



CASA Stamp:	Flying School Stamp and/or Contact Details: (not mandatory)
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IMPORTANT INFORMATION FOR APPLICANTS

1: This application form is to be used for:

- INITIAL CASA ASIC - this is an ASIC issued by CASA for the first time and includes applications where a previously issued ASIC was issued by another authority
- UNDER 18 ASIC (PROOF OF IDENTITY ONLY) – do not complete Section F.
- ASIC RENEWAL WHERE PREVIOUS ASIC WAS AN UNDER 18 ASIC.

2: Applications for a **renewal** of a previously issued CASA ASIC **cannot** be made on this form. Please go to casa.gov.au/fcl/asic/applic.htm for further information.

3: You **MUST** have an Operational Need as identified in Section A4 of this application. This includes holding a valid Australian flight crew licence and a current medical **or** be applying for a CASA Flight Crew Licence, special pilots licence or Certificate of Validation, in order to be issued with a CASA ASIC. If you do not need to fly into a security controlled airport, you can apply for an AVID, using **Form 499**.

4: If you are applying for an Australian flight crew licence with this application, your ASIC will not be issued before your licence is issued.

5: If you are under 18 years of age, a security check is not required but you must still provide proof of identity.

6: Please read the ASIC application guidance attached to this form. This will ensure that you complete the form correctly and it can be processed by CASA. Do not submit the guidance with your application.

7: CASA does not provide confirmation of receipt of your application. Should you need to have delivery confirmed, please use a courier or trackable postal service, such as Australia Post Express Post or Platinum.

8: This form can be completed electronically and saved locally to your computer. Once the ARN has been entered into the first page, it will automatically update in the applicant ARN fields on subsequent pages. CASA recommends that applicants complete as much of the form electronically as possible.

9: If you do not have an ARN, you must submit **Form 1162** (Aviation Reference Number (ARN) Application) including appropriate identification with **this** application. This will fulfil the mandatory requirement for an ARN.

10: Please ensure your application and the checklist are completed correctly and that all required supporting documentation is provided. Incomplete applications will not be accepted and may be returned to you for amendment. **Fields marked with an * are mandatory.**

<p>Applicant Details as per Birth Certificate / Passport:</p> <p>Title:* _____</p> <p>Family Name:* _____</p> <p>Given Names:* _____</p> <p>Date of Birth:* _____</p>	<p>Applicant ARN:*</p> <table border="1" style="width: 100%; height: 30px;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> </table>						

CONTACT DETAILS

Note: You are required to notify CASA of any changes to your personal contact information (refer to CASR 11.070). Correspondence, including permissions issued as a result of this application, will be sent by post to the current postal address according to CASA's records.

Have you updated your personal and contact details with CASA?

You should notify CASA of any changes using one of the following methods:

- Log onto the CASA Self Service Portal <https://portal.casa.gov.au/selfservice/>
- Submit Online Change of Details form <https://portal.casa.gov.au/casaforms/addrchange.htm>

Type of Application: *

- Initial CASA Issue
 Under 18 ASIC
 ASIC Renewal (previous ASIC under 18)

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Section A: Eligibility Details* To be completed by the Applicant

1. Personal Details*

Note: Attach change of name documentation, if applicable.

Family Name – Also known as (Alias) (if applicable)		Given names – Also known as (Alias) (if applicable)	
Previous Family Name (if applicable)		Previous Given names (if applicable)	
Country of Birth*	State of Birth*	Town/City of Birth*	
Gender* <input type="checkbox"/> Male <input type="checkbox"/> Female	Drivers Licence Number	Drivers Licence – Issuing State	

2. Australian Postal Address*

Note: An ASIC cannot be posted to an overseas address.

Postal Address		
State	Postcode	Country
Contact Phone		ARN (if applicable)

3. Are you an Australian Citizen?*

Yes – Go to Section 3 No – ENTER ALL DETAILS BELOW, then proceed to Section 4

Note: Attach evidence in the form of a Birth Certificate, Current Passport or Citizenship Certificate.

