



RECREATIONAL AVIATION AUSTRALIA INC
ABN 40 070 931 645

AVIATION SECURITY IDENTIFICATION CARD APPLICATION FORM

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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.

Applying for an ASIC



Please check with RA-Aus as to whether you require an ASIC.

Applying for a RED ASIC is a straight forward process. Please use the following check list to make sure you have followed **ALL** steps correctly or your application will be returned:


- Complete this Aviation Security Identification Card Application Form in **BLACK INK**;
- Attach two passport photos that have been taken in the last six months. Both photographs are to be endorsed and dated on the back in ink, by an RA-Aus "Approved Person", that, This photo is a true photograph of 'FULL NAME' an accurate likeness of the applicant. (For an **Approved Person see Declarations Page no. 7**)
- Attach a photocopy of your driver's licence and a photocopy of another form of identification (**Refer to Page 3 for appropriate forms of identification**);
- Include a self-addressed, stamped envelope;
- Where you have had a change of name(s), include all details of previous and current names; and
- Include payment of **\$160 inc. GST** by cheque or by credit card information (**page2**);
- Submit your application to the ASIC issuing body from which this form was obtained.



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 If you have recently undergone a background check (e.g. for a pilot's licence), please advise the ASIC issuing body, in writing, to which you are applying.

Types of ASICs

ASICs may be red or grey and either Australia wide or airport specific, however as an RA-Aus 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 Transport and Regional Services.

For more information, please contact DOTARS on 1300 132 400 or visit www.dotars.gov.au

For Payment by Credit Card

| | | |
|--|--|-----------------|
| Please debit my: | | |
| <input type="checkbox"/> Mastercard | Card No. _____ _____ _____ _____ | |
| <input type="checkbox"/> Bankcard | | |
| <input type="checkbox"/> Visa | Expiry date ____/____ (mm/yy) | |
| Card Holders Name (please print) _____ | | |
| Signature _____ | Total \$ <table border="1"><tr><td>160.00 inc. GST</td></tr></table> | 160.00 inc. GST |
| 160.00 inc. GST | | |

For payment by cheque, please make payable to: Recreational Aviation Australia Inc



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CONDITIONS OF ISSUE

- I. The ASIC is to be prominently displayed on the outer clothing in the chest area at all times while within a Security Restricted Area of an Australian airport.
- II. Loss of the ASIC is to be reported immediately to the issuing body.
- III. If there are any changes in circumstances to any part of this application, including the personal consent forms, the issuing body must be advised immediately.
- IV. The applicant acknowledges that the holder of an ASIC, the holder's belongings, and the holder's vehicle may be subject to a search by an authorised person before entering, while within, or when leaving the designated Security Restricted or Sterile Areas.
- V. The ASIC remains the property of the issuing body at all times.
- VI. The ASIC must not be altered or defaced in any way.
- VII. The applicant is bound by the conditions of use, and will be responsible for any breaches of the conditions of use by the holder of the card.
- VIII. An ASIC is issued on a personal basis and cannot be transferred.
- IX. Should your pilot certificate (validity) lapse or change and you no longer require the ASIC it must be immediately returned to the issuing body.
 - X. The ASIC is to be surrendered immediately to the issuing body on expiry, or termination of your pilot certificate, or on request of RA-Aus.
- XI. All applications for an ASIC undergo a Criminal History Check, a Politically Motivated Violence Check and a Citizenship Status Check.
- XII. An ASIC permits you to enter certain sections of a Security Restricted Area and Sterile Areas of a nominated airport strictly in accordance the particular airport's security requirements.
- XIII. The ASIC may only be used in the course of the holder's approved duties in the Security Restricted Area or Sterile Area. It does not constitute an authority to enter or remain in restricted areas for any other purpose.
- XIV. The issuing body may at any time alter the Terms and Conditions on which an ASIC is issued.
- XV. The applicant for an ASIC undertakes to notify the issuing body of any change to their name(s) prior to the issue of an ASIC or during the time the ASIC is current.

