

# 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 application form correctly, and avoid any unnecessary delay.

- Proof of Identification (refer to our website for details [www.melbourneairport.com.au/asic](http://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 primary or secondary identification, an appropriate approved document is required (i.e. marriage - marriage certificate; name change - Deed Poll document.)

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

## Beginning Your Application

To apply for and ASIC online, please visit [www.melbourneairport.com.au/ASIC](http://www.melbourneairport.com.au/ASIC). In the company section of the application make sure to choose your company name as it appears below.

Company Name

# Applicant's Identification Requirements

The Applicant must verify their identification by meeting the requirements of 4 Categories.

All Identification must be provided in its original format.

## CATEGORY A - START OF YOUR IDENTITY IN AUSTRALIA

- Australian Birth Certificate - (Commemorative certificates not acceptable)
- Australian citizenship certificate
- Australian citizenship by descent
- Immicard
- Australian Visa - (Australian Visa Label, Visa Grant Notice, VEVO Email)
- Australian Protection Visa - (Australian Visa labe, Visa Grant Notice, VEVO Email)

## CATEGORY B - LINK BETWEEN THE IDENTITY AND PEROSN BY MEANS OF PHOTO AND SIGNATURE

- Passport - (Australian Passport, Foreign Passport)
- Driver Licence - (Australian driver licence, Learner Permint 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
- Marriage Certificate or Change of Name
- ASIC or MSIC
- Government-issued identity document - (Government employeidentity card, military identification or defence discharge papers)
- Evidence of employment - (Payslip/PAYG Payment summary less than 6months old)
- Australian Tertiary Student ID
- Academic transcript/trade Certificate
- Bank Card
- Australian government benefits

## 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
- Australian Rate or valuation notice
- Utility account or bank statement
- Mortgage papers or tenancy agreement
- Other evidence of residential address