

## Security Background Check Requirements

If you are offered employment at Airservices, you will be required to undertake a security background check relevant to your role. The type of security background check is determined by the operational need of the position. If you require access to secure areas of a Security Controlled Airport then you must qualify to hold an Aviation Security Identification Card (ASIC). The process of applying for an ASIC requires you to complete a background check conducted by AusCheck.

For more information refer to:

<http://www.infrastructure.gov.au/transport/security/aviation/asi/asics.aspx>

If you do not have an operational need to hold an ASIC then you will be required to complete a National Police Check which will result in you being issued with an Airservices Identification Card (AIC).

An application for a security check is made online via PageUp upon acceptance of a position. All background checks must be completed prior to your commencement date. In the event that you are unable to meet the security requirements of the position, the offer of employment may be withdrawn.

The following information is required **AFTER** you have received a letter of offer:

- Ten (10) years worth of residential history – This information must include the day, month and year that you resided at each address including any international addresses over the last 10 years
- Information relating to any convictions or findings of guilt detailing the penalties imposed
- A recent electronic passport quality photograph (JPEG)
- Non Australian Citizens must provide evidence of their work rights.
- Two (2) forms of certified identification – these vary depending on the type of background check required.

### **Individuals applying for an ASIC must provide:**

#### **Primary Identification (one required):**

- a certified copy of a Full Birth Certificate;
- a certified copy of an Australian Citizenship Certificate;
- a document of another country proving citizenship of that country;
- a current, valid passport issued to the applicant (whether by Australia or another country).

#### **Secondary Identification (one required):**

- a document with a recent photo or a signature and it is;
- a valid licence (i.e. State or Territory Driver's Licence);
- a valid Australian government identification document;
- a valid Australian student identification.

#### **Tertiary Identification (if no secondary available two tertiary are required):**

- a signed statement from your employer or former employer about that employment;
- a certified copy of a record issued under a law about land titles;

- a document issued by a rating authority about land ownership or occupation;
- a document issued by a bank or similar financial institution about a mortgage or other security;
- an extract from the electoral roll prepared by the Australian Electoral Commission;
- a record issued under a law in force in Australia other than a law about land titles; e.g. company director's forms.

**Individuals applying for an AIC must provide:**

A minimum of 100 points of identification must be provided.

<b>PRIMARY DOCUMENTS – AT LEAST ONE MUST BE PROVIDED</b>	<b>Points Value</b>
Foreign Passport (current)	70
Australian Passport (current or expired last 2 years)	70
Australian Citizenship Certificate	70
Full Birth Certificate (not extract)	70
Certificate of Identity issued by the Australian Government to refugees and non Australian citizens for entry to Australia	70
Australian Driver License/Learner's Permit	40
Current (Australian) Tertiary Student Identification Card	40
Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry etc.)	40
Government employee ID (Australian Federal/State/Territory)	40
Defence Force Identity Card (w/ photo or signature)	40
<b>SECONDARY DOCUMENTS</b>	
Department of Veterans Affairs (DVA) card	40
Centrelink card (with reference number)	40
Birth Certificate Extract	25
Birth card (NSW BDM only)	25
Medicare Card	25
Credit card or account card	25
Australian Marriage certificate (Registry issue only)	25
Decree Nisi / Decree Absolute (Registry issue only)	25
Change of name certificate (Registry issue only)	25
Bank statement	25
Property lease agreement – current address	25
Taxation assessment notice	25
Australian Mortgage Documents	25
Rating Authority – e.g. Land Rates	25
Utility Bill – electricity, gas, telephone (less than 12 months old)	20
Reference from Indigenous Organisation	20
Documents issued outside Australia (equivalent to Australian documents).	20

All identification documents provided must be in the same name. All foreign documents must be accompanied by an official translation from an accredited translator.

Identification requirements vary for individuals who currently reside outside of Australia.

A minimum of 2 weeks should be allowed for a background check to be completed. This will depend of individual circumstances and therefore all paperwork should be submitted as early as possible to avoid unnecessary delays.

If you have any questions please contact Airservices Security Services Team at [corporate.security@airservicesaustralia.com](mailto:corporate.security@airservicesaustralia.com) or on 02 6268 5700.