IDENTIFICATION REQUIREMENTS

Proof of Identity

The Applicant must verify their identification by means of either:

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

Primary Identification

- A certified copy of a Birth Certificate.
- A certified copy of a Certificate of Australian Citizenship.
- A document of another country proving citizenship of that country.
- A valid Passport or a Passport not more than one year expired.

Secondary Identification

- A valid 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.

Additional Information

1. Advice from RA-Aus that you are a qualified pilot and a member of RA-Aus
2. Where you have lived overseas for more than six continuous months within the last 10 years, a Police Record Check for you from that country.
3. Where you are a naturalised Australian, a copy of your Australian Certificate of Citizenship

Application for an AusCheck Background Check



Background Check – Nature of the Application

| | |
|---|--|
| Type of Card Required Select the type of card you are applying for. | Type of Card Required <input type="checkbox"/> 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. | <input type="checkbox"/> New Application or <input type="checkbox"/> Renewal Previous Card Number <input type="text"/> Previous Issuing Body <input type="text"/> |

Background Check - Personal Details

| | |
|--|--|
| Name Enter your full name | Title <input type="text"/> First Given Name (required) <input type="text"/> Other Given Names – separate multiple names with spaces <input type="text"/> Surname <input type="text"/> Suffix <input type="text"/> |
| Previous Names Enter any other names you have been known by. (Please attach a separate sheet if required.) | Title <input type="text"/> First Given Name <input type="text"/> Other Given Names – separate multiple names with spaces <input type="text"/> Surname <input type="text"/> Suffix <input type="text"/> |
| Date of Birth | Date of Birth (required) Day Month Year <input type="text"/> <input type="text"/> <input type="text"/> |
| Gender | Gender (required) <input type="checkbox"/> Male <input type="checkbox"/> Female |

| | |
|---|--|
| <p>Place of Birth Enter your place of birth</p> | <p>Town or City of Birth (required) <input type="text"/></p> <p>State or Province of Birth (required) <input type="text"/></p> <p>Country of Birth (required) <input type="text"/></p> |
| <p>Citizenship Country Enter your country of citizenship.</p> | <p>Country of Citizenship (required) <input type="text"/></p> |
| <p>Email Address Enter your electronic mailing address. Check the "Preferred" box if you prefer we use this method to contact you.</p> | <p>E-mail Address <input type="text"/></p> <p><input type="checkbox"/> Preferred</p> |
| <p>Phone Numbers Enter your contact phone number. Check the "Preferred" box if you prefer we use this method to contact you.</p> | <p>Country Code Area Code Phone Number (required) <input type="text"/> <input type="text"/> <input type="text"/></p> <p><input type="checkbox"/> Preferred</p> |
| <p>Current Residential Address Enter your current residential address</p> | <p>Address (required) <input type="text"/> <input type="text"/> <input type="text"/></p> <p>City/Locality (required) Post Code (required) <input type="text"/> <input type="text"/></p> <p>State <input type="text"/></p> <p>Country <input type="text"/></p> <p>Resident From Date (required) Day Month Year <input type="text"/> <input type="text"/> <input type="text"/></p> |
| <p>Current Postal Address Enter your current postal address.</p> | <p><input type="checkbox"/> Postal Address As Above Address (required) <input type="text"/> <input type="text"/> <input type="text"/></p> <p>City/Locality (required) Post Code (required) <input type="text"/> <input type="text"/></p> <p>State <input type="text"/></p> <p>Country <input type="text"/></p> |
| <p>Address History If you have not been at your current residential address more than 10 years please provide an address history of the last 10 years.</p> | <p>Address (required) <input type="text"/> <input type="text"/> <input type="text"/></p> <p>City/Locality (required) Post Code (required) <input type="text"/> <input type="text"/></p> <p>State <input type="text"/></p> |

| | |
|--|---|
| | Country <input type="text"/> Resident From Date (required) Day Month Year <input type="text"/> <input type="text"/> <input type="text"/> Resident Until Date Day Month Year <input type="text"/> <input type="text"/> <input type="text"/> |
|--|---|

