

The purpose of this MAR-PRO-002/FRM02 Form is to apply for an MSIC from Mid West Ports Authority

Application Type and Fee (tick only one box)									
Provisional MSIC		If you are under 18 years of age. (When you turn 18 you MUST apply for a Standard MSIC)							
Standard MSIC \$250.00		If you are applying for an MSIC for the first time				2 year		4 year	
Renewal of an MSIC		If you have held an MSIC before				2 year		4 year	
Current MSIC Number:					Expiry Date:				
MSIC based on your ASIC		Your MSIC will expire the same date as your ASIC			ASIC Number			Expiry Date	
2 year MSIC \$250.00		4 year MSIC \$400		Provisional MSIC \$125		MSIC based on ASIC \$125			
Applicant Details									
Title: Mr Mrs Ms Miss Dr Other									
Family Name:									
Given Names:									
Previous Names: (Include all alias, maiden name, and any name change)		Surname			Given Name 1			Given Name 2	
		Surname			Given Name 1			Given Name 2	
Date of Birth:		City/Town of Birth:							
State of Birth:		Country of Birth:							
Sex:	Male:	Female:	Other:						
Current Address									
Date moved in: (date, month and year)									
Unit No.	Street No	Street Name			Suburb/Town		Post Code	State	Country
Previous addresses – If you have lived at the above address for <u>less</u> than ten years please provide details of all previous addresses below to total ten years.									
Date moved in: (dd/mm/yyyy)									
Unit No.	Street No	Street Name			Suburb/Town		Post Code	State	Country
Date moved in: (dd/mm/yyyy)									
Unit No.	Street No	Street Name			Suburb/Town		Post Code	State	Country
Date moved in: (dd/mm/yyyy)									
Unit No.	Street No	Street Name			Suburb/Town		Post Code	State	Country

Date moved in: (dd/mm/yyyy)						
Unit No.	Street No	Street Name	Suburb/Town	Post Code	State	Country
Postal Address (if same as residential, then please leave blank)						
Unit No.	Street No	Street Name	Suburb/Town	Post Code	State	Country
Contact Details						
Mobile Phone		Work Phone				
Email		Home Phone				
Employer Details						
Company Name:						
Contact Person:			Employer Phone:			
Unit No:	Street No:	Street Name:				
Suburb:	State:	Post Code:				
What is your requirement to hold an MSIC (for example, driver, agent and the like):						
APPLICANT DECLARATION:						
I have read and agree to be bound by the Conditions of Use of an MSIC and Access to Mid West Ports and:						
1. I consent to all relevant information being forwarded to AusCheck for the purpose of background checking and assessing my suitability to be issued an MSIC;						
2. I consent to my personal details being forwarded by AusCheck to the Australian Security Intelligence Organisation (ASIO) and CrimTrac for the purpose of conducting a security assessment;						
3. I understand that my background check will be measured and assessed against a set of Maritime Security Relevant Offences (MSROs), as listed on the DIRD website www.infrastructure.gov.au ;						
4. I understand that if I change any part of my name, employer details or contact and address information, I am required to advise Mid West Ports within 30 days of the change;						
5. I understand that if I lose my MSIC (i.e. if it becomes lost or stolen) or if I receive a conviction relevant to Point 3 (above) after having received my MSIC, I must notify Mid West Ports within 7 days or I may receive a penalty;						
6. I acknowledge that AusCheck may retain a record of MSIC applicants and that any information provided by me in this form or by ASIO or CrimTrac as a result of the background check may be taken into account by AusCheck in assessing my suitability to receive an MSIC;						
7. I consent to my information being used by Mid West Ports for the purpose of MSIC application and access to Mid West Ports;						
8. I certify that the personal information I have provided within this form pertains specifically to me and is correct;						
AusCheck Privacy Notice:						
NOTE: The following publication will be given to you at your interview (TO BE SIGNED AT INTERVIEW)						
I have received a copy of:						
AusCheck Privacy Notice pamphlet — Issued by the Australian Attorney General's Department.						
Signed:			Date:			
Document Verification Service (DVS) Consent:						
<i>"I am authorised to provide the personal details presented and I consent to my identity being confirmed with the document issuer or official record holder via third party systems."</i>						
Signed:			Date:			

Maritime Security Identification Card Application Guide

STEP 1

Complete the attached MSIC Application Form in blue or black pen prior to your interview. Choose either the two year or four year option for card validity.