Passport Country of Issue:	Passport Number:	Immigration Visa No:	
		Visa Type:	
Arrival details			
Actual arrival date into Australia	___ / ___ / ___	OR	If not yet in Australia, planned arrival date into Australia **
			___ / ___ / ___
Arrival Port:		Flight No/Vessel name:	

** You must be in Australia in order for your immigration check to be completed. Immigration checks can only be processed during week days. A stop-over of several hours may not be sufficient.

4. Fit and Proper Person Requirements* Refer to CAR 5.09(1)(c), CASR 11.055 and Aviation Transport Security Regulations 2005 regulation 6.55 and 6.59

Has any action been taken against you; or is any action in the process of being taken against you; or have you been refused the issue of any aviation related licence, certificate, rating or authority by any organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been refused the issue of a transport related licence or certificate? (eg, pilot’s licence, pilot certificate, driver’s licence, boating licence.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any criminal conviction or finding of guilt, which is less than ten years old, or any juvenile criminal conviction or finding of guilt, which is less than five years old? Note: You should also include all motor vehicle traffic-related convictions including those from overseas.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is suspension or cancellation action pending in relation to any aviation licence you hold?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered **yes** to any of the questions above, please provide details below. Attach a separate page if necessary. Include details about dates, actions, charges, convictions and imprisonment in Australia and Overseas.

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5. Operational Need for ASIC*

You **must have an operational need to have an ASIC**. This includes having a valid flight crew licence, a current medical certificate **and** a need to fly into or from a security controlled airport that has regular public transport operations.

You must satisfy these requirements otherwise CASA will not issue you an ASIC.

If you have had your medical recently renewed and your DAME has revalidated your previous medical certificate, please provide a copy of the revalidation.

If you are applying for a student pilot licence, your ASIC will only be issued once you have your licence issued. If you are not eligible to hold a licence, your application for an ASIC will be declined.

Please indicate your operational need below:

I hold, or am applying for a valid Australian flight crew licence or certificate of validation AND I have a need to fly into or from security controlled airports that have regular public transport operations

I am a CASA employee/contractor – attach a letter from your CASA Manager stating reasons you require an ASIC.

Please select at least ONE of the options below regarding the status of your medical:

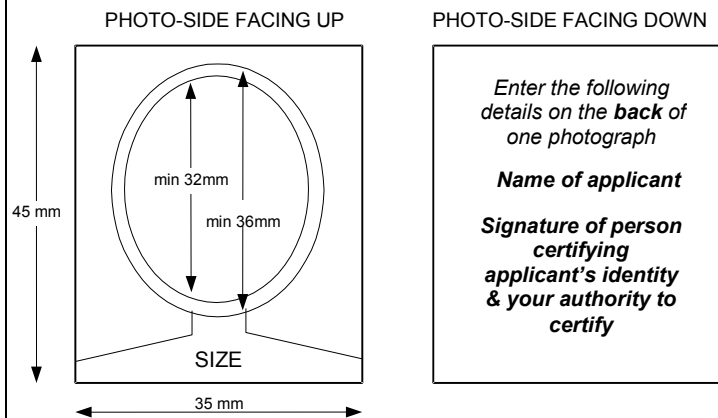
<input type="checkbox"/> Class 1 medical	Valid to date	/ /	Date medical renewed	/ /	<input type="checkbox"/> revalidated (copy attached)
<input type="checkbox"/> Class 2 medical	Valid to date	/ /	Date medical renewed	/ /	<input type="checkbox"/> revalidated (copy attached)
<input type="checkbox"/> Drivers Licence Medical (Aviation)	Valid to date	/ /	Date medical renewed	/ /	

Section B: Photo Identification*

Secure below two current passport quality photos and sign your signature in the space provided.

Do NOT use staples or glue to secure your photos – refer to guidance notes.

The diagram below shows the area the face should take up and how the photograph should be certified.



SPECIMEN SIGNATURE OF APPLICANT

Ensure signature is contained WITHIN the box

NOTE: The person certifying the applicant's identity must witness the applicant signing here.

