

Qantas Group ID Application Guide



ID & Access Security



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Welcome to
ID & Access Security



1. Types of ID Cards

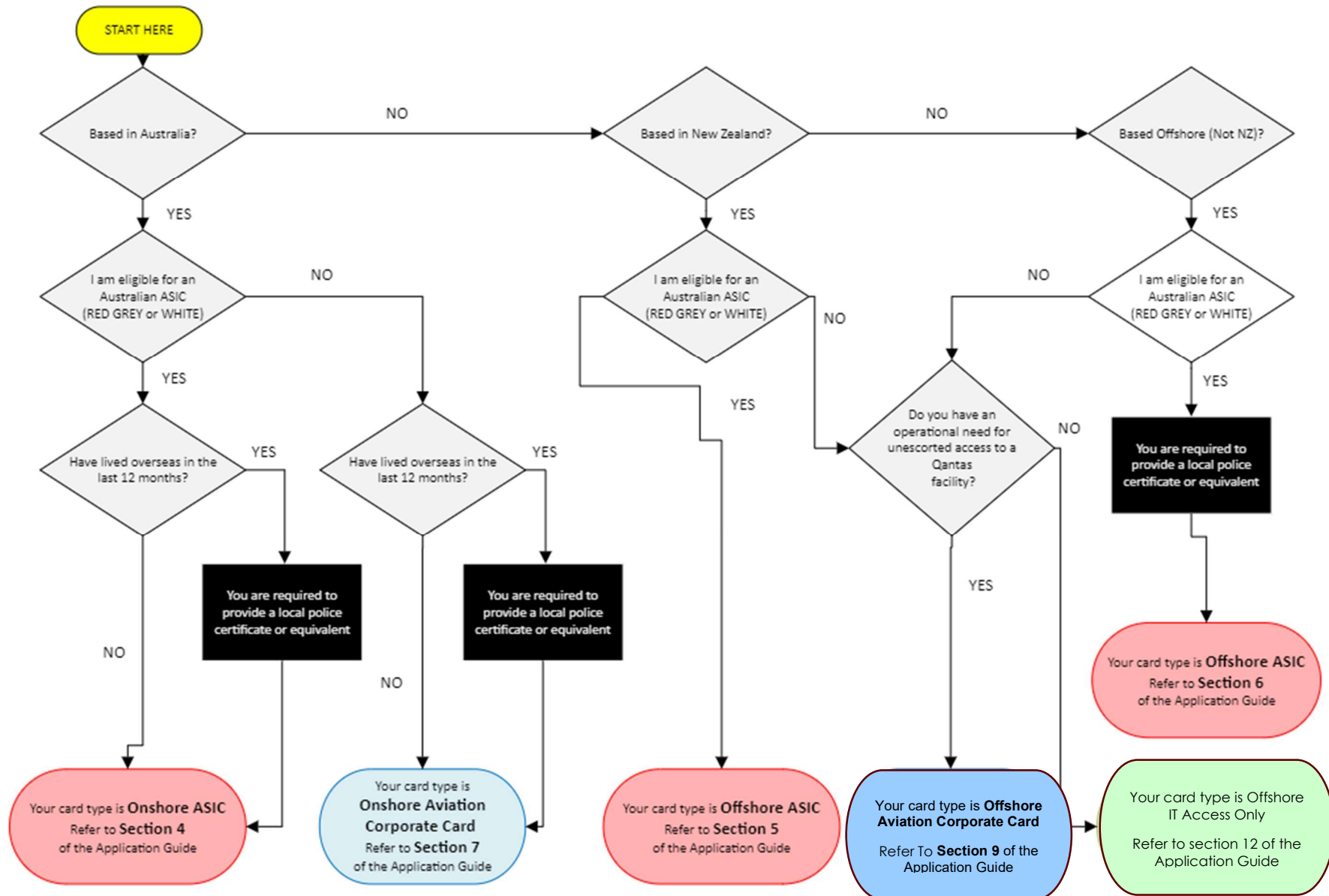
The table below summarises the ID cards that are covered in this document:

