



## ASIC APPLICATION APPROVER COMPANY CHECKLIST

When approving an ASIC please ensure that you cross check the application and all of the details provided in regards to the applicant details. The application details should be a mirror of the information in Category A and all other supporting documents.

### See below for a simple checklist:

- Ensure that the Category A name matches the Cat A Identification. If the name does not match, supporting document such as a Change of Name or Marriage Certificate will be required.
- Ensure all "other" known names are declared. For example, Robert may also be known as Rob. The applicant must answer "yes" to the question "Have you been known by any other names?" and list these variations.
- Name preferences must be declared, this includes preferred spelling of names. For example, Danni as opposed to Danielle or John as opposed to Jon. Spelling errors and typos also need to be corrected.
- Please ensure that each document ID photo is clear, valid (no expired IDs) and pertains to the correct Category. For example, Category B needs to be ID that contains both a photo and a signature. To assist you, please refer to the ASIC application process information document.
- IDs that contain Document Verification Service (DVS) Data which can include ID numbers, dates and folios must be name checked; this will always be a Category A document along with other category documents that are presumed to be DVS compatible. That is, that all names that appear on a document must make up part of the main application. The information underneath a document category is solely for the purpose of DVS and is not included in background checking information. If a name appears in a document a certain way, but is not listed in the main part of the application as another known name this application is deemed incorrect and non-compliant and unless corrected prior to background checks commencing increases the risk of resubmission and subsequent full costs being incurred.
- Many official Government documents contain relevant information on both the front and back of the ID. Both sides must be uploaded to avoid missing information on changes that may have applied to the document over time. Such as Birth Certificates, Australian Citizenship certificates. If in doubt, encourage the applicant to upload both sides.

- All applicants are required to provide 10 years of address history. Should the applicant have spent more than 6 months overseas during that time, they will be required to provide an original International Police Check from the respective country or countries. ASIC Online will not allow you to upload a Police Check, therefore, a hard copy of the original Police Check document must be produced at the time of collection of the ASIC.
- When noting operational need, be as specific as possible with regards to the level and areas of access the applicant requires. A sufficient operational need statement is required and without so an application may be denied or delayed. Simply stating the occupation of the applicant is not sufficient. For example, "Electrician – electrical work" is not acceptable. Mentioning of specific projects or scope of work and location and how it relates to airport operations and the requirement along with justification to hold an ASIC is beneficial.

If any of the information is incorrect or does not match, please Reject the application outlining in the free text field what information the applicant needs to correct. Please note: approving an incorrect application can result in the application being rejected by our checking partners and a new application will need to be submitted. This will delay the ASIC application process and will incur costs again.

This Checklist should be read in conjunction with the "**ASIC Online: An Overview**" guide and "**ASIC Application Approver: Your Role and Responsibilities**".

If in doubt when reviewing an application, before moving forward please contact: Security Services Office via [access@melair.com.au](mailto:access@melair.com.au) for assistance.

We are generally open **Monday to Friday, 8am to 3pm**.  
We are closed on Public Holidays.