Beginning Your Application

To apply for an ASIC online, please visit www.melbourneairport.com.au/ASIC. In the company section of the application make sure to choose your company name as it appears below.

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 application form correctly, and avoid any unnecessary delay.

- Proof of Identification (refer to our website for details www.melbourneairport.com.au/asic)
- Provide minimum of 10 years address history. In which if you have lived outside of Australia for more than 6 months at a time you will be required to provide a relevant international police check from that country.
- Name change documentation. Where a name differs from a Category A identification document, an appropriate approved document is required (i.e. marriage – Australian marriage certificate; name change – Australian change of name certificate.)

ASIC Online supports the following file formats: JPG, JPEG, PNG, BMP and PDF.

For further information please contact Security Services by email at access@melair.com.au
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 format.

CATEGORY A – START OF YOUR IDENTITY IN AUSTRALIA
• Australian Birth Certificate – (Birth Extracts & Commemorative Birth Certificates are not acceptable)
• Australian Citizenship certificate
• Australian Citizenship by Descent 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 – LINK BETWEEN THE IDENTITY AND PERSON BY MEANS OF PHOTO AND SIGNATURE
• Passport – Australian Passport or Foreign Passport (must not be expired)
• Driver Licence – (Australian driver licence, learner permit or foreign driver licence)
• Australian Proof of Age Card
• Embassy/Consulate photo identity card
• Adult Firearms or shooters licence
• Industry Licence – (Australian industry licence such as taxi-cab licence)
• Police Identification Card
• Australian Security Licence
• Working with vulnerable people card – (Working with children card)

CATEGORY C – EVIDENCE OF THE PERSON OPERATING IN THE COMMUNITY WITH THEIR IDENTITY
• Medicare Card
• Australian Marriage Certificate or Australian Change of Name Certificate
• ASIC or MSIC
• Government-issued identity document – (Government, Military or Defence ID or discharge papers)
• Evidence of employment – (Payslip/PAYG Payment summary less than 6 months old)
• 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 – EVIDENCE OF CURRENT RESIDENTIAL ADDRESS
May be a document used for Categories A, B or C that identifies your current residential address. This must be valid.
• Australian electoral enrolment showing full address
• Australian rate or valuation notice
• Utility account or bank statement
• Mortgage papers or tenancy agreement
• Other evidence of residential address (valid Australian driver licence)