ID Application Type		Card Type	Purpose	Renewal Frequency
ONSHORE & OFFSHORE ASIC (Aviation Security Identification Card)	Red		For onshore & offshore employees that require frequent*, unescorted access to: <ul style="list-style-type: none"> Secure areas (Australian Airports) Airside security zones (Australian Airports) Landside security zones (Australian Airports) Flight and Cabin Crew operating on an Australian registered aircraft 	2 years
ONSHORE ASIC (Aviation Security Identification Card)	Grey		For onshore employees that require frequent*, unescorted access to: <ul style="list-style-type: none"> Secure areas Landside security zones 	2 years
	White		For onshore employees: <ul style="list-style-type: none"> Who do not require airport access however, have access to ID security sensitive information. 	2 years
ONSHORE & OFFSHORE Aviation Corporate ID	Blue		For onshore and offshore employees & contractors who require: <ul style="list-style-type: none"> Qantas IT access Access to Qantas facilities <p><i>This excludes contractors eligible for ASIC verification card type below.</i></p>	2 years
ASIC Verification – With card	Blue		For onshore contractors who: <ul style="list-style-type: none"> Hold a valid red ASIC with another Issuing Body other than Qantas; Require access to Qantas Group IT systems only; and Require unescorted access to Qantas Group facilities. 	2 years
ASIC Verification – Without Card	No physical card is issued		For onshore contractors who: <ul style="list-style-type: none"> Hold a valid red ASIC with another Issuing Body other than Qantas; and Require access to Qantas Group IT systems only 	2 years
ONSHORE & OFFSHORE IT Access Only	No physical card is issued		For onshore and offshore contractors who require Qantas IT access only (no access card)	2 years

** Frequent access: Employees located off airport (i.e. the corporate campus) that do not have a function that directly relates to the operational arrival or departure of an aircraft must be able to demonstrate a need (and history) to access a Security Restricted Area on a weekly basis or more frequently. For more information refer to Qantas Group Security Manual.

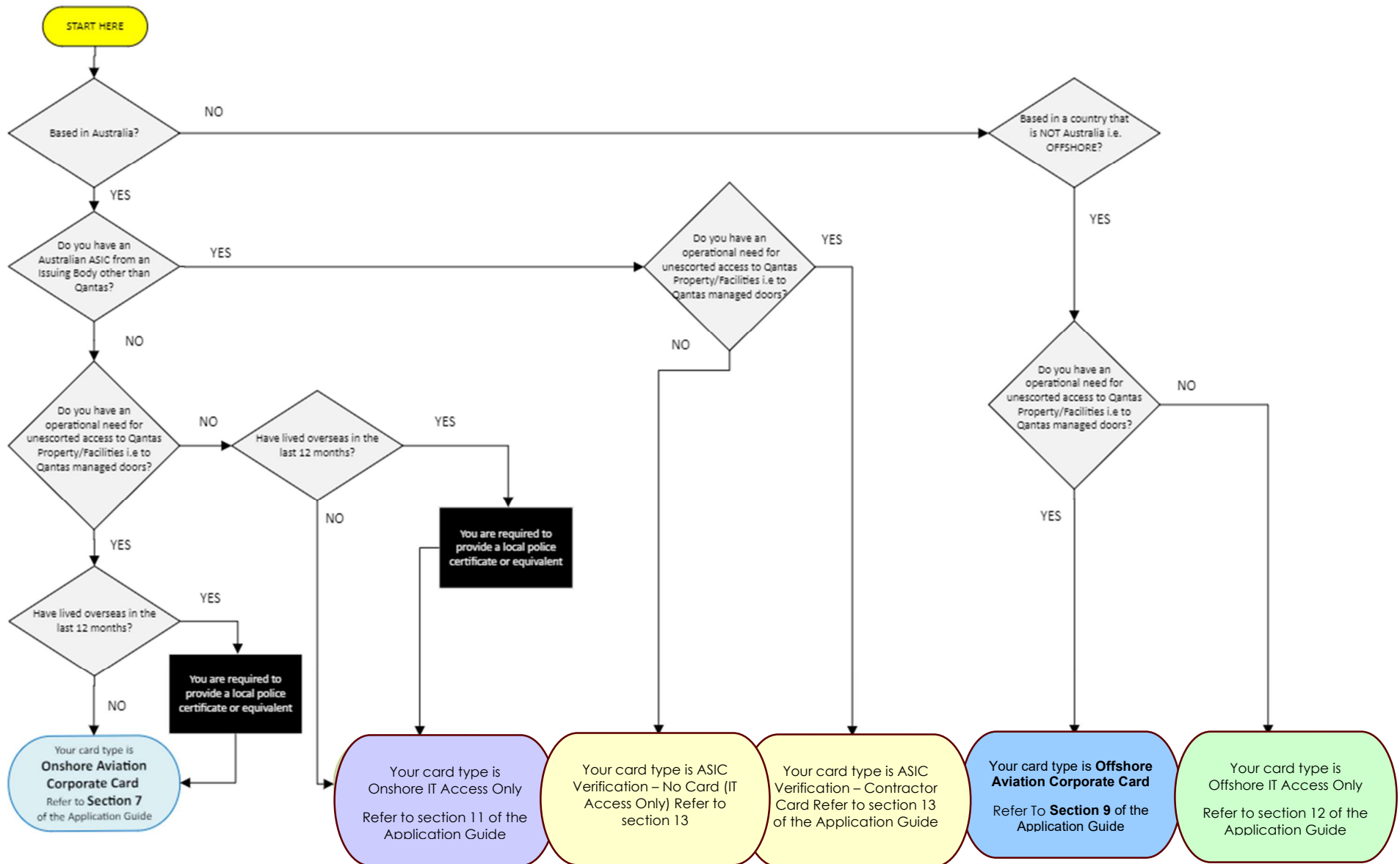
2. Flow Chart: Employee or Contingent A Worker