Section C: Proof of Identity*

1. Proof of Identity Documents* Refer to ASIC Application Guidance.

Certified true copies of the following documents are attached as proof of identity:

- Primary: Passport Full Birth Certificate Citizenship document (other country)
 Australian citizenship certificate
- Secondary: Valid foreign flight crew licence with photo Valid Australian flight crew licence with photo
 Australian driver's licence Australian tertiary student card Australian Government Employee ID
 Verifiable Reference Other:
- Tertiary: Foreign driver's licence signed statement by employer Rating authority document
 Mortgage document issued by bank/financial institution
 Other:

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2. Declaration of Person Certifying Identity and Photos*

I, _____ declare that:

- I have sighted the applicants original proof of identification documents and certified the copies of those documents which are attached to this application as being true copies of the original documents;
- The photographs attached to this form which I have certified are a true likeness of the applicant;
- The specimen signature above is the applicant's signature.

Signature	Date ____ / ____ / ____	Printed Name	Contact Phone Number ()
Position/Qualification details:			

Section D: Applicant Checklist* Enter 'Y' or 'N' in applicable boxes.

<input type="checkbox"/>	<input type="checkbox"/>	I hold an Aviation Reference Number (ARN) OR
		Application Form 1162 attached - SEE GUIDANCE
<input type="checkbox"/>	<input type="checkbox"/>	I hold an Australian flight crew licence/CoV OR
		I am applying for a licence/CoV with this application – application attached
<input type="checkbox"/>	<input type="checkbox"/>	Change of name documentation attached OR
		Not applicable
<input type="checkbox"/>		Passport photos are attached and are in an acceptable format and correctly certified by an acceptable person – SEE GUIDANCE
<input type="checkbox"/>		Proof of identification documents are attached and correctly certified - SEE GUIDANCE
<input type="checkbox"/>		10 years of address details provided
<input type="checkbox"/>		Security check consent pages completed and signed
<input type="checkbox"/>		Payment Authorisation completed (cheque or money order attached if applicable)
<input type="checkbox"/>		All applicable sections of the form are completed and I have signed the application declaration

Section E: Applicant Declaration*

I hereby certify that all statements in this application are true and correct in every particular and that I have read and understood all regulatory references included in this application.

I consent to CASA using and disclosing my personal information in accordance with CASA’s privacy policy including exchanging the information with Commonwealth, State and Territory government agencies (see www.casa.gov.au/privacy), including AusCheck for the purposes of obtaining a criminal record, other background checks, assessing my travel movements records in order to verify my status in terms of whether I am an unlawful non-citizen as defined in section 14 of the *Migration Act 1958*, and assessing an application for a licence, certificate or authorisation issued by CASA.

I acknowledge that to knowingly make a false statement is an offence against the *Criminal code Act 1995* (Cth).

- I have read and understand the Spent Conviction Scheme in the CASA Guidance provided with this application form. I understand that even if I have a spent conviction, I must disclose it to CASA if it is an offence to which an Exclusion applies. The information may be used by CASA in assessing my application.
- I have read and understand my obligations to notify CASA in writing of any changes to my personal details and the details of any convictions and sentences for an aviation-security related offence within 7 days of the change (see Guidance).
- I understand that I am applying for a security identification card for the aviation industry and have an operational reason to access a secure area of a security controlled airport that has regular public transport operations.
- I have read and understand the Conditions of Issue and Use for an ASIC (See Guidance).
- The copies of the attached proof of identification documents are true copies of the original documents and have not been altered in any way.
- The photographs attached to this form are a true likeness of me.

Signature: _____	Date: ____ / ____ / ____
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Section F: Application for Aviation Security Status Check*

Note: Not applicable for applicants under 18 years of age.

