



Visitor Identification Card (VIC) Pre-Registration Form

This form is to be completed by persons requiring access to secure areas of Port Lincoln Airport who do not currently hold a valid Aviation Security Identification Card (ASIC) and would like to therefore apply for a Visitor Identification Card (VIC). Please note that pre-registering for a VIC does not guarantee the issue of a VIC.

Part 1 – Personal Details

Given Name:	Surname:	
Date of Birth:		
Residential Address:		
Suburb:	State:	Postcode:
Phone Number:		
Email:		
Company Name:		

Part 2 – Identification Details (ID)

Type (e.g. Passport, Drivers Lic.):	ID Number:
Expiry Date:	Country/State of Issue:
Sighted by Airport staff:	

Part 3 – Access Details

Date of Access: From: _____ To: _____
Area of Access:
Reason for Access:
Escorted Vehicle Access Required: Yes ☐ No ☐



Part 4 – ASIC Sponsor Details – Office Use Only

Given Name:	Surname:
ASIC Number:	Expiry:
Company:	Sponsor Signature:
Phone Numbers: Work:	Mobile:
Sighted by Airport Staff:	

Declaration

I declare that I have not been refused an ASIC card; My ASIC card (if issued) has not been suspended or cancelled because of an adverse criminal record or for any other reason and that I have not been issued with a VIC pass at Port Lincoln Airport for more than a total of 28 days over the previous 12 month period.

Signature of Applicant: Date: _____

Witness: Date: _____

VISITOR IDENTIFICATION CARD (VIC) RULES AND CONDITIONS OF ISSUE

YOU MUST PROVIDE PHOTO ID WHEN COLLECTING YOUR VISITOR IDENTIFICATION CARD (VIC)

Your ASIC Sponsor must accompany you at all times and be present at the time you collect your Visitor Identification Card (VIC)

- Persons who have been refused (had cancelled or suspended) an ASIC card are not eligible to apply for a Visitor Identification Card (VIC)
- A VIC is issued to an individual and must not be transferred
- A VIC card may be issued with a validity date of no longer than 28 days
- There is a maximum limit of 28 VIC pass days within 365 calendar days to any individual
- A VIC will only be issued to an applicant who has a valid operational requirement to be escorted into a secure area within the airport.
- An offence is committed under sub regulation 6.38A (6) if a person enters a secure area other than for an approved reason, or engages in conduct that is inconsistent with the approved reasons stated for entry.
- If the operational requirement changes, the VIC holder must return the VIC to where it was issued and request further approval for the new operational requirement.
- Photo ID must be displayed on VIC cards that are valid for longer than 72 hours.
- The VIC card must be clearly displayed on the torso front above waist level at all times.
- High visibility clothing (vest minimum) must be worn by any person who is working in, or visiting an airside area by day or night.
- Ear protection must be worn in the vicinity of any aircraft activity.
- The escort must produce their ASIC card at the same time as the holder of a VIC card when requested to do so.
- Visitors who are issued with a VIC card must be escorted at all times by a valid ASIC card holder when airside or entering a secure area. Any ASIC card holder who leaves a VIC card holder, who they are escorting, unsupervised in an airside or secure area commits an offence under the Aviation Transport Security Regulations.



- A person who is holding a VIC card and is being supervised in an airside or secure area, must leave that area immediately if the supervising ASIC card holder is no longer supervising them.
- VIC card holders are subject to and must comply with random identification checks by airport operations staff, Australian Federal Police or Airport security staff.
- Any person in an airside area can be subjected to CASA random drug and/or alcohol testing
- Applicants who have 'tools of the trade' and are working in a sterile area of the terminal must wear a valid VIC and must be accompanied by a person who holds and displays a current red or grey ASIC card at all times.
- Tools and equipment are the responsibility of the VIC card holder and must never be left unattended or accessible to members of the public at the airport.
- The visitor will not have access to – (unless supervised by a valid ASIC holder who is a representative of a prescribed air service) – an aircraft engaged in a prescribed air service;
 - Passengers boarding any such aircraft; or
 - Anything being loaded or unloaded on board such aircraft.
- All accidents must be reported immediately to airport operations staff. This includes but is not limited to;
 - Fuel and Oil spills;
 - Personal injuries;
 - Anything found from an aircraft;
 - Emergency calls; or
 - Damage to buildings or fences.

An applicant must report immediately to the Airport Administration Building Operations Office if their VIC card has been lost, stolen or destroyed. A statutory declaration of the loss must be made and lodged to airport management within 7 days of becoming aware of the loss of the VIC card. The applicant must return the VIC card to its place of issue prior to leaving the airport if the holder no longer requires to enter the relevant area for an operational reason or the card has expired, whichever occurs sooner.

PLEASE RETAIN THESE PAGES 3 & 4 FOR YOUR INFORMATION AND FUTURE REFERENCE.