

Photo Visitor Identification Card (VIC) Application Form

PO Box 7636 Garbutt QLD 4814 | E: aviation@tsvairport.com.au | P: +61 7 4727 3211 | F: +61 7 4779 1843 | ACN 081 257 490

Applicants must have lodged a **completed** ASIC application with AusCheck via an approved issuing body. Please be advised that the minimum processing time for this application is 3 business days.
 Submit applications to aviation@tsvairport.com.au with the subject 'Photo VIC – [applicant name]'.

Part A – Applicant Details		Completed by the ASIC Applicant
First Name:	Surname:	
Employer:		
Residential Address:		
Contact Number:	Date of Birth:	
ASIC application lodged with AusCheck via: <input type="checkbox"/> TAPL <input type="checkbox"/> Other – Specify Attach confirmation from Issuing Body		
Australian Drivers Licence Number:	Expiry:	<i>Attach copy</i>
Purpose of Visit: _____ Be <u>specific</u> – detail what are you doing and what areas do you need to access		
As the holder of the Photo Visitor Identification Card (VIC), I declare that I;		
<ul style="list-style-type: none"> ▪ Have not had an ASIC suspended, cancelled, refused or been <i>not eligible</i> to hold an ASIC. ▪ Have supplied a completed ASIC application to the issuing body (ATSR 6.38G). ▪ Understand that a 90-day limit applies to PhotoVICs and I will not be re-issued a VIC beyond this period. ▪ 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					V	Expiry:
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 required to be worn by visitors with an operational need to access secure or controlled areas and zones within a security-controlled airport.

As a VIC holder, once you enter a secure or controlled area or zone you must be **escorted for the duration** of your time in that area. Please familiarise yourself with the areas and zones and where you are authorised to access.

Secure or Controlled Areas and Zones

Unless otherwise specified, any visitor within a secure or controlled area or zone must be on duty or have a lawful requirement to enter the area and be **under continuous escort** by a valid Aviation Security Identification Card (ASIC) holder. You must NOT meet, greet or farewell friends, family or colleagues in a secure area.

Airside Area

The Airside Area encompasses the whole of the airport within the landside/airside boundary, marked with regulatory signage on fence lines and facilities.

Security Restricted Area (SRA)

The SRA is located within the Airside Area, directly adjacent to the terminal building and includes the Baggage Makeup (BMA), Mezzanine and Maintenance areas. The SRA is used by Regular Passenger Transport (RPT) aircraft for embarking and disembarking screened passengers. The SRA is in force for 24 hours per day.

Terminal Sterile Area (Domestic & International)

Entry to a Sterile Area is via a Security Screening Point. Unscreened goods or persons who refuse to be screened will not be permitted into the Sterile Areas.

Security requirements apply if your primary place of employment is within a Sterile Area or you are accessing areas that are NOT generally accessible to the public.

Secure Areas

The check-in desks and baggage facilitation areas of the terminal are Secure Areas.

How do I obtain a VIC?

Standard and Photo VICs are issued by the operator of the airport, Townsville Airport Pty Ltd (TAPL). You must provide the following before you may be issued a VIC:

- A valid reason for entering the secure area of the airport. That is updated if it changes during your visit.
 - The reason must be confirmed by a valid ASIC holder.
- Proof of your identity – provide an original valid government document with photo and signature.
- A declaration that you have not:
 - had an ASIC suspended, cancelled, refused or been not eligible to hold an ASIC.
 - been issued a VIC for more than 28 days in the previous 12-months at TSV Airport (**ATSR 28-day rule**).
- Accompanied by a valid ASIC holder at the time of issue (Standard VIC).
- Confirmation from the issuing body that you have supplied a **completed** ASIC application (Photo VICs).

What are my obligations as a VIC holder?

All VIC holders within a secure or controlled area or zone at Townsville Airport must:

- Display the VIC above waist height, on the outer most clothing with the front of the card clearly visible.
- Be continuously escorted and remain under direct supervision by a valid ASIC holder.

*You must **immediately** leave a secure/controlled area if you are not under the **supervision** of a valid ASIC holder.*

- Comply with Aviation Transport Security Regulations (ATSR 2005) and instructions from Authorised Persons.
- Ensure all doors close securely behind you and *tools of trade* always remain under your physical control.
- Do not interfere with passengers or aircrew.
- Report any incidents to the Duty ARO 0418 771 999 (Airside) or Duty Manger 0407 199 557 (Terminal).
- Immediately return your VIC if it is expired, cancelled, damaged or you no longer have an operational requirement.

Misuse or failure to meet obligations as a VIC holder may result in prosecution or penalties.

Further information on the VIC and ASIC scheme is available from [Types of ASIC cards \(cisc.gov.au\)](https://www.cisc.gov.au)