



# ASIC APPLICATION

**PLEASE READ ALL INFORMATION PROVIDED CAREFULLY  
BEFORE COMPLETING THIS APPLICATION**

## KARRATHA AIRPORT

CITY OF KARRATHA | PO BOX 219, KARRATHA WA 6714  
 TEL: (08) 9186 8507 – FAX: (08) 9144 4972  
 AirportServices@karratha.wa.gov.au  
 airport.compliance@karratha.wa.gov.au

OFFICE USE ONLY	
Applicant Name:	Received ASIC Application: ____ / ____ / ____
Employer Name:	ASIC Number: KTA -
Employer Address:	Lodged with AusCheck: ____ / ____ / ____
ASIC Type: New / Renewal / Replacement / Returned	AusCheck Approved: ____ / ____ / ____
Statutory Declaration Issue: Yes / No	Ordered ASIC: ____ / ____ / ____
Payment Method: Deposit paid: Yes/No	Received ASIC: ____ / ____ / ____
Photo Taken: Yes / No	ASIC Expiry Date: ____ / ____ / ____
ID (Copies Attached): Yes / No	Issued ASIC: ____ / ____ / ____
Airport Induction Completed: ____ / ____ / ____	Signature of issuing KTA Security Officer:
Authority to Drive Airside Required: Yes / No	

# ASIC APPLICATION

**When applying for an ASIC consider/comply with the following:**

- Page 2/3:** Production process: read thoroughly and ensure you are aware of all fees and charges.  
ID Verification. Make sure you have correct and up to date identification. Your identification will be copied and signed as “Sighted Originals” by the airport officer.
- Page 3:** Important information. Read the conditions and then sign and date  
Employer must sign and date also.
- Page 4:** Section 1- Personal Particulars to be filled in by applicant only  
Section 2- Card required to be filled in by your employer
- Page 5:** Section 3- Employer Certification to be filled in by your employer  
Section 4- Project Contractors section to be completed by supervisor / project manager
- Page 6:** Requirements and acknowledgement of receipt of ASIC card.  
**\*\*Not to be filled in until collection of ASIC\*\***
- Page 7/8:** Please read regarding police Record Check and the AusCheck Privacy Notice (Supplied with the application).
- Page 9:** Consent to obtain personal information – Please read and then sign and date.
- Page 10:** Personal Particulars- Please make sure this is filled in correctly.

**ASIC APPLICATIONS ARE TO BE PAID ON THE DAY BY EITHER CREDIT CARD OR PURCHASE ORDER**

**IF YOU DO NOT HAVE A FULL 10 YEAR RESIDENTIAL HISTORY THIS WILL RESULT IN PROCESSING DELAYS OF THE ASIC**

**LEGALLY ASIC'S ARE TO BE RETURNED TO THE KARRATHA AIRPORT OFFICE ON EXPIRY, TRANSFER OR TERMINATION OF EMPLOYEMENT**



Applicants submitting forms via email must ensure all identification documents and photographs are certified by authorised persons who meet Australian standards, (JP, police officer, health professions, legal professions etc). Certification of applicant's photo to be used may be scanned attached to application form, **HOWEVER submitted photographs to be used must be in JPG digital form (not scanned or copied).**

**CONDITIONS OF USE FOR ALL CARDS AND WHERE APPLICABLE AUTHORITY TO DRIVE AIRSIDE**

*In consideration of Karratha Airport allowing the applicant to enter security restricted areas the applicant agrees to comply and ensure that the holder of the card complies with the following conditions:*

