Check - Unlawful Non-Citizen or Right to Work in Australia

Complete this section only if you are not a citizen of Australia or New Zealand

Date of Arrival in Australia	Day	Month	Year
Arrival Details If known, enter the port and vessel or the flight number of arrival in Australia.	Port Name		
	Vessel Name OR		
	Flight Number		
Travel Document ID (Passport Number)			
Visa Grant Number Enter your current Visa Grant Number, provided by DIAC via letter or on your passport.			
Name of Parents If entry to Australia was on your parent's passport, please provide their surname and given names.	Father's Surname		
	Father's Given Names		
	Mother's Surname		
	Mother's Given Names		

END OF BACKGROUND CHECK

PLEASE SIGN THE ACKNOWLEDGEMENT AND DECLARATION ON THE FOLLOWING PAGE

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ACKNOWLEDGEMENT

I understand 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 coordinate a background check through the Australian Security Intelligence Organisation (ASIO), CrimTrac and the Department of Immigration and Citizenship (DIAC), where necessary.

I acknowledge and agree that;

- 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
- Myself and/or goods in my possession may be subject to inspection on entry, exit or while in the secure area of a security controlled airport.
- I have been given a copy of the AusCheck privacy notice.
- I agree to abide by the Aviation Transport Security Regulations in regards to the return and use of ASICs and will contact RAAus if I am unsure of what is expected.

I have been given a copy of the AusCheck Privacy Notice, which explains how AusCheck will use my personal information.

Signature	Date
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DECLARATION

Applicant Declaration

I, _____
(full name and position)

of _____
(personal address, or name of organisation)

confirm that the applicant details in this application are correct and request that an Aviation Security Identification Card (ASIC) be issued as requested. I agree to notify the issuing body of any changes to the above particulars and to return the ASIC to RAAus should I not require retention of the ASIC. I further agree to the Conditions of Issue for the ASIC (available at <https://infrastructure.gov.au/security/identity/aviation-security-information/>)

Signature	Date
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Authorised Witness Declaration

I, _____
(full name and position including registration or authorisation number)

of _____
(personal address, or name of organisation)

confirm that I have sighted the applicants original proof of identification and have certified copies of those documents which are attached to this application are true copies of the originals.

Declared at	Place	Day	Month	Year
Before me	Signature			
Full name, qualification and address of person				

Authorised witnesses include a person who is currently licensed or registered under a law of a State or Territory to practise in one of the following occupations: Chiropractor; Dentist; Legal practitioner; Medical practitioner; Nurse; Optometrist; Patent attorney; Pharmacist; Physiotherapist; Psychologist; Trade marks attorney; Veterinary surgeon. A complete list of authorised witnesses can be found at <https://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx>

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