1. Permanent Residential Address for Past Ten Years – if not enough space please attach additional sheet

<p><i>List Current address first then previous addresses below, covering past TEN years. There must be no gaps greater than 3 months between addresses. Must be full address details including Street, Town, State and Postcode *</i></p>	<p>Period of residence * <i>If actual dates are unavailable, details of year of residence will suffice</i></p>
<p>.....</p>	<p style="text-align: center;">/ / to / /</p>
<p>.....</p>	<p style="text-align: center;">/ / to / /</p>
<p>.....</p>	<p style="text-align: center;">/ / to / /</p>
<p>.....</p>	<p style="text-align: center;">/ / to / /</p>
<p>.....</p>	<p style="text-align: center;">/ / to / /</p>
<p>.....</p>	<p style="text-align: center;">/ / to / /</p>

2. Criminal/Traffic Charge, Conviction Or Pecuniary Penalties

(i)	Are you the subject of any criminal or traffic charge(s) still pending	<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 page 15 (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:		

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SECURITY-IN- CONFIDENCE

(When completed)

Commonwealth of Australia

PART EXCLUSION**COMPLETE IF APPLYING FOR AN ASIC****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 guidance material 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, except any type listed below for which an exclusion has been granted;

Offences against Part 2 of the *Crimes (Aviation) Act 1991* 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 **Civil Aviation Safety Authority**
- forwarding this form and my personal information 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 and providing relevant information to the above organisations;
 - forwarding my personal information to AusCheck to co-ordinate a background check where necessary.
- (iv) specify entitlement applied for as being: 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 the entitlement.

Signature _____ Date / /

Note: The information you provide on this form and which the police provide to CASA, AusCheck and the Department of Transport and Regional Services on receipt of the form, will be used only for the purpose stated in the guidance material in form 498 unless statutory obligations require otherwise.

ALSO COMPLETE THE *APPLICATION FOR AVIATION SECURITY IDENTITY CARD* INCLUDED IN THIS FORM

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Payment Authorisation

Applicant Details *

Surname:		Given Names:	
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Licence Fees*

Fee Code	Description	Total
<input type="checkbox"/> 5.4.2	ASIC – applicant is UNDER 18 years of age CASA Fee - \$54 Other Agency Fees - \$44.50	\$ 98.50
<input type="checkbox"/> 5.4.1	ASIC – applicant is OVER 18 years of age CASA Fee - \$54 Other Agency Fees - \$146.50	\$ 200.50

Note: This form is NOT to be used for a CASA ASIC Renewal. Please use the online form available on the CASA website.

Total Cost:	\$ _____
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Details of Person Making Payment (if not the Applicant)

The receipt will be sent to the applicant's current postal address unless CASA is advised otherwise.

Individual's or Organisation's Full Name:		
Postal Address:		
State:	Postcode:	Country:
Contact Phone:		ARN: (if applicable)

Payment Options *

- I have enclosed a Cheque or Australian Money Order **(please make cheques payable to CASA)**
- I am paying by credit card – please ensure you complete ALL details below including the card holder name and the total amount

I hereby authorise the Civil Aviation Safety Authority to debit the following amount from my:		Mastercard <input type="checkbox"/> Visa <input type="checkbox"/>
Card Number:	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	Expiry Date: ____/____
Card Holder Name (please print):	Total: \$ _____	
Signature:	Date: ____ / ____ / ____	

Attach this Payment Authorisation Form (and Cheque / Money Order / Purchase Order) to the Application Form.

- **Mail to:** CASA Licensing and Registration Centre
CASA
GPO Box 2005
CANBERRA ACT 2601
- **Fax to:** 1300 737 187