I am Qantas Group Employee or Contingent A Worker, what card type am I ?



3. Flow Chart: Contractor, Contingent B, C or F

I am a Qantas Group Contractor, Contingent B, C or F, what card type am I?







4. Onshore application for Australian based Employees/Contractors or Australian Citizens requiring an ASIC, Aviation Corporate Card or IT Access

It is a requirement for all onshore employees and contractors to pass a background check application that includes an Auscheck/ASIC (ASIC – Australian Security Identification Card) clearance check and a nationally coordinated criminal history check administered by the Australian Criminal Intelligence Commission (ACIC) via the National Police Checking Service. These checks need to be completed whether your job requires a physical ID card or not. One application form is filled in and is then sent to the following two checking partners:

- The ASIC application will be submitted to and reviewed by the government agency, AusCheck.
- The ACIC application will be submitted to and reviewed by the government service, the National Police Checking Service administered by the Australian Criminal Intelligence Commission.

Depending on the position/operational requirements of a job and after successful completion of an onshore application an individual may be entitled to the following card types:

Card Type	
RED ASIC (Aviation Security Identification Card)	
Grey ASIC (Aviation Security Identification Card)	
White ASIC (Aviation Security Identification Card)	
Blue Aviation Corporate Card	
IT Access Only	No Physical Card Issued

Copies of your Identification documents must **be verified and signed by a Qantas approved person** and then uploaded into your application. **Refer to Section 11 for Qantas approved person definition.**

- Each type of document can only be used in one category i.e. a Passport cannot be uploaded as a Category B and then uploaded again as a Category C document.
- If any Identification documents **are not in English, they must be accompanied by a professionally translated** document. The original document and the translated document must be submitted. Both documents must be verified and signed by a Qantas approved person.
- All Identification documents must be **current** - expired Identification documents will **not** be accepted.
- If Identification documents contain different name/s, an additional Linking Document must be submitted.

