

AVIATION SECURITY IDENTIFICATION CARD (ASIC)

As an employee working airside or within a sterile area at Melbourne Airport you are required to hold a valid ASIC. Follow the links below to apply for a new ASIC or manage your application.

The following items will assist you to complete this online application form correctly and avoid any unnecessary delays.

- **Proof of Identification (refer to website for detail melbourneairport.com.au/corporate/asic or see next page).**
- **Provide minimum of 10 years address history, in which if you have lived outside of Australia for more than 6months at any one time, you will be required to provide a relevant international police check from those countries or country.**
- **Change of Name documentation is required where a name differs from a Category A identification document. In this case, an appropriate approved document such as an Australian Marriage Certificate or Australian Change of Name Certificate is required.**

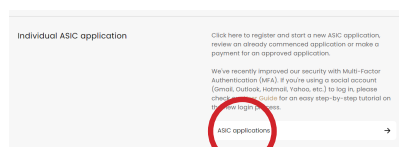
ASIC Online supports the following file formats for uploads: **JPEG, PNG, BMP AND PDF** and is also best viewed through **Google Chrome** web browser. It may be beneficial to clear your web browser history beforehand.

Beginning your application

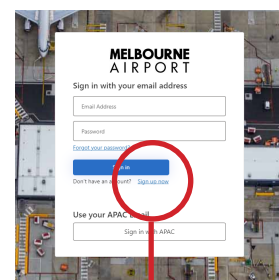
To apply for an ASIC, please visit melbourneairport.com.au/corporate/asic

After accepting and agreeing to the Terms and Conditions, in the company section of the application make sure to choose your company name as it appears in the tab below.

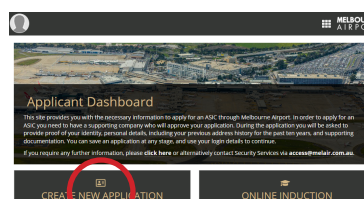
The screenshot shows the 'Applicant Dashboard' with a navigation menu. The 'Company' section is active, displaying a breadcrumb trail: 'Company > Your Name > About You > Contact Details > Address History > Citizenship > Identification > Confirmation'. The 'Company Name' field is highlighted with a red circle and contains the text 'What is the name of the company you work for?'. Below the field are 'SAVE AND EXIT' and 'CONTINUE' buttons.



1



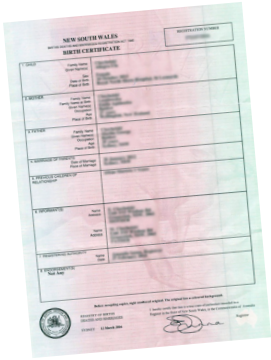
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3

Applicant's Identification Requirements

The applicant must verify their identification by meeting the requirements of all 4 Categories. All identification must be provided in its original form, that is, no photocopies or certified copies.



CATEGORY A

Related to how you have come to be in Australia. It is the start of your Australian identity.

- Australian Birth Certificate – Birth Extracts & Commemorative Birth Certificates are not acceptable.
- Australian Citizenship Certificate
- Australian Citizenship by Decent Certificate
- Immicard
- Australian Visa (Australian Visa Label, Visa Grant Notice, VEVO Email)
- Australian Protection Visa (Australian Visa Label, Visa Grant Notice, VEVO Email)



CATEGORY B

Connection between the identity and the person by means of an identifying photo **and** signature.

- Passport (an Australian or Foreign Passport, must not be expired)
- Drivers Licence (Australian drivers licence, Learners Permit or Foreign Drivers Licence)
- Australian Proof of Age Card
- Embassy/Consulate photo identity card
- Adult Firearms or Shooters Licence
- Australian Industry Licence (Such as a taxi-cab licence)
- Police Identification Card
- Australian Security Licence



CATEGORY C

Evidence of the person operating with and being part of the community with their identity.

- Medicare Card
- Australian Marriage Certificate or Australian Change of Name Certificate
- Current Valid ASIC or MSIC
- Government-issued Identity document (Government, military or Defence ID or discharge papers)
- Evidence of current employment (Payslip/PAYG Payment Summary, dated within 6 months)
- Australian Tertiary Student ID (Issued by an Australian University or TAFE)
- Academic transcript/trade certificate
- Australian Government benefits (Pension or Health Care Card)



CATEGORY D

The category is evidence of your current residential address. Evidence used here may be a document used for Category A, B or C provided it identifies your current residential address and is valid and in some cases dated within 6 months.

- Australian electoral enrolment showing full address
- Australian Council Rates or Valuation Notice
- Utility bill/account
- Mortgage papers or tenancy agreement
- Other evidence of residential address (such as Australian Driver Licence)