Paid Stamp

Receipt No:		Initial:	
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<p>Operational need for an ASIC</p>	<p>An ASIC Issuing Body may only issue an ASIC to a person if they have an operational need. CASA may only issue ASICs to pilots and CASA employees.</p> <p>CASA will only issue an ASIC to a pilot if they need to fly to or from a security designated airport that has regular public transport operations. A list of these airports is available at the following website link www.infrastructure.gov.au/transport/security/aviation/legislation/overview/airport.aspx</p> <p>Also, CASA will only issue an ASIC to a pilot if they have a current medical certificate, or CASA has an application for the initial issue or renewal of a medical certificate. A person applying for a pilot licence for the first time can apply for an ASIC through CASA but the ASIC will not be issued until the licence has been issued.</p> <p>Please provide an Australian postal address on your application. An ASIC cannot be posted to an overseas address.</p>
<p>Incomplete applications</p>	<p>All incomplete applications will be returned to the applicant for completion and re-submission. You must provide an Australian postal address on your application. There may be lengthy delays in receiving a returned, incomplete application, if you only provide an overseas address.</p>
<p>Where to send your application to</p>	<p>Applications can be posted to:</p> <p style="text-align: center;">CLARC - CASA GPO Box 2005 Canberra ACT 2601</p>
<p>Applicants must be 16 years of age</p>	<p>Applicants must be at least 16 years of age before they can be issued with an ASIC.</p>
<p>Non-Australian citizens</p>	<p>Applicants who are not Australian citizens must undergo an immigration check regardless of their age.</p> <p>Note: Your immigration check can only be completed once you have arrived in Australia. Immigration checks can only be processed during week days. A stop-over of several hours may not be sufficient.</p>
<p>Passport photos and specimen signature</p>	<p>Applicants are required to provide 2 identical passport-sized photographs (one of which must be certified as a true likeness of the applicant). The photographs must meet the requirements below:</p> <p>Photograph must:</p> <ul style="list-style-type: none"> • Have been taken within the last six months; • Be in portrait format: between 35mm and 40mm wide and between 45mm and 50mm high; • Be in good quality colour on high quality paper, with no ink marks on the image; • Have appropriate brightness and contrast to show skin tones correctly. Its resolution should not be grainy; but sharp in focus and clear; • Have a plain, light-coloured background and be taken with uniform lighting (no shadows across the face); • Be a close-up shot of you looking straight at the camera, so your head takes up most of the photograph (70-80% - see diagram on page 10 of the application form); • Show you with a neutral expression and with your mouth closed; • Show your face square on with both ears visible (if the hair covers the ears, both edges of the face must be visible); • Show the top of your top of shoulders (square on, not in a style that portrays you looking over one shoulder); • Show your eyes clearly open and visible, not obscured by your hair. If glasses are worn avoid tinted lenses and heavy frames, if possible. Your eyes must be seen clearly through glasses, with no flash reflection from the glasses; • Show you without any hat or other head covering – if you wear a head-covering for religious reasons, we will accept a photograph of you wearing this, but your features must be visible from top of forehead to tip of chin, and from both sides of the face. <p>Securing Photograph:</p> <ul style="list-style-type: none"> • Attach one photo FACE UP – the photo image should be visible – use an adhesive on the back of the photo and DO NOT staple or tape over the top of the photo – this photo is scanned, so ensure it is not marked in anyway; • Attach one photo FACE DOWN – the certification details on the back of the photo should be visible – attach the photo so that it can be lifted and its photo image checked against the FACE UP photo. <p>Signature must:</p> <ul style="list-style-type: none"> • Be witnessed by the same person certifying the proof of identity documents and the applicant's photograph; • Be contained within the signature box and be written using a black pen.