Local Police Certificate Requirements

- **It is a requirement that if applicant has lived outside Australia within the last 12 months**, a police certificate or equivalent is required from that country of residence to be submitted as part of the ASIC application. If the applicant has lived in more than one country within the 12-month period, a police certificate is required from each country of residence.
- Any Local Police Certificate supplied must be no more than 12 months old at the time of submission.
- **Documents that are not in English must be accompanied by a professionally translated document.**

Identification Documents required by AusCheck

Category	Identification Documents Accepted
Category A – one document required	<ul style="list-style-type: none"> • Australian Birth Certificate (extract of birth, birth cards & Commemorative not accepted) • Australian Citizenship Certificate (if there are any text/numbers on the back of the document you must scan and upload both sides of the certificate) • Certificate of Registration by Descent • ImmiCard issued by Department of Home Affairs (may be expired, must be checked on VEVO) • Current Australian Visa issued by the Department of Home Affairs and Foreign Passport (the Visa must include the Passport document number that is shown on the foreign Passport submitted - the Passport can be current or expired)
Category B – one document required	<ul style="list-style-type: none"> • Passport (Australian or foreign) • Australian Drivers Licence or Foreign Drivers Licence • Australian Proof of Age Card • Adult Firearms or Shooter's Licence • Working with Children / Vulnerable People Card
Category C – one document required	<ul style="list-style-type: none"> • Government benefit card i.e. Commonwealth Seniors Health Card, Ex-Carer Allowance (Child) Health Care Card, Foster Child Health Care Card, Health Care Card, Low Income Health Care Card and Pensioner Concession Card • Medicare card • Official Marriage Certificate (issued by Births, Deaths and Marriages), Civil Partnership Certificate, Recognised Details Certificate or Change of Name Certificate (issued by Births, Deaths and Marriages). Commemorative not accepted. • Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC) • Government Employee Identity Card, Military Identification Card or Defence Discharge Papers. • Evidence of employment i.e. employment contract (must include company details and be less than 6 months old) (Pay slips are not accepted to protect personal financial information) • Evidence of indigenous heritage i.e. reference or confirmation of identity from an Aboriginal and / or Torres Strait Islander organization • Australian Tertiary Student Identity Card i.e. Australian TAFE, University or Registered Training Organisation ID card.
Category D - one document required if	<p>Documents must be less than 6 months old.</p> <ul style="list-style-type: none"> • Evidence of enrolment with the Australian Electoral Commission

Category	Identification Documents Accepted
Category A, B, C documents do not have current address	<ul style="list-style-type: none"> Australian Council Rates or Land Valuation Notice Other evidence of residential address (must be issued by a reputable organization, excluding financial institutions) Utility account i.e. gas, water, electricity, telephone or internet. Mortgage Papers, Current Lease or Tenancy Agreement
Linking documents – to be submitted if any of the Identification documents submitted <u>do not contain the same legal name</u>	<p>A Linking Document must be submitted if the applicant provides Identification documents with different names i.e. Jayne Smith and Jayne Brown.</p> <ul style="list-style-type: none"> Acceptable Linking documents are: <ul style="list-style-type: none"> Marriage Certificates issued by a state or territory (church or celebrant-issued certificates will not be accepted), Divorce Orders Civil Partnership Certificates Change of Name Certificates Deed Polls

Identification Documents required by ACIC

Category	Identification Documents Accepted
Commencement of Identity Document – <u>one</u> document required	<ul style="list-style-type: none"> Australian Birth Certificate (commemorative certs and extract of birth and birth cards not accepted) Australian Passport Australian citizenship certificate (if there is any text on the back of the document you must scan and upload both sides of the certificate) ImmiCard issued by Department of Home Affairs (may be expired, must be checked on VEVO) Current Australian Visa issued by the Department of Home Affairs and foreign Passport (the Visa must include the Passport document number that is shown on the Foreign Passport submitted – the Passport can be current or expired) Certificate of identity issued by the Department of Foreign Affairs and Trade (DFAT) Document of identity issued by DFAT
Primary use in the community document – <u>one</u> document required	<ul style="list-style-type: none"> Australian passport Current Australian Visa issued by the Department of Home Affairs and foreign Passport (the Visa must include the Passport document number that is shown on the Foreign Passport submitted – the Passport can be current or expired) Australian driver Licence Australian proof of age card Photo Identity issued by an Australian Government agency Adult Firearms or Shooter's Licence
Secondary use in the Community Document – <u>one</u> document required OR	<p>Certificate of identity issued by Department of Foreign Affairs and Trade (DFAT)</p> <ul style="list-style-type: none"> Document of identity issued by DFAT Convention travel document secondary issued by DFAT Foreign government issued documents (for example, foreign drivers licence) Medicare card Enrolment with the Australian Electoral Commission

