

Photo Visitor Identification Card (VIC) Application Form



PO Box 7636 Garbutt QLD 4814 | P: +61 7 4727 3211 | F: +61 7 4779 1843 | ACN 081 257 490

A Queensland Airports Limited Company

Part A – Applicant Details		Completed by the ASIC Applicant
First Name:	Surname:	
Employer:		
Residential Address:		
Contact Number:	Date of Birth:	
ASIC Application Lodged: <input type="checkbox"/> TAPL <input type="checkbox"/> Other – Specify		Attach confirmation from Issuing Body
Australian Drivers Licence Number:	Expiry: / /	Attach copy
Purpose of Visit: _____ <small>Be specific – detail what are you doing and what areas do you need to access</small>		
<p>As the holder of the Photo Visitor Identification Card (VIC), I declare that I;</p> <ul style="list-style-type: none"> ▪ Have not been refused an ASIC or had an ASIC suspended or cancelled. ▪ Have not been issued a VIC valid at Townsville Airport by this issuing agent or another, for more than a total of 28 days in the previous 12 months (ATSR 6.25A). ▪ Have supplied a completed ASIC application to the issuing body (ATSR 6.38G). ▪ Will adhere to the rules and regulations outlined on the reverse of this page. 		
Signature:		Date: / /

Part B – Employer Declaration		Authorising person must be registered with and approved by Townsville Airport Pty Ltd
First Name:	Surname:	
Company Name:		
Email:	Contact Number:	
ASIC Number:	Expiry:	<input type="checkbox"/> TSV <input type="checkbox"/> AUS
Areas to be accessed: <input type="checkbox"/> International Terminal <input type="checkbox"/> Domestic Terminal <input type="checkbox"/> Sterile Area <input type="checkbox"/> Security Restricted Area <input type="checkbox"/> General Aviation Area <input type="checkbox"/> Employer Work Area		
Do you confirm the <i>Purpose of Visit</i> declared above by the visitor? <input type="checkbox"/> Yes <input type="checkbox"/> NO – Provide correct purpose		
Will you be supervising the above visitor? <input type="checkbox"/> Yes <input type="checkbox"/> NO – Specify Part C		
Signature:		Date: / /

Part C – Supervising ASIC Holder	
First Name:	Surname:
Email:	Contact Number:
ASIC Number:	Expiry: <input type="checkbox"/> TSV <input type="checkbox"/> AUS

Part D – Issued VIC Details		Townsville Airport Pty Ltd Office Use Only
VIC Number:	T	L
Issued: / /	SDS Updated:	Please Print / /
VIC Status: <input type="checkbox"/> Returned <input type="checkbox"/> Cancelled <input type="checkbox"/> Lost/Stolen (Stat Dec) <input type="checkbox"/> Destroyed on / /		
Received By: _____	Please Print	ASIC Collected: / /
SDS Updated: _____	Please Print	/ /

Notes: _____

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Information for Visitors to Secure Areas of Airports

What is a Visitor Identification Card (VIC)?

An identification card that visitors must wear when they are in a secure zone of a security controlled airport.

How do I obtain a VIC?

VICs may be issued by the operator of the airport, selected airlines approved to issue VICs at the airport, or by an authorised agent of the airport or airline. Some VIC issuers may charge a fee for issuing a VIC.

Before you may be issued a VIC, you must provide the following:

- A valid reason for entering the secure area of the airport, to be confirmed by the holder of an Aviation Security Identification Card (ASIC). This reason must be updated if it changes during your visit.
- Proof of your identity.
- A declaration that you have not been refused an ASIC, had an ASIC cancelled or one that is currently suspended, due to an adverse criminal record.
- A declaration that you have not been issued a VIC in breach of the **28 day rule**.
- Confirmation from the issuing body that you have supplied a completed ASIC application.

What are my obligations as a VIC holder?

All VIC holders must be supervised by an ASIC holder and wear and display their VIC at all times while in the secure area of an airport. If you are a VIC holder and are unsupervised at any time you must **leave** the secure area **immediately**.

If your VIC has expired, been cancelled or damaged, you must return your VIC to the issuer within seven days. You are also required to return your VIC within seven days if you no longer have a need to access the secure area of an airport.

You must follow any conditions imposed on your VIC.

If you are found to breach any of your obligations as a VIC holder you may be subject to penalties of up to **\$3400**.

The 28 Day Rule

Visitors can be issued a VIC to access any secure area across a particular security controlled airport for a maximum of 28 days within a 12 month period. This is known as the **28 Day Rule**.

There is a separate 28 day limit for each airport. The number of days a VIC has been issued at one airport does not count towards the number of days you have been issued a VIC at a different airport.

Some airlines may be approved to issue VICs at certain airports. Airlines can only issue a VIC for a maximum of 28 days within a 12 month period across Australia. It does not matter which airport the VIC was issued for.

If you are issued a VIC by an airline for a particular airport, it will count towards the 28 days that you may have a VIC at that airport.

It does not matter whether an airport or airline issues you a VIC—you are still limited to a maximum of 28 days within a 12 month period at each airport.

VICs issued to government officials by the Australian Customs and Border Protection Service, to applicants and holders of ASICs, or in exceptional circumstances, do not count towards the number of days you have been issued a VIC.

If you are found to have intentionally applied for a VIC for greater than 28 days at any one airport you may be subject to a penalty of up to **\$3400**.

Further information on the VIC and ASIC scheme is available from

www.homeaffairs.gov.au/about-us/our-portfolios/transport-security/identity/issuing-bodies