



ASIC ONLINE AN OVERVIEW



STEP 1 APPLICATION

After online registration, the applicant selects their employing company, enters their personal details, provides address history for the past 10 years and uploads ID verification documents and all relevant data. After reviewing all the information and details provided, they submit the application. An automatically generated email will confirm the submission of their application.



STEP 2 COMPANY APPROVAL – OFF / ON AIR

A link will be sent via email to the employing company's authorised signatory, who will then go online to review and approve the application and complete the details of the applicants work areas to be accessed. If the company is an Off Air company, then post their approval. On Air companies may also be required to approve. If required, an on-airport sponsoring company receives a subsequent email with a link to go online and provide their approval. The applicant will receive an email confirming company approval, and if required, a request for payment.



STEP 3 PAYMENT

The Applicant will make an online payment using a credit card or for companies holding an account, an invoice will be issued. A confirmation email will be issued confirming the payment.



STEP 4 AUSCHECK BACKGROUND CHECK AND SCREENING

The application will be sent to AusCheck for screening. Possible outcomes of the screening are:

- Unconditionally Approved – an ASIC can be issued. The Applicant will be notified.
- Conditionally Approved – further correspondence and risk assessment required before a decision is made.
- Denied – an ASIC cannot be issued. The Applicant cannot be issued an ASIC. Applicant will be notified.



STEP 5 SECURITY, SAFETY AND SERVICE INDUCTION

The Applicant, not the employer/company, must complete the online Security, Safety and Service Induction learning module with a successful completion rate of no less than 80% prior to ASIC collection. Please note: an ASIC will not be issued without the Induction being completed.



STEP 6 ASIC ISSUED

The Applicant will receive an email stating that their ASIC is ready for collection. Once they have completed their online Induction, they are required to present all Category A, B, C and D identification documents in their original form (no photocopies) and Police Checks (also originals), if required. With all these documents in hand they may present themselves to the ASIC Office located at:

B219, 5-9 Francis Briggs Rd, Melbourne VIC 3045.