Category	Identification Documents Accepted
an unused commencement of identify or primary use in the community document	<ul style="list-style-type: none"> • Security guard or crowd control photo licence • Evidence of right to an Australian government benefit (Centrelink or Veterans' Affairs) • Consular photo identity card issued by DFAT • Photo identity card issued to an officer by a police force • Photo identity card issued by the Australian Defence Force • Photo identity card issued by the Australian Government or a state or territory government • Aviation Security Identification card (ASIC) • Maritime Security Identification card (MSIC) • Australian tertiary student photo identity document • Australian secondary student photo identity document • Academic transcript from an Australian university
Linking documents – to be submitted if any of the Identification documents submitted <u>do not contain the same legal name</u>	<p>A Linking Document must be submitted if the applicant provides Identification documents with different names i.e. Jayne Smith and Jayne Brown.</p> <ul style="list-style-type: none"> • Acceptable Linking documents are: <ul style="list-style-type: none"> - Marriage Certificates issued by a state or territory (church or celebrant-issued certificates will not be accepted), - Civil Partnership Certificates - Change of Name Certificates


5. ASIC application for New Zealand Citizens employed as Flight Crew or Cabin Crew

The ASIC application will be submitted and reviewed by the government agency AusCheck.

This section is applicable to individuals who meet the following criteria:

- New Zealand citizens;
- Employed as Flight Crew or Cabin Crew;
- Are not in Australia for a period of more than 12 consecutive hours during the ASIC application process, prior to the ASIC being issued; and
- Do not have a current Australian Visa or Australian citizenship.

An individual may be entitled to the following card type:

Card Type	
RED ASIC (Aviation Security Identification Card)	

Local Police Certificate Requirements

- A police certificate is required from the local New Zealand Authority, i.e. Ministry of Justice.
- If the ASIC applicant has lived outside New Zealand within the last 12 months, a police certificate from that country of residence to be submitted as part of the ASIC application.
- Any NZ Police Certificate supplied must be no more than 12 months old at the time of submission.
- **Documents that are not in English must be accompanied by a professionally translated document.**

Identification Documents required by AusCheck

Copies of your Identification documents must **be verified and signed by a Qantas approved person** and then uploaded into your application. **Refer to Section 11 for Qantas approved person definition.**


- Each type of document can only be used in one category i.e. a Passport cannot be uploaded as a Category B and then uploaded again as a Category C document.
- If any **Identification documents are not in English, they must be accompanied by a professionally translated document.** The original document and the translated document must be submitted/uploaded. Both documents must be verified and signed by a Qantas approved person.
- All Identification documents must be **current** - expired Identification documents will **not** be accepted.
- If Identification documents contain different name/s, an additional linking document must be submitted.

Category	Identification Documents Accepted
Category A – <u>one</u> document required	<ul style="list-style-type: none"> • New Zealand Birth Certificate • New Zealand Citizenship certificate
Category B – <u>one</u> document required	<ul style="list-style-type: none"> • New Zealand Passport
Category C – <u>one</u> document required	<ul style="list-style-type: none"> • New Zealand Government benefit card • Official Marriage Certificate issued by New Zealand Births, Deaths and Marriages • Aviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC) • New Zealand Government issued identity document i.e. Drivers Licence • Evidence of employment i.e. employment contract (must include company details and be less than 6 months old) (Pay slips are not accepted to protect personal financial information) • New Zealand tertiary student identity card i.e. University or Registered Training Organisation ID card.
Category D - <u>one</u> document required if Category A, B, C documents do not have current address	<p>Documents must be less than 6 months old.</p> <ul style="list-style-type: none"> • Evidence of New Zealand electoral enrolment • New Zealand Council Rates or land valuation notice • Other evidence of residential address (must be issued by a reputable organization, excluding financial institutions) • Utility account i.e. gas, water, electricity, telephone or internet • Mortgage Papers, Current Lease or Tenancy Agreement
Linking documents – to be submitted if any of the identification documents submitted <u>do not contain the same legal name</u>	<p>Linking documents must be submitted if the applicant provides identification documents with different names i.e. Jayne Smith and Jayne Brown.</p> <ul style="list-style-type: none"> • Acceptable Linking Documents are: <ul style="list-style-type: none"> - marriage certificates issued by a state or territory (church or celebrant-issued certificates will not be accepted), - divorce orders - civil partnership certificates - change of name certificates - deed polls