*The ASIC card must be displayed as follows: -*

- *At the waist height or above*
- *At the front or side of the holder's body*
- *With the whole of the front face of the card (photograph side) clearly visible*  
*Failure to display the ASIC will result in removal of the individual failing to display the card from the secure area until the ASIC issued is displayed correctly.*
- *The card is to be presented for inspection on demand.*
- *The Loss of the card whether mislaid or stolen is to be reported immediately to the Airport Compliance Coordinator on 9186 8563 or 0409 274 146. A statutory declaration outlining the circumstances is to be completed and forwarded to the Airport Compliance Coordinator. Statutory declarations are available from the City of Karratha Office.*
- *The card is to be surrendered on expiry, transfer or termination of present duty, or on request of the Airport Compliance Coordinator.*
- *The card may only be used in the course of the holder's approved duties in the restricted area and it does not constitute an authority to enter or remain in a security restricted area for any other purpose.*
- *If there are any changes in circumstances to any part of this application, including the personal consent form, the Airport Compliance Coordinator must be advised immediately.*
- *The ASIC is issued subject to Aviation Transport Security Act, 2004 and the Aviation Transport Security Regulations 2005 and any amendments to those instructions.*
- *The applicant acknowledges that the holder of the card, the holder's belongings and vehicle may be subject to a search by an Authorised Person before entering or whilst within a restricted area.*
- *The card remains the property of Karratha Airport at all times.*
- *If the applicant is not an employee of Karratha Airport, the applicant represents that he /she has the authority of his /her employer to enter into this contract on behalf of both himself/herself and his/her employer and that they are also responsible for breaches of the conditions of use by the holder of the card.*

***I understand and agree to the Important Information and Conditions of issue and use of an ASIC***

Applicant Signature: \_\_\_\_\_ Employer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_





## 5. REQUIREMENTS & ACKNOWLEDGEMENT OF RECEIPT OF ASIC CARD

Once you have your ASIC, you must make sure it is clearly displayed at all times when you are in the secure area of a security-controlled airport. If you misuse your ASIC, you can be fined or your card may be taken away from you. If this happens, you may not be able to do your job.

If you change your name you must notify the City of Karratha within 30 days and a replacement ASIC will be issued.

If you hold an ASIC you must return it to the City of Karratha within one month after it expires, is cancelled, has been damaged, altered or defaced or you no longer need to enter a secure area for work purposes.

If your ASIC is lost or stolen, a statutory declaration and police report setting out the circumstances must be made to the City of Karratha. A replacement card can then be issued.

You will have committed an offence if your ASIC is lost, stolen or destroyed and you do not submit a statutory declaration within seven days.

### ACKNOWLEDGE OF RECEIPT OF ASIC

#### THIS SECTION IS TO BE COMPLETED ONLY AT THE TIME OF ASIC CARD COLLECTION

##### ACKNOWLEDGEMENT OF RECEIPT OF ASIC

By signing below, I acknowledge receipt of ASIC number  and that this ASIC always remains the property of CofK. I further acknowledge that the ASIC is on loan to me whilst I am employed in my current role with  I will return the ASIC to the CofK office on the cessation of my employment.

**Name of Applicant:**

**Signature:**

**Name of Issuing Officer (CofK):**

**Signature:**

**Date:**

 /  / 

**ASIC Number of Issuing Officer (CofK):**

## ATTACHMENT

### **POLICE RECORDS CHECK FOR ENTITLEMENTS CONSENT TO OBTAIN PERSONAL INFORMATION FORM**

## **G**ENERAL INFORMATION

This form is used by organisations and applicants as part of the assessment process to determine whether a person is suitable for the receipt of an entitlement, including employment and a Designated Security Assessment Position (DSAP) or Position of Trust (POT), which is part of the security clearance process.

Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability to receive the entitlement.

## **P**OLICE RECORDS CHECK

Police records checks are an integral part of the assessment of your suitability for the entitlement sought. On this form you are asked to disclose whether you are the subject of traffic violation(s) or any criminal or traffic charge(s) still pending before a Court, or whether you have been the subject of criminal or traffic conviction(s) or finding(s) of guilt before a Court. You are not required to reveal any conviction(s), which may be protected by Part VIIC of the *Crimes Act 1914*, relating to pardoned, quashed or spent convictions, except where an exclusion applies (see explanation note under heading *SPENT CONVICTIONS SCHEME*).