<p>Proof of Identification documents</p>	<p>Regardless of your age, you are required to prove your identity to CASA. In order to do this you are required to submit certified identification documents:</p> <p>1 primary identification document and 1 secondary identification document OR 1 primary identification document and 2 tertiary identification documents.</p> <p>Primary Identification Documents (PID):</p> <ul style="list-style-type: none"> • Current Australian or foreign passport; • A certified copy of a full Birth Certificate (certified by Registrar of Births or similar officer) – note you must show the original document from the Registrar to the person certifying the documents (note a full birth certificate includes your parent’s details – a birth extract is not satisfactory); • Document of another country proving citizenship of that country; • Copy (certified under section 44 of the <i>Australian Citizenship Act 1948</i>) of Australian citizenship certificate.
	<p>Secondary Identification Documents (SID):</p> <p>Note: – A SID must have a recent photograph or signature of the applicant:</p> <ul style="list-style-type: none"> • A valid photo flight crew licence issued by an ICAO Contracting State (PID must be a current passport); • A current licence (e.g. an Australian driver’s licence) issued under a law of the Commonwealth of Australia or an Australian State or a Territory; • Australian Government employee identification (must have been issued by or for the Commonwealth of Australia or State or Territory to the applicant who is employed by or for the Australian Commonwealth, State or Territory); • Australian student identification document (issued to the applicant who must be a student at a tertiary education institution in Australia); • A verifiable reference from: <ul style="list-style-type: none"> a) A bank or financial institution; or b) A referee acceptable to CASA (any person who can certify POI documents – see below); or c) Somebody whose identity has been verified by means of certified copies of: two PIDs; or one PID and one SID; or one PID and two TIDs. <p>The reference must:</p> <ul style="list-style-type: none"> • Identify the applicant by name • State that the referee has known the applicant by that name for more than 12 months; and • Be signed by both the applicant and the referee.
	<p>Tertiary Identification Documents (TID):</p> <p>Note – A TID must set out the applicant’s name and current address:</p> <ul style="list-style-type: none"> • A foreign photographic driver’s licence (PID must be a current passport); • A signed statement by the applicant’s employer or former employer about that employment; • Copy (certified by an Australian Registrar of Titles or similar officer) of a record issued under a law about land titles; • A document issued by an Australian rating authority (local government) from its records of land ownership or occupation; • A document issued by an Australian bank or financial institution from its records of a mortgage or other security given by applicant; • An extract from the electoral roll compiled by the Australian Electoral Commission; • A record issued under a law in force in Australia other than a law about land titles (e.g. State issued proof of identity cards that set out the applicant’s name and current address).
<p>Certifying identification documents</p>	<p>Who can certify a copy of identification documents?</p> <ul style="list-style-type: none"> • Any person who is entitled to witness an Australian Commonwealth Statutory Declaration (see list on CASA’s website); • A CASA delegate or employee; • A CASA appointed Designated Aviation Medical Examiner or Designated Aviation Ophthalmologist. <p>When certifying a proof of identification document use the following words: “This is a true copy of the original document, sighted by me [name], [signature], [date], [qualification you have to certify documents – e.g. JP], [Qualification Number – e.g. JP ID].”</p>



<p>Certifying foreign documents</p>	<p>CASA may require an applicant to have the authenticity of a proof of identification document verified by the government that issued the document.</p> <p>Translation of foreign documents</p> <p>All documents must be in English or accompanied by an official English translation.</p> <p>A registered translator must compile the translation. You should ask the Australian Embassy, High Commission or Consulate in the country where the translation is to be made if you need details of translators. If the translation is to be made in Australia, contact the Australian National Accreditation Authority for Translators and Interpreters (NAATI). Information on the services that NAATI provides is available on their website.</p>
<p>Conditions of Issue and Use of an Aviation Security Identification Card</p>	<ol style="list-style-type: none"> 1. These Conditions <p>These are the conditions on which an ASIC is issued to you by CASA pursuant to the <i>Aviation Transport Security Regulations 2005</i> ('Regulations').</p> 2. Application for ASIC <p>When you apply for an ASIC, you must give CASA a completed application containing:</p> <ol style="list-style-type: none"> (a) All of the information required to be completed in the application form; (b) Your consent to CASA requesting various record checks including security, law enforcement and citizenship records; (c) Your signature, certifying that all the information you have provided is correct, in order to determine your suitability to be issued with, and continue to hold, an ASIC; and (d) The correct fee. <p>If you do not complete all sections required in the application form, or you include information which CASA determines to be false or misleading, CASA may refuse your application for an ASIC.</p> <p>CASA will decide whether to issue you with an ASIC in accordance with the requirements of the Regulations and any other relevant matters. The Department of Transport and Regional Services must assess your criminal history and approve CASA to issue the ASIC. An ASIC is normally valid for 23 months but may expire in a shorter period.</p> <p>To comply with the Regulations, CASA will request security, law enforcement and citizenship records checks on applicants. CASA requires your consent and you must produce the identification detailed in the application form.</p> 3. Purpose of an ASIC <p>An Aviation Security Identification Card (ASIC) is an identification card which is used to identify a person who has been subject to a background check. An ASIC is required to obtain unescorted access to the secure areas of security controlled airports that have regular public transport (RPT) services.</p> 4. Use of an ASIC <p>You must represent to CASA that you have an operational need for frequent access to a secure area of one or more security controlled airports and must acknowledge that you:</p> <ol style="list-style-type: none"> (a) Will not enter or stay in a secure area of a security controlled airport unless you have a lawful purpose (Regulation 3.11) for being in that secure area; (b) Will not give your ASIC to anyone else to use. It is for your use only while on duty; and (c) Will keep your ASIC secure at all times (even when you are not using it). <p><i>It is an offence under the Regulations if you contravene paragraph 4(a) above. It is also an offence under the Regulations if you are in a secure area using an invalid ASIC or an ASIC that was not issued to you.</i></p> 5. You must display your ASIC <p>You must properly display an ASIC at all times in a secure area. This means the ASIC must be displayed:</p> <ol style="list-style-type: none"> (a) Above waist height; (b) At the front or side of your body; and (c) With the whole front of the ASIC clearly visible (Reg 1.04). <p><i>You are not properly displaying an ASIC if anything adhering to it obscures a photograph or anything else on it.</i></p> <p><i>It is an offence of strict liability under the Regulations if you fail to properly display your</i></p>