Background Check - Employer Details

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|--|---|
| Employer Name Enter your employer company name (your personal name if self-employed). | Employer Name (required) <input type="text"/> Organisation Name Type <input type="text"/> Organisation Type <input type="text"/> |
| Employer Contact Person Enter the name of the most appropriate contact person within your employer organisation. | Title <input type="text"/> First Given Name (required) <input type="text"/> Other Given names – separate multiple names with spaces <input type="text"/> Surname <input type="text"/> Suffix <input type="text"/> |
| Employer Address Enter the address of your Employer. | Address (required) <input type="text"/> <input type="text"/> <input type="text"/> City/Locality (required) Post Code (required) <input type="text"/> <input type="text"/> State <input type="text"/> Country <input type="text"/> |
| Employer Contact Details If we need to contact your Employer, how should we do so? | Country Code Area Code Phone Number (required) <input type="text"/> <input type="text"/> <input type="text"/> Employer E-mail <input type="text"/> |



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DECLARATIONS

Applicant Declaration

I, _____
(Full Name and Position)

of _____
(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 RA-Aus should I cease to hold my pilot qualifications or I do not require retention of the ASIC. I further agree to the Conditions of Issue for the ASIC.

Applicant's Signature: _____ Date: ____/____/____

RA-Aus Declaration

I, _____ being an RA-Aus Approved Person
(Full Name and Position)

of _____
(Name of Organisation)

confirm that the applicant and the pilot 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 that I become aware of and to assist RA-Aus in the recovery of the ASIC from the applicant should the applicant no longer maintain their pilot qualifications. I further agree to the Conditions of Issue for the ASIC.

RA-Aus Approved Person

Signature: _____ Date: ____/____/____

NB. For the purposes of this declaration an RA-Aus approved person is an RA-Aus:

- Chief Flying Instructor (who holds an ASIC),
- Pilot Examiner (who holds an ASIC),
- The Operations Manager,
- The Technical Manager,
- The Administration Manager
- The CEO, and
- The Board Executive

OR

- Justice of the Peace

OFFICE USE ONLY

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.

| | |
|--|--|
| <p>Date of Arrival in Australia Enter your arrival date in Australia.</p> | <p>Date of Arrival Day Month Year <input type="text"/> <input type="text"/> <input type="text"/></p> |
| <p>Arrival Details If known, enter the port and vessel or the flight number of arrival in Australia.</p> | <p>Port Name <input type="text"/></p> <p>Vessel Name <input type="text"/> or</p> <p>Flight Number <input type="text"/></p> |
| <p>Travel Document ID Enter your travel document number (Passport number)</p> <p>Visa Grant Number Enter your current Visa Grant Number, provided by DIAC via letter or on the passport.</p> | <p>Travel Document ID <input type="text"/></p> <p>Visa Grant Number <input type="text"/></p> |
| <p>Name of Parents If entry to Australia was on parent's passport, please provide their surname and given names.</p> | <p>Parent Surnames <input type="text"/></p> <p>Parent Given Names <input type="text"/></p> |

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 co-ordinate a background check through the Australian Security Intelligence Organisation (ASIO), CrimTrac and the Department of Immigration and Citizenship (DIAC), where necessary.

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

Signature

Date

Issuing Body Use Only

| | |
|--|--|
| <p>Allocated Card Number Refers to the Security Identity Card (SIC) number which will be assigned to the card when the card is issued</p> | <p>Issuing Body Name <input type="text"/></p> <p>Allocated Card Number <input type="text"/></p> <p>Authorised Name <input type="text"/></p> <p>Authorised Signature <input type="text"/></p> <p>Date <input type="text"/></p> |
|--|--|