



## 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.

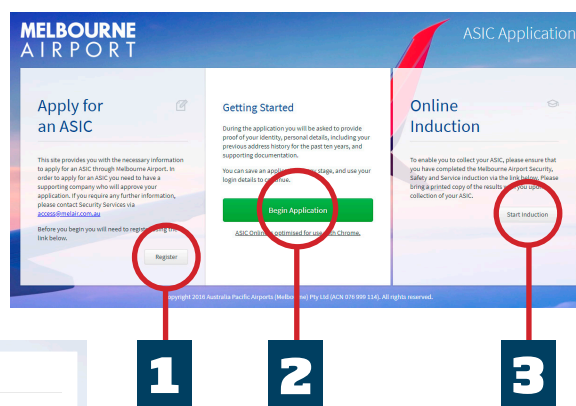
- **Proof of Identification (refer to website for detail [melbourneairport.com.au/asic](http://melbourneairport.com.au/asic) or see next page).**
- **Provide minimum of 10 years address history, in which if you have lived outside of Australia for more than 6 months at any one time, you will be required 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

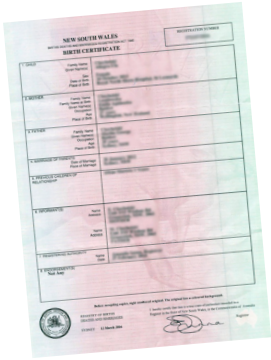
To apply for an ASIC, please visit [melbourneairport.com.au/asic](http://melbourneairport.com.au/asic)

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.



## 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
- Bank card
- 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 or bank statement
- Mortgage papers or tenancy agreement
- Other evidence of residential address (such as Australian Driver Licence)

