



Australian Government

Department of Home Affairs



# Aviation Security Identification Card **ASIC**

Information for  
cardholders and applicants

## **What is an ASIC?**

**An ASIC is an identification card that confirms the holder has a valid background check.**

**An ASIC is required by any person with an operational need for unescorted access to security-sensitive areas of an airport, or any person who requires a background check as a requirement of their security-sensitive role.**

**An ASIC is not an access card. It does not give the holder the right to access aviation secure areas or zones without the permission from the relevant authority or facility owner or operator.**

## **Who needs an ASIC?**

You may need an ASIC if:

- your occupation requires you to have frequent access to secure areas of an airport; or
- you are employed in a specifically prescribed security-sensitive role.

There are certain occupations that require you to hold and display a valid ASIC while on duty at a security controlled airport (regardless of whether you are accessing a secure area). These include passenger check-in staff, baggage handlers, screening officers, airport security guards and eligible customs officers.

You may also need an ASIC if you are contracted or employed in a security-sensitive role with the following entities: Known Consignor, Regulated Air Cargo Agent (RACA), Accredited Air Cargo Agent (AACCA), ASIC issuing body or visitor identification card (VIC) issuer.

## What type of ASIC do I need?

All cards are evidence of a background check, however, the colour of your ASIC depends on your operational need.

If your operational need changes, your issuing body may issue you with a different card. If you are unsure which card type you require, please check with your employer or issuing body.

It is important to remember that holding a valid ASIC does not give you the right to access a secure area or zone. Access is controlled by the airport owner or operator.

### ASIC types

**Red ASIC**



A red ASIC card with a grey silhouette of a person's head and shoulders, a silver reflective sphere, and the text: "AUS", "John CITIZEN", "AUG 19", and "XYZ 123456".

- ✓ Secure areas
- ✓ Airside security zones
- ✓ Landside security zones

**Grey ASIC**



A grey ASIC card with a grey silhouette of a person's head and shoulders, a silver reflective sphere, and the text: "AUS", "John CITIZEN", "AUG 19", and "XYZ 123456".

- ✓ Secure areas
- ✗ Airside security zones
- ✓ Landside security zones

**White ASIC**



A white ASIC card with a white silhouette of a person's head and shoulders, a silver reflective sphere, and the text: "AUS", "A", "John CITIZEN", "AUG 19", and "XYZ 123456".

- ✗ Secure areas
- ✗ Airside security zones
- ✗ Landside security zones

Note: airside security zone as defined under regulation 3.01 of the Aviation Transport Security Regulations 2005 (ATSR). Landside security zone as defined under regulation 3.02 of the ATSR.

## How do I apply?

You will need to apply to an ASIC issuing body. You can find a list of ASIC issuing bodies on the Department's website at [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au).

Once you have lodged your application, the issuing body will:

- verify your **identity** by requiring you to present your **original** identification documents in person and provide a recent passport quality photograph;
- confirm your **operational need** for an ASIC;
- request a **background check** through AusCheck; and
- confirm you are not an **unlawful non-citizen**.

Certain issuing bodies offer a 'job ready' option. This allows you to apply for an ASIC and complete the background checking process before you are able to provide evidence of your operational need for a card. However, you cannot be issued an ASIC until you meet all requirements, including providing your evidence of operational need.

The cost of an ASIC may vary between issuing bodies. Applicants should contact issuing bodies directly for further information.

## Identification requirements

### What kind of documents do I need to apply for an ASIC?

When applying for an ASIC you will need to verify your identity with your issuing body. To do this, you will need to present your **original** identification documents **in person** to a representative of your issuing body.

**You will not be issued a card until your issuing body can positively confirm your identity.**

## Identification documents



**A**

### Start of your identity in Australia

(E.g. Birth certificate, visa, citizenship certificate, ImmiCard)



**B**

### Your identity linked by photo and signature

(E.g. Driver licence, passport)



**C**

### Evidence of your identity within the community

(E.g. Medicare card, marriage certificate)



**D**

### Your current residential address

(E.g. Utility bill, rates notice)

Only required if categories A,B or C do not include your current residential address.

## What else do I need to know?

- Your identification documents must contain exact name matches, unless the name variation is supported by a government issued linking document (e.g. marriage or change of name certificate).
- Foreign language documents must be professionally translated. The Department recommends the use of translators accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). For more information please refer to the NAATI website at [www.naati.com.au](http://www.naati.com.au).
- Correct identification documents must be provided to your issuing body to proceed with any application.

## How do I provide evidence of my operational need?

To prove you have an operational need, you must provide written evidence to your issuing body.

This may include (but is not limited to):

- A letter explaining your reason(s) for needing access to a secure area or zone from one of the following:
  - your employer or prospective employer;
  - a contracting party or prospective contracting party; or
  - the industry participant responsible for the location you require access to.
- A letter from your employer and/or certificates of qualifications relating to your need to access a secure area/zone. These documents should be no more than six (6) months old when you submit your application.
- Evidence of a licence that demonstrates you will require access to secure areas or zones (e.g. aviation pilots licence).
- A letter from a RACA, AACA, Known Consignor, ASIC issuing body or VIC issuer confirming you are, or will be, employed or contracted in a security-sensitive role.

