

Alice Springs Airport REPLACEMENT ASIC APPLICATION FORM-S003

This form is to be used when you need a replacement of your current ASIC. If your old ASIC is due to or has expired you need to apply for a new ASIC using FORM-S002

SECTION A – APPLICANT DETAILS

Reason for Replacement

- ASIC Stolen** (Police Report number and Statutory Declaration required)
- ASIC Lost** (Statutory declaration required)
- Name Change** (Photocopy of certificate and Statutory Declaration required)
- ASIC Damaged/destroyed** (Statutory Declaration required)
- Transfer to AUS ASIC** (Supporting letter required)
- Change of ASIC Red / Grey** (Supporting letter required)
- Change of Companies** (Supporting letter required)

Details: If your ASIC has been stolen you must report this to the Police and then provide Alice Springs Airport (ASA) with a Police Report number. If your ASIC has been lost we require a Statutory Declaration stating that you have exhausted all avenues to recover the ASIC and it cannot be found. If you have changed your name we require a copy of the Marriage/Name change certificate and Statutory Declaration. If your ASIC has been destroyed we require a statutory Declaration detailing this. If you are transferring your ASIC to an 'AUS' Pass this form must be accompanied by a separate letter (on company letterhead) signed by a company authorised signatory stating the name of all ports which access is required, the frequency of access and the purpose of access. If you are changing your ASIC from or to a red/grey ASIC then we require a separate letter (on company letterhead) signed by a company authorised signatory detailing your new access requirements and reasons.

Personal Details:

Surname: _____

Given Name/s: _____

Employed By: _____

ASIC Number: _____ ASIC Expiry Date: _____

Current ASIC Designation: ASA AUS Red Grey

Date of Birth: _____/_____/_____ Gender: Male Female

Address: _____

Suburb _____ State _____ Postcode _____

Email Address: _____

Contact Telephone Number: _____

SECTION B – APPLICANT CERTIFICATION

I, _____ hereby:
Print Name

- I. confirm that I understand that any replacement ASIC is subject to the Terms and Conditions formerly signed by me at the time of issue of my original ASIC;
- II. certify that the details contained in this application are true and correct and understand I must contact ASA immediately if any of the information changes.

Signed: _____ Date: _____ / _____ / _____
Signature Day Month Year

SECTION C - IDENTIFICATION

In order for a replacement ASIC to be printed you must provide us with adequate personal identification. A photocopy of one (1) form of identification from the following must be attached to this application form:

- A Certified Birth Certificate (a copy Certified by a Register of Births or similar officer to be a correct copy)
- A copy (certified under section 44 of the Australian Citizen Act 1948) of citizenship certificate
- Current licence (e.g. drivers or firearms) issued under a law of the Commonwealth or a State or Territory (with photo)
- Australian Government employee identification card (with photo)
- Australian student identification card (with photo)
- A copy of your current passport

SECTION D - PAYMENT

Payment for Replacement ASIC's must be made at the time of requesting. If your company is willing to pay the replacement fee and has an Account/Credit Card on file with the ASIC and Access Control Department then a separate letter signed by an approved company authorised signatory stating this must be provided.

ASIC Replacement cost: \$135 (Inc. GST)

ASA accepts the following methods of payment:

- Cash
- Credit
- EFTPOS
- Cheques made payable to Alice Springs Airport

OFFICE USE ONLY

<p>DOCUMENTATION</p> <p><input type="checkbox"/> Lost ASIC - Stat Dec</p> <p><input type="checkbox"/> Stolen ASIC - Stat Dec (including Police Report #)</p> <p><input type="checkbox"/> Destroyed ASIC – Stat Dec</p> <p><input type="checkbox"/> Name change certificate and Stat Dec</p> <p><input type="checkbox"/> ASIC Company Letter</p> <p><input type="checkbox"/> ASIC type change letter</p>	<p>ID REQUIREMENTS</p> <p><input type="checkbox"/> Birth certificate</p> <p><input type="checkbox"/> Current Passport</p> <p><input type="checkbox"/> Citizenship certificate</p> <p><input type="checkbox"/> Current Australian licence (with photo)</p> <p><input type="checkbox"/> Current Government employee ID card (with photo)</p> <p><input type="checkbox"/> Current Australian student ID card (with photo)</p>
<p>PAYMENT</p> <p>Method: CC / CASH / CHEQUE / ACCOUNT</p> <p>Receipt#: _____</p> <p>Date: ____/____/____ Initial: _____</p> <p>* Notification from company required authorising replacement ASIC to be charged to Account or Credit Card on file</p>	<p>PROCESSING</p> <p>Previous ASIC returned: ____/____/____ Initial: _____</p> <p>Issued: ____/____/____ Initial: _____</p> <p>Database Updated: ____/____/____ Initial: _____</p> <p>AusCheck Updated: ____/____/____ Initial: _____</p>

Remember:

Identifying number to be added to end of ASIC number before printing to show how many times card has been issued to individual, e.g. first reprint will show “12345 (2)”.

RECEIPT – TO BE COMPLETED ON ISSUE OF REPLACEMENT ASIC

I, _____ acknowledge receipt of:
 Print Name

Replacement Aviation Security Identification Card _____
 (Replacement ASIC Number)

Which remains the property of Alice Springs Airport and is on loan to me whilst I am employed in my current capacity by the company noted in Part 2 of my original ASIC Application form or *the company as per the attached letter.

Signed: _____ Date: ____/____/____
 Signature Day Month Year

*If there is a change of companies a letter of company approval for replacement ASIC needs to be attached.