

Guide for Candidates – Security Background Check Requirements (ASIC)

For successful applicants, a security background check must be completed prior to commencement. This requires Identification documents, an electronic photograph and a completed Airservices Aviation Security Identification Card (ASIC) application to be submitted.

1. Identification Documents

Original identification documents must be presented in person to a nominated representative at an Airservices staffed location.

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.

For a list of acceptable identification documents see *Acceptable Identification Documents – ASIC Applications* on the following page.

2. Electronic Photograph

A recent passport quality electronic photograph must be provided.

3. ASIC application form

A completed ASIC application form must be completed and submitted.

Further information will be provided to successful applicants.

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
Australian birth certificate	Australian birth certificate. No commemorative certificates.
Australian citizenship certificate	Official Australian citizenship certificate issued by the Australian Government.
Australia citizenship by descent	Official Australia citizenship by descent extract issued by the Australian Government.
ImmiCard	ImmiCard (may be expired. Must be checked on VEVO).
Australian visa	Australian Visa Label, Visa Grant Notice, VEVO email (sent direct to issuing body) or Visa Evidencing Card. Must be presented along with the supporting foreign passport (may be expired but must be original). NOTE: Australian visa applies to New Zealand citizens.
Australian protection visa	Australian Visa Label, Visa Grant Notice, VEVO email (sent direct to issuing body) or Visa Evidencing Card. 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
Passport	Australian Passport , 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.
Driver Licence	Australian driver licence , learner permit or foreign driver licence.
Australian proof of age card	Australian proof of age card issued by an Australian Commonwealth, State or Territory government.
Embassy photo identity card	Embassy/Consulate photo identity card.
Adult firearms or shooter's licence	Adult Australian firearms or shooter's licence showing signature and photo.
Industry licence	Australian industry licence such as taxi-cab licence.
Police identification card	Australian police identification card from a Commonwealth, State or Territory police service.
Australian security licence	Australian security licence or Australian crowd controller licence.
Working with vulnerable people card	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
Medicare Card	Medicare Card.
Marriage Certificate (or similar)	Official Marriage Certificate , Civil Partnership Certificate, Recognised Details Certificate, or Change of Name Certificate.
ASIC or MSIC	Aviation or maritime security identification card.
Government-issued identity document	Government employee identity card, military identification card or defence discharge papers.
Evidence of employment	Payslip/PAYG payment summary less than 6 months old or employment contract with company details (ABN)
Evidence of indigenous heritage	Reference or confirmation of identity from an Aboriginal and/or Torres Strait Islander Organisation
Australia tertiary student ID card	Student ID card issued by an Australian TAFE, university or registered training organisation.
Academic transcript/trade certificate	Academic transcript from a reputable international university or Australian tertiary institution. Trade Certificate issued by an Australian Registered Training Organisation or recognised industry body.
Australian government benefits	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
Australian electoral enrolment	Proof of electoral enrolment in Australia.
Australian rate or valuation notice	Rate notices or land valuation notice.
Utility account or bank statement	Utility accounts (gas, water, electricity, telephone, internet) or bank account statement
Mortgage papers or tenancy agreement	Mortgage papers, current lease or tenancy agreement.
Other evidence of residential address	Evidence of current residential address that is less than 6 months old, and is from a reputable organisation.

Documents highlighted in red are preferred