This Form may be forwarded by the employing organisation to the Australian Federal Police (AFP), and you are asked to consent to:

- (a) the AFP disclosing criminal history information from its own records to the organisation with which you are employed or are seeking employment, and/or insurance company or other public or private organisation from which you are seeking an entitlement, and;
- (b) For the AFP to access the records of any State police and to obtain any criminal or traffic violation history information which in turn would be disclosed to whom you are required to indicate.

## **S**PENT CONVICTIONS SCHEME

On 30 June 1990, new Commonwealth legislation relating to the collection, use and disclosure of old conviction information came into effect. This new law is commonly known as the Spent Conviction Scheme.

The aim of the Scheme is to prevent discrimination on the basis of certain old convictions, once a waiting period has passed and provided the individual has not re-offended. The Scheme also covers convictions where an individual's conviction has been set aside or pardoned.

An individual whose conviction is protected by Part VIIC of the *Crimes Act 1914* does not have to disclose that conviction to any person, including a Commonwealth authority, unless an exclusion applies. Commonwealth authorities are prohibited from taking into account or from disclosing without consent of the individual such convictions.

A spent conviction is a conviction for a Commonwealth, Territory, State or foreign offence which satisfies all of the following conditions:

- it is 10 years since the date of the conviction (or 5 years for child offenders);



- the individual was not sentenced to imprisonment or was not sentenced to imprisonment for more than 30 months;
- the individual has not re-offended during the 10 year (5 years for child offenders) waiting period; and
- A statutory or regulatory exclusion does not apply. (A full list of exclusions is available from the Privacy Commissioner).

*The Attorney-General, on the recommendation of the Privacy Commissioner, has granted exclusions, both partial and full, from the operation of the Scheme for several categories of employment. There are also statutory exclusions contained within the Act. This means that applicants for those positions must declare all convictions where a full exclusion exists, or convictions for specific offences where a partial exclusion exists. Details of exclusions should be provided to you by the employing organisation before your consent is sought to conduct a criminal record check.*

An individual who believes the standards dealing with disclosure and use of old conviction information have been breached may apply to the Privacy Commissioner for an investigation of the matter. The address is GPO Box 5218, SYDNEY, NSW 2001.

For more information please phone (02) 6256 7777  
Or email Criminal Records: [vetting@afp.gov.au](mailto:vetting@afp.gov.au)

## OFFENCES

People who apply for an ASIC will have their criminal records checked for the previous 10 years (or 5 years for a juvenile offender) and may be denied an ASIC for a conviction, or sentence of any term of imprisonment for a prescribed offence including suspended sentences in relation to the offences listed below.

- An offence involving dishonesty
- An offence involving violence or a threat of violence
- An offence involving intentional damage to property or a threat of damage to property
- An offence constituted by the production, possession, supply, import or export of a substance that is:
  - (a) a narcotic substance within the meaning of the *Customs Act 1901*; or
  - (b) a drug within the meaning of:
    - (i) regulation 10 of the Customs (Prohibited Exports) Regulations; or
    - (ii) regulation 5 of the Customs (Prohibited Imports) Regulations
- An offence, of a kind dealt with in Part II of the *Crimes Act 1914*, against the Government of:
  - (a) the Commonwealth or a State or Territory; or
  - (b) a country or part of a country other than Australia
- An offence against Part 2 of the *Crimes (Aviation) Act 1991*
- An offence against Part 5.3 of the *Criminal Code*
- An offence constituted by the production, possession, supply, import or export of explosives or explosive devices  
*Source Air Navigation Act 1947 as amended*

## CHARACTER CHECKING

The Australian Federal Police advise all applicants that for character checks, they **must** meet the following requirements in the application.

