



## IMPORTANT NOTICE TO AIRPORT OPERATORS

In accordance with *the Aviation Transport Security Regulations* Essendon Airport will become a security controlled airport from the **1<sup>st</sup> of April 2008**. From this date all personnel requiring access to **any** airside area at Essendon Airport will be required to wear an Aviation Security Identification Card (ASIC).

### **Personnel required to have an ASIC**

All personnel requiring access to the airside area at Essendon Airport will be required to wear a valid ASIC.

If you are involved in checking in passengers or baggage handling, you will need an ASIC regardless of where you work.

If you are under 18 years of age, you will still need an ASIC. Check with your supervisor or your ASIC issuing authority where you work or plan to work.

Aircraft passengers moving to or from an operating aircraft are **not** required to hold an ASIC or VIC but must be supervised by an ASIC holder at all times.

### **When an ASIC is required**

**All personnel**, excluding valid aircraft passengers, requiring access to the airside area at Essendon Airport are required to wear a valid ASIC from the **1<sup>st</sup> of April 2008**.

Holding an ASIC card does not give you a general right of entry into the secure areas of the airport. You can only be on airside if you have a valid, work-related reason to be there.

### **ASICs for use at Essendon Airport**

You may wear an Australia Wide or Single Airport only ASIC at Essendon Airport. All existing and Valid ASICs are suitable for use at Essendon Airport. If you require a new ASIC you will be asked to specify which ASIC you require in your application.

### **Visitors to Essendon Airport**

Visitors who need to access the airside area of the airport need to wear a Visitor Identification Card (VIC) and must be supervised by a person displaying a valid ASIC until they leave that area.

VICs will be available from the **1<sup>st</sup> of April 2008** from:

Essendon Airport Management  
Essendon Fields House  
Level 2, 7 English Street  
Essendon Airport

Bookings must be made to obtain a VIC by calling 03 9948 9300. Identification will be required before a VIC is issued and the supervising ASIC holder must accompany the VIC applicant.

Essendon Airport may delegate to another organisation the ability to issue VICs. Please check with your organisation if they are an authorised VIC issuing body.

### **Where to get an ASIC?**

All Essendon Airport ASICs are issued by Aviation ID Australia Pty Ltd.

Aviation ID Australia  
Locked Bay 2000 Merimbula NSW 2548  
Phone: 02 6495 2881  
Fax: 02 6495 2885  
Website: [www.aviationidaustralia.com.au](http://www.aviationidaustralia.com.au)

Aviation ID Australia is located in New South Wales and therefore on-line or postal applications are advisable.

Note: Melbourne Airport **will not** issue ASICs to Essendon Airport users.

### **Information required to obtain an ASIC**

An application form must be completed and submitted to Aviation ID Australia for processing. All ASIC Applications require approval by the Australian Government via AusCheck. You must supply details such as history of any criminal, traffic, charge, conviction or pecuniary penalties.

The following items will be required with your application:

- Personal Identification;
- A letter substantiating the applicants operational requirement for an ASIC from employer or a photocopy of the applications Pilots Licence;
- Two recent photographs;
- Copies of original documents and photographs must be endorsed by a Justice of the Peace or the Airport Manager;
- ASIC payment.

Please refer to the Aviation ID Australia Pty Ltd for the most up-to-date information regarding your ASIC application.

### **Airport Manager ASIC Endorsement**

Two Managers at Essendon Airport are available to endorse your ASIC application. To make an appointment to have an Airport Manager conduct your endorsement please call 03 9948 9300 to make an appointment. **Please do not make an appointment until you have completed all application requirements as listed on the Aviation ID Australian Checklist.**

### **ASIC Costs?**

All ASIC applications must be paid for at the time of lodgment with Aviation ID Australia. The following costs apply at the time of this notice:

- The issue of a full ASIC is \$182.00
- The renewal of a full ASIC is \$182.00
- Re-issue of current card \$77.00 (in the event of loss or damage)
- All prices are GST inclusive.

## **ASIC Processing Time**

Aviation ID Australia currently have a processing time of 4 weeks from the time your application is received. This time will be extended if you do not provide all the information required.

## **Further Information**

The Aviation ID Australia website is a valuable source of information regarding the ASIC application process. [www.aviationidaustralia.com.au](http://www.aviationidaustralia.com.au)

The Department of Transport and Regional Services also have a fact sheet for information regarding the requirement for ASICs.

[www.dotars.gov.au/transport/security/aviation/factsheet/fact13.aspx](http://www.dotars.gov.au/transport/security/aviation/factsheet/fact13.aspx)

The Essendon Airport website will have updated information on the introduction of ASICs.

[www.essport.com.au](http://www.essport.com.au)

For all other enquiries regarding ASICs at Essendon Airport please contact:

Pamela Bucca  
Compliance Manager  
Essendon Airport  
Essendon Fields House  
Level 2, 7 English Street  
Essendon Airport VIC 3041

Phone: 03 9948 9300

Email: [pbucca@essport.com.au](mailto:pbucca@essport.com.au)