ASIC in a secure area unless you are an exempted person as defined by the Regulations 3.03 & 3.13.

6. Supervising Visitors

In supervising a person who has been issued with a Visitor Identification Card (VIC), an ASIC holder must adhere to any requirements specified by the airport operator.

It is an offence of strict liability under Regulation 3.03 for the ASIC holder to leave a VIC holder unsupervised.

7. Notifying CASA in certain circumstances

You must notify CASA within 30 days if you change your name.

Failure to do so is an offence under Regulation 6.42.

You must notify CASA within 7 days if you:

- (a) Become an 'unlawful citizen';
- (b) No longer need frequent access to a secure area or need to enter a secure area for operational purposes;
- (c) Change your residential address, change your name or contact details;
- (d) Subsequently discover that the information you have given in your ASIC application was false or misleading.

If the holder on an ASIC is convicted of an aviation security relevant offence, he or she must notify CASA in writing of the conviction and any sentence within 7 days.

8. Return of ASIC

You must return your ASIC to CASA within one month if:

- (a) Your ASIC has expired;
- (b) CASA notifies you that your ASIC has been cancelled;
- (c) Your ASIC has been damaged, altered or defaced (permanently or temporarily); or
- (d) You no longer need to enter the relevant secure area for an operational purpose.

It is an offence of strict liability under the Regulations if you fail to return your ASIC to CASA as required by this clause. (Reg 6.45).

9. Cancellation or Suspension of ASIC

CASA may cancel your ASIC if you fail to comply with any of these conditions or the Regulations. For example, if you:

- (a) Fail to supervise the holder of a Visitor Identification Card (VIC) while that person is in a secure area;
- (b) Have given your ASIC to someone else to use to gain entry to a secure area;
- (c) Are found in a secure area otherwise than for an operational purpose (for example, you are not on duty);
- (d) Have failed to notify CASA of any changes as set out in clause 7 (above);
- (e) Provided information in your ASIC application which CASA discovers was false or misleading;
- (f) Have failed to display a valid ASIC as set out in clause 5; or
- (g) Misuse your ASIC.

There are other circumstances in which CASA may cancel your ASIC. Other such circumstances are set out in the Regulations. The ASIC must be returned to CASA immediately upon notification of the cancellation.

CASA may disqualify an ASIC holder from holding an ASIC for contravening the requirements to display an ASIC in a secure area under the Regulations.

10. Loss of ASIC

You must notify CASA within 7 days in the form of a statutory declaration if your ASIC has been lost, stolen or destroyed.

It is offence of strict liability if the holder does not make a report, in the form of a statutory declaration, of the loss to CASA within 7 Days of becoming aware of the loss, theft or destruction (Regulation 6.46).