1. Applications to be filled out in **black biro** or **typed**.
2. **Photocopy** of drivers licence or other document with photograph included must accompany application wherever possible.
3. If there has been a change of names, then previous and current names **MUST** be included on the form (eg maiden, de facto, deed poll, etc.).
4. Applicant's signature must not be more than three months old.
5. Please check the date of birth to see if it is the correct year. Also see that all the necessary details have been completed and that the form is signed.



STAFF-IN- CONFIDENCE

PART EXCLUSION (when completed)

Commonwealth of Australia

### CONSENT TO OBTAIN PERSONAL INFORMATION

(For categories where **PART EXCLUSION** has been granted from spent convictions legislation)

I.....hereby:

(Full name - **BLOCK LETTERS** and in **INK**)

- (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 this form relates to me and is correct;

(iii) Consent to: **KARRATHA AIRPORT**

- ◆ Forwarding this form to the 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, Auscheck (1<sup>st</sup> July 2007) and providing relevant information to the above organisation;
- ◆ Forwarding my personal details to the Australian Security Intelligence Organisation for the purpose of conducting a security assessment; and
- ◆ Forwarding my personal details to the Department of Immigration and Multicultural and Indigenous Affairs 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)**

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 the entitlement.

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

**Note: The information you provide on this form and which the police 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 (this section is compulsory)**

<i>Full Addresses must be listed. Attach list if insufficient room.</i>		If actual dates are unavailable, Details of month and year of residence will suffice
List Most Recent Address First	Postcode	Period of residence
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /
		/ / to / /

**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  Yes  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?  Yes  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 reverse of this form (ie. offences for which an exclusion has been granted)?  Yes  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?  Yes  No

**If you answered YES to any of the above questions, please list brief details below:**

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<p><b>USER CODE -1205</b>  <b><u>YOUR RETURN ADDRESS</u></b>          Airport Compliance Karratha Airport          City of Karratha          PO BOX 219          KARRATHA WA 6714</p>	<p><b>Police Use Only</b>  <b>Australian Federal Police</b>          NOT RECORDED / RECORDED</p> <p>NOTE: As fingerprints do not accompany your request, the Australian Federal Police cannot guarantee in any manner, that the information supplied herewith concerns the individual in whom you are interested.</p> <p>Signature: .....</p> <p>Date: ...../...../.....</p> <p>For Commissioner Australian Federal Police</p>
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# AusCheck

## Privacy Notice



Australian Government  
Attorney-General's Department

AusCheck

This document explains:

- what personal information is collected about you when you apply for an Aviation Security Identification Card (ASIC) or a Maritime Security Identification Card (MSIC)
- how your personal information will be used, and
- where you can find out more 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 parents' passport.

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:

- 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.

## 4-year MSIC – 2 year check

If you apply for and are found eligible to be issued with a four year MSIC, AusCheck is required to undertake a second background check in relation to you at the two year anniversary of your initial background check. The fee you paid for your four year MSIC includes the cost of this second background check. The second background check is similar in nature and process to your initial check. By applying for a four year MSIC you are taken to have consented to any background checks that are required or permitted to determine your continuing eligibility to hold a card, including the second background check of your criminal history, security assessment, and, where appropriate, your immigration status.

If you apply for and are found eligible to be issued with a four year MSIC, but you subsequently decide you do not want to have the second background check, you can withdraw your consent for that second check by contacting your MSIC issuing body before the second background check occurs. If you withdraw your consent for the second check:

- your MSIC must be immediately cancelled, and
- your issuing body will receive a credit for AusCheck's fees associated with the second check.

If you do not want to have a second background check, you have the option of applying for a two year MSIC.

## 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, and
- how your personal information is secured by AusCheck.

You can see the AusCheck Privacy Policy at:

[www.ag.gov.au/AusCheck](http://www.ag.gov.au/AusCheck) or contact the Attorney-General's Department's Privacy Officer