STEP 2

Obtain all relevant supporting information/documents. You will need to provide documents that prove the following:

- A. Your identity.
- B. Your operational need for a MSIC.
- C. Your authority to work in Australia.

A. Your Identity

A minimum of three identification documents are required (one each from Category A, B and C). A Category D document is only required if the Category A, B or C do not display proof of a current residential address.

Category A: Start of identity in Australia

- Australian birth certificate.
- Australian citizenship certificate.
- Australian visa.

Category B: Link between the identity and person by means of photo and signature

Government issued document (must be different to Category A). Must have applicant's photo AND signature and be current and valid.

- Passport (must not be expired).
- Driver licence (Australian or foreign).
- Australian proof of age card (issued by Australian Commonwealth, State or Territory government).
- Industry licence (e.g. WorkSafe High Risk licence).
- Working with vulnerable people card (Australian working with children people check card).

Category C: Evidence of the person operating in the community with their identity

Category B document that has not already been used may be used as a Category C document. Must be current and valid.

- Medicare card.
- Marriage Certificate (official certificate, civil partnership certificate, recognised details certificate or divorce order).
- MSIC or ASIC.
- Evidence of employment (payslip/PAYG payment summary less than 6 months old or employment contract with company details including ABN).
- Academic transcript/trade certificate (from a reputable international university or Australian tertiary institution – Trade Certificate issued by an Australian Registered Training Organisation or recognised industry body).
- Bank card or credit check (Credit or ATM card, or a credit check that is less than six months old).
- Australian government benefits (evidence of a right to an Australian government benefit, pension or health care card).

Category D: Evidence of current residential address

Only required if Categories A, B or C do not have current address. Document must be less than six months old.

- Australian motor vehicle registration.
- Australian rate or valuation notice.
- Utility account or bank statement (gas, water, electricity, telephone, internet) or bank account).
- Mortgage papers or tenancy agreement.

Authentication of Foreign Documents

Should an applicant present foreign documents as verification of identification, the MWPA may require that the documents be verified. The Issuing Officer will advise you of any requirements. Any document being submitted as a primary identification document, which requires translation, must have the translation carried out by NAATI qualified person. Foreign driver's licences and Medicare cards will not be accepted as a source of identification proof.

B. Your Operational Need for Port Access

You must provide satisfactory evidence that you need unescorted access to work in the Geraldton Port. This should be a letter of sponsorship from one of the following:

- Your employer.
- A port facility for which you work; or
- A maritime industry participant.

C. Your Authority to Work in Australia

You need to provide satisfactory evidence that you are an Australian citizen or resident or have the right to work in Australia. If you do not have an Australian Citizenship Certificate, you may still be eligible to receive a MSIC. You will need to apply to the Department of Immigration for an IMMI Card.

STEP 3

Make an appointment with Geraldton Port MSIC Office to lodge your application, show the supporting documentation and have your photo taken. MSIC Interviews are by appointment only and are booked online at www.midwestports.com.au.

STEP 4

Full payment will be required at the time of the interview either by cash, cheque or credit card (Visa or MasterCard). No refund will be given.

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|-----------------------------------|------|-------------------------|
| • 2-year Standard MSIC | cost | \$250.00 including GST. |
| • 4-year Standard MSIC | cost | \$400.00 including GST. |
| • Under 18s and ASIC holders | cost | \$125.00 including GST. |
| • Replacement Card for any reason | cost | \$70.00 including GST. |

STEP 5

You will be contacted by the MWPA when your card is ready for collection. This could take anywhere from three to six weeks.

Checklist for MWPA Appointment

- Bring completed MSIC application form
- Show your supporting documents
- Pay application fee
- Have your photo taken
- Completed MWPA online HSEQ Induction