An issuing body may require one or more examples of evidence supporting your claim of operational need before they issue you a card.

## What is involved in the background check?

The background check determines an applicant's overall suitability to hold an ASIC. The background checking process is coordinated by AusCheck within the Department.

The background check is an assessment of information related to one or more of the following:

- Criminal history to determine if you have any convictions against the aviation-security-relevant offences.
- Matters relevant to a security assessment to determine whether you are likely to pose a threat to security as defined in the *Australian Security Intelligence Organisation Act 1979*.
- An immigration check if you are a foreign national.

## What if I am under 18?

If you are an ASIC applicant under the age of 18, you will be required to undergo a background check that includes a security assessment and, if required, an immigration check. A criminal history check is not included for applicants under 18 years of age.

If you are younger than 14 years of age, your parent or guardian must provide written consent on your application form in order for you to undergo the security assessment.

## **What are the aviation-security-relevant offences?**

Having criminal convictions does not necessarily stop you from holding an ASIC as not all convictions are relevant to holding a card. When you apply for a card, any convictions you have will be assessed against the ASIC eligibility criteria. The criteria detail relevant offences and determine if an offence is relevant to an applicant's eligibility to hold an ASIC.

If you are concerned your application may be delayed due to an aviation-security-relevant offence, it is recommended that you submit your application as early as possible.

It is important for applicants and cardholders to be familiar with the aviation-security-relevant offence criteria, as a failure to report a new offence may result in fines or prosecution.

You can view the aviation-security-relevant offences on the Department's website at [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au).

## **What happens if I have been convicted of an aviation-security-relevant offence?**

Should your application be unsuccessful or your card cancelled due to your conviction of an aviation-security-relevant offence, you may apply for a discretionary review. An ASIC issued as a result of a discretionary review may be subject to conditions, such as a reduced validity period.

Should your request for reconsideration of the decision be refused, you may lodge an appeal through the Administrative Appeals Tribunal (AAT).



If you decide to lodge an appeal with the AAT, they can be contacted on:

Administrative Appeals Tribunal

Phone: 1300 366 700

Fax: (02) 6243 4600

Website: **[www.aat.gov.au](http://www.aat.gov.au)**

For further information regarding the review and appeals processes, please visit the Department's website at **[www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)**.

## **I am an ASIC holder, what does this mean?**

Now that you hold an ASIC, it is important that you understand the importance of keeping the card secure and your responsibilities and obligations as a cardholder.

### **Cardholder obligations and responsibilities**

- You must never loan or share your card with another person or use someone else's card to gain access to a secure area.
- You must notify your issuing body within seven (7) days if your card is lost, stolen or destroyed.
- You must return your red or grey ASIC to your issuing body no later than one (1) month after:
  - the card expires;
  - the card is cancelled;
  - the card has been damaged, altered or defaced; or
  - you no longer have an operational need to enter a secure area.
- If you are responsible for a visitor at an airport you must confirm their reason for visiting the airport and ensure they are issued a VIC. The VIC holder must be supervised by a valid ASIC holder at all times. Please note that white ASIC holders cannot supervise visitors at airports.

### **Display obligations**

- You must properly display your valid red or grey ASIC while on duty in a security controlled airport. Properly displayed means:
  - attached to your outer clothing;
  - above waist height;
  - at the front or side of your body; and
  - with the whole front of the card clearly visible.
- Please note, white ASICs are not required to be displayed.

### **Change of name**

- You must notify your issuing body in person with original identification documents within 30 days of changing your name.
- Your change of name documents must be government issued (e.g. marriage certificate, change of name certificate).

### **Reporting offences**

You must notify your issuing body or AusCheck in writing of any new aviation-security-relevant offences within seven (7) days.

**Fines may apply if an ASIC holder fails to meet their cardholder obligations.**

## Contact

### **Department of Home Affairs—Aviation and Maritime Security Guidance Centre**

Phone: 1300 791 581

Email: [GuidanceCentre@homeaffairs.gov.au](mailto:GuidanceCentre@homeaffairs.gov.au)

Website: [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

### **Issuing bodies**

You can find a list of authorised issuing bodies on the Department's website at [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au).

### **AusCheck**

Phone: 1300 097 974

Fax: (02) 6275 6999

Email: [AusCheck@homeaffairs.gov.au](mailto:AusCheck@homeaffairs.gov.au)


Website: [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)

### **Administrative Appeals Tribunal**

Phone: 1300 366 700

Fax: (02) 6243 4600

Website: [www.aat.gov.au](http://www.aat.gov.au)



**When your ASIC expires, you must return it to your issuing body within one (1) month.**

You must also return your ASIC if any of the following applies:

- your ASIC has been cancelled;
- your ASIC has been damaged, altered or defaced; or
- you no longer have an operational need to hold an ASIC.

**Fines may apply if you fail to return your card within one (1) month.**

**Your issuing body contact details are:**

Department of Home Affairs  
PO Box 25, BELCONNEN ACT 2616

[www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)