

## Guide for Candidates – Security Background Check Requirements

A security background check must be completed before your commencement date. To facilitate this, identification documents and an electronic photograph must be provided to Security as soon as possible.

### 1. Identification Documents

You must present your original identification documents to an Airservices Authorised Issuing Body Representative (IB Representative).

Once you have satisfied the identity requirements, the IB Representative will take a copy of your identification documents and certify it as a true copy. This copy must then be used to accompany your application.

Each Airservices staffed location has an IB Representative.

For a list of acceptable identification documents – See Attached: *Acceptable Identification Documents – ASIC Applications*

Additional requirements (if applicable):

- All foreign language documents must be **accompanied** by an English translation, conducted by an accredited or professional translator.
- All identification documents provided must contain exact name matches, unless the name variation is supported by a valid linking document, such as an official marriage certificate, change of name certificate or deed poll.  
A statutory declaration is not an acceptable change of name linkage document.

Once your documents have been copied and certified by an IB Representative, they can be scanned and emailed, or mailed to Security at:

[corporate.security@airservicesaustralia.com](mailto:corporate.security@airservicesaustralia.com)

OR

Airservices Security  
GPO BOX 367  
Canberra ACT 2601

or

Airservices Security  
25 Constitution Avenue  
Canberra ACT 2601

An identification document will only be accepted once it has been certified as a true copy by an IB Representative.

### 2. Electronic Photograph

A passport quality electronic photograph must be provided.

The image file must be sent as an attachment in **JPG** format and must follow the naming convention-  
**surname\_firstname\_middleinitial\_sap number**

If you do not know your SAP number, leave this blank

The JPG photograph **MUST**:

- be taken on a plain matt-white background,
- have appropriate brightness and contrast with uniform lighting,
- be in focus and clear,
- show your full face, head and shoulders square, looking straight at the camera,
- show your eyes open and clearly visible (no flash reflection from glasses, frames should not cover any part of your eyes).

The JPG photograph must **NOT**:

- be a passport-sized photo or closely cropped (passport images are generally too small),
- show any shadows, 'red eye' or uneven lighting,
- be older than 6 months, or
- be a scanned copy.

Your photograph will be rejected if it does not meet compliance as stated above.

**Please contact Security on 02 6268 5700 or [corporate.security@airservicesaustralia.com](mailto:corporate.security@airservicesaustralia.com) to find out the details of your nearest IB Representative.**

**When you mark this task as completed you are no longer able to access the documents.**

# Acceptable Identification Documents – ASIC Applications



## ALL DOCUMENTS MUST BE ORIGINAL AND PRESENTED IN-PERSON FOR IDENTITY VERIFICATION

A minimum of three identification documents are required (**one each from category A, B and C**)

A **category D** document is only required if the **category A, B or C** do not display proof of a current residential address

### Category A: Start of Identity in Australia

Document	Explanation/Description
<b>Australian birth certificate</b>	<b>Australian birth certificate</b> . No commemorative certificates.
<b>Australian citizenship certificate</b>	Official <b>Australian citizenship certificate</b> issued by the Australian Government.
<b>Australian citizenship by descent</b>	Official <b>Australian citizenship by descent</b> extract issued by the Australian Government.
<b>ImmiCard</b>	<b>ImmiCard</b> (may be expired. Must be checked on VEVO).
<b>Australian visa</b>	<b>Australian Visa Label, Visa Grant Notice, VEVO email</b> (sent direct to issuing body) or <b>Visa Evidencing Card</b> . Must be presented along with the supporting foreign passport (may be expired but must be original). NOTE: Australian visa applies to New Zealand citizens.
<b>Australian protection visa</b>	<b>Australian Visa Label, Visa Grant Notice, VEVO email</b> (sent direct to issuing body) or <b>Visa Evidencing Card</b> . Must be presented with Australian Convention Travel Document (CTD) also known as a Titre de Voyage. A CTD is issued to a refugee to travel overseas in the absence of being able to obtain a passport from the country of their nationality.

### Category B: Link between the identity and person by means of photo and signature

Government-issued document (must be different to category A). Must have applicant's **photo AND signature** and be **current and valid**.

Document	Explanation/Description
<b>Passport</b>	<b>Australian Passport</b> , foreign passport or CTD (must not be expired). The CTD only meets the requirements for category B if it looks similar to an Australian passport. Older paper-style documents are not acceptable.
<b>Driver Licence</b>	<b>Australian driver licence</b> , learner permit or foreign driver licence.
<b>Australian proof of age card</b>	Australian proof of age card issued by an Australian Commonwealth, State or Territory government.
<b>Embassy/Consulate photo identity card</b>	Embassy/Consulate photo identity card.
<b>Adult firearms or shooter's licence</b>	Adult Australian firearms or shooter's licence showing signature and photo.
<b>Industry licence</b>	Australian industry licence such as taxi-cab licence.
<b>Police identification card</b>	Australian police identification card from a Commonwealth, State or Territory police service.
<b>Australian security licence</b>	Australian security licence or Australian crowd controller licence.
<b>Working with vulnerable people card</b>	Australian working with children/vulnerable people card.

### Category C: Evidence of the person operating in the community with their identity

Category B document that has not already been used may be used as a category C document. Must be current and valid.

Document	Explanation/Description
<b>Medicare Card</b>	<b>Medicare Card</b> .
<b>Marriage Certificate (or similar)</b>	Official <b>Marriage Certificate</b> , Civil Partnership Certificate, Recognised Details Certificate, or Change of Name Certificate.
<b>ASIC or MSIC</b>	Aviation or maritime security identification card.
<b>Government-issued identity document</b>	Government employee identity card, military identification card or defence discharge papers.
<b>Evidence of employment</b>	Payslip/PAYG payment summary less than 6 months old or employment contract with company details e.g. ABN.
<b>Evidence of indigenous heritage</b>	Reference or confirmation of identity from an Aboriginal and/or Torres Strait Islander Organisation.
<b>Australia tertiary student ID card</b>	Student ID card issued by an Australian TAFE, university or registered training organisation.
<b>Academic transcript/trade certificate</b>	Academic transcript from a reputable international university or Australian tertiary institution. Trade Certificate issued by an Australian Registered Training Organisation or recognised industry body.
<b>Bank card</b>	Credit card or ATM card.
<b>Australian government benefits</b>	Evidence of a right to an Australian government benefit, pension or health care card.

### Category D: Evidence of current residential address

Only required if categories A, B or C do not have current address. Document must be less than 6 months.

Document	Explanation/Description
<b>Australian electoral enrolment</b>	Proof of electoral enrolment in Australia.
<b>Australian rate or valuation notice</b>	Rate notices or land valuation notice.
<b>Utility account or bank statement</b>	Utility accounts (gas, water, electricity, telephone, internet) or bank account statement.
<b>Mortgage papers or tenancy agreement</b>	Mortgage papers, current lease or tenancy agreement.
<b>Other evidence of residential address</b>	Evidence of current residential address that is less than 6 months old, and is from a reputable organisation.

Documents highlighted in red are preferred

For further information contact Security on 02 6268 5700 or [corporate.security@airservicesaustralia.com](mailto:corporate.security@airservicesaustralia.com) or refer to the Security page on Horizons