In addition to this CASA requires the holder of an ASIC to make a report of the theft, loss or destruction to the local State or Territory Police and an event number must be supplied to CASA at the time of notification.



	<p>11. Access Control Conditions of Issue and Use Access to an airport is the responsibility of the airport operator.</p> <p>12. Renewal of ASIC It is your responsibility to ensure your application is lodged in sufficient time to be re-issued with another ASIC prior to the current one expiring. No extensions will be granted. If your ASIC expires you will be required to operate with a visitor pass which will require you to be under constant supervision by a valid ASIC holder.</p> <p>13. Acknowledgement You acknowledge that the issue to, and use by you of an ASIC is subject to the following conditions of issue and use for an ASIC ('Conditions'):</p> <ul style="list-style-type: none"> (a) The Aviation Transport Security Act 2004 as amended ('Act'); (b) The Aviation Transport Security Regulations of 2005 as amended ('Regulations'); (c) Conditions of issue and use for an Aviation Security Identification Card (ASIC) as detailed on this form; (d) You must acknowledge and agree that: <ul style="list-style-type: none"> (i) Camera/Video surveillance may be carried out at security controlled airport from time to time for the purpose of safeguarding against unlawful interference with aviation; and (ii) You and/or goods in your possession may be subject to inspection on entry, exit or while in the secure area of a security controlled airport.
<p>Spent Convictions Scheme</p>	<p>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 Convictions Scheme.</p> <p>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.</p> <p>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 conviction.</p> <p>A spent conviction is a conviction for a Commonwealth Territory, State or foreign offence, which satisfies all the following conditions:</p> <ul style="list-style-type: none"> • It is 10 years since the date of the conviction (or 5 years for juvenile 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 years (5 years for juvenile offenders) waiting period; and • A statutory or regulatory exclusion does not apply. (A full list of exclusions is available from the Privacy Commission.) <p>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 conviction for specific offences where partial exclusion exists.</p> <p>An exclusion to the scheme applies to the following offences where an issuing body (within the meaning of regulation 6.01 of the Aviation Transport Security Regulations 2005) is assessing whether to issue an aviation security identification card (within the meaning of regulation 1.03 of the Aviation Transport Security Regulations 2005) to a person in accordance with Part 6 of those Regulations.</p> <ul style="list-style-type: none"> • Offences against Part 2 of the Crimes (Aviation) Act 1991 (except section 15); • Offences against Part 5.3 of the Criminal Code.



<p>PRIVACY NOTICE</p> <p>What CASA does with your personal licensing information</p>	<p>Information you provide on the application includes personal information, the collection, use and disclosure of which is governed by the Commonwealth Privacy Act 1988.</p> <p>CASA uses this information internally for the purposes of its functions under the Civil Aviation Act 1988 and Aviation Transport Security Act 2004. In particular, CASA will use this information for licensing purposes and in order to undertake identity checks and aviation security status checks. CASA will disclose name and address details to mailing houses and other contractors disseminating information on CASA's behalf. CASA may use this information for the purposes of its own research and analysis into matters affecting aviation safety.</p> <p>CASA may also disclose this information as part of its accountability obligations to the Government and to Parliament. It may disclose this information to the following government agencies for the following purposes:</p> <ul style="list-style-type: none">• Department of Transport and Regional Services, for aviation safety and security purposes, and for research, statistical analysis, economic modelling, and other policy development purposes;• Australian Transport Safety Bureau (ATSB), for the purposes of investigations into aviation accidents and incidents, and for research into matters affecting aviation safety;• Australian Security and Intelligence Organisation, Australian Federal Police, and Department of Immigration and Multicultural and Indigenous Affairs, for aviation security purposes;• Airservices Australia and Australian Maritime Safety Authority, for air traffic management and search and rescue purposes. <p>CASA may disclose this information to the national aviation authority of another country in order to verify claims made in the application, or for enforcement purposes. It may also provide this information to the national aviation authority of another country on receipt of a request for bona fide aviation safety or security purposes.</p> <p>CASA also discloses personal information in compliance with mandatory legal requirements, for example, in response to notices of production from the ATSB or by court order.</p>
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