6. ASIC Application for Flight Crew or Cabin Crew based outside of Australia who are non-Australian or New Zealand citizens

The ASIC application will be submitted to and reviewed by the government agency AusCheck.

An individual may be entitled to the following card type:

Card Type	
RED ASIC (Aviation Security Identification Card)	

Local Police Certificate Requirements

- A police certificate is required from the country of residence to be submitted as part of the ASIC application. If the applicant has lived in more than one country within the 12-month period, a police certificate is required from each country of residence.
- Any Local Police Certificate supplied must be no more than 12 months old at the time of submission.
- Documents that are not in English must be accompanied by a professionally translated document.**

Identification Documents required by AusCheck

Copies of your identification documents must **be verified and signed by a Qantas approved person** and then uploaded into your application. **Refer to Section 11 for Qantas approved person definition.**

- If any Identification documents are **not in English**, they must be accompanied by a **professionally translated document**. The original document and the translated document must be submitted. Both documents must be verified and signed by a Qantas approved person.
- All identification documents must be **current** - expired Identification documents will **not** be accepted.
- If identification documents contain different name/s, an additional linking document must be submitted.

Category	Identification Documents Accepted
Category A – BOTH documents required	<ul style="list-style-type: none">Birth Certificate; andValid Passport <p>Please scan the above 2 documents and submit as one document into Category A under the dropdown option, 'Offshore based crew exemption documentation'.</p>
Category B – one document required	<ul style="list-style-type: none">Driver LicenceEmbassy / consulate photo identity cardPolice identification cardPhoto identification card issued by a government agency
Category C – one document required	<ul style="list-style-type: none">Government Issued Identity DocumentMarriage certificate or similarAviation Security Identification Card (ASIC) or Maritime Security Identification Card (MSIC)


Category	Identification Documents Accepted
	<ul style="list-style-type: none"> Evidence of employment i.e. employment contract (must include company details and be less than 6 months old) (Pay slips are not accepted to protect personal financial information) Tertiary student identity card i.e. international University or Registered Training Organisation ID card Academic transcript from a reputable international University or tertiary institution or trade certificate issued by recognized body
Category D - <u>one</u> document required if Category A, B, C documents do not have current address	<p>Document must less than 6 months old</p> <ul style="list-style-type: none"> Evidence of electoral enrolment Rates or land valuation notice Other evidence of residential address (must be issued by a reputable organization, excluding financial institutions) Utility account i.e. gas, water, electricity, telephone or internet. Mortgage Papers, Current Lease or Tenancy Agreement
Linking documents – to be submitted if any of the identification documents submitted <u>do not contain the same legal name</u>	<p>A Linking Document must be submitted if the applicant provides identification documents with different names i.e. Jayne Smith and Jayne Brown.</p> <ul style="list-style-type: none"> Acceptable Linking documents are: <ul style="list-style-type: none"> Marriage Certificates issued by a state or territory (church or celebrant-issued certificates will not be accepted), Divorce Orders Civil Partnership Certificates Change of Name Certificates Deed Polls

7. Offshore application for Offshore based Employees/Contractors requiring an Aviation Corporate Card or IT Access

Applicants are required to submit:

- 100 points of identification using any combination of primary and/or secondary documents; and
- A police certificate or equivalent. **Refer to Table A in Section 9 – Acceptable Offshore police certificate or equivalent documents by country.**
 - If the applicant has lived in more than one country in the last 12 months, a police certificate or equivalent is required from each country of residence.
 - The police certificate or equivalent does not need to be verified unless the document is **not in English**.
 - Any Local Police Certificate supplied must be no more than 12 months old at the time of submission.
 - If the police certificate or equivalent is **not in English**, a **translation of criminal record (can be completed by Qantas Manager fluent in the local language)** is required. Also, a Qantas Manager or notary must:
 - Check that the name and date of birth match on the primary and secondary document
 - Once confirmed, write the following on the scanned copies of the primary and secondary document:
 - “I (insert name), confirm that the applicant's primary and secondary document contains the same name and date of birth”
 - their full name, signature, date and if applicable staff number

An individual may be entitled to the following card type:

Card Type	
Aviation Corporate Card	
IT Access Only	No Physical Card Issued

Identification Documents

Copies of your Identification documents must **be verified and signed by a Qantas Manager or a notary** and then uploaded into your application. **Documents for this application type can be verified over a video call.**

All identification documents must be **current** – expired Identification documents will **not** be accepted.

- If the primary or secondary document is **not in English**, a **translation of criminal record (can be completed by Qantas Manager fluent in the local language)** is required. A Qantas Manager or notary must:
 - Check that the name and date of birth match on the primary and secondary document
 - Once confirmed, write the following on the scanned copies of the primary and secondary document:
 - “I (insert name), confirm that the applicant's primary and secondary document contains the same name and date of birth”.
 - their full name, signature, date and if applicable staff number.

Category	Identification Documents Accepted
Primary document 70 points	<ul style="list-style-type: none"> • Birth Certificate • Foreign Passport • Valid Aviation/Airside Card/Pass (access card issued by local airport or Government authority that permits working airside.) • Statutory Declaration for approved countries only – Refer to Table A in section 9 over the page.
Secondary document 40 points	<ul style="list-style-type: none"> • Government issued license or permit (current) • Government issued identity card • Resident identity card • A primary document listed above that has not be used as a primary document.

8. Identification Documents required for an **ACIC Background Check** for **Australian based Employees/Contractors**

The application will be submitted to and reviewed by the government agency, ACIC.

Each document type can only be used in one category i.e. a passport cannot be used as a category A and B document.

If the applicant has lived outside Australia within the last 12 months, a police certificate is required to be submitted as part of the onshore background checking process. If the applicant has lived in more than one country within the 12 month period, a police certificate is required from each country of residence. The police certificate does not need to be verified.

If any identification documents are not in English, they must be accompanied by a professionally translated document. The original document and the translated document must be submitted. Both documents must be verified and signed by a Qantas approved person.

A renewal application must be completed every two years and may be requested earlier at the direction of Qantas Group Security.

Identification Documents required by ACIC

If the applicant has lived outside Australia within the last 12 months, a police certificate or equivalent is required from that country of residence.

Identification documents must **be signed by a Qantas approved person. Refer to Section 11 for Qantas approved person definition.**

All identification documents must be **current** – expired identification documents will not be accepted. If identification documents contain a different name/s, an additional linking document must be submitted.

Category	Identification Documents Accepted
Commencement of Identity Document – one document required	<ul style="list-style-type: none">• Australian Birth Certificate (commemorative certs and extract of birth and birth cards not accepted)• Australian Passport• Australian citizenship certificate (if there is any text on the back of the document you must scan and upload both sides of the certificate)• Immi Card issued by Department of Home Affairs (may be expired, must be checked on VEVO)• Current Australian Visa issued by the Department of Home Affairs and foreign Passport (the Visa must include the Passport document number that is shown on the Foreign Passport submitted – the Passport can be current or expired)• Certificate of identity issued by the Department of Foreign Affairs and Trade (DFAT)• Document of identity issued by DFAT
Primary use in the community document – one document required	<ul style="list-style-type: none">• Australian passport• Current Australian Visa issued by the Department of Home Affairs and foreign Passport (the Visa must include the Passport document number that is shown on the Foreign Passport submitted – the Passport can be current or expired)• Australian driver Licence• Australian proof of age card

Category	Identification Documents Accepted
	<ul style="list-style-type: none"> • Photo Identity issued by an Australian Government agency • Adult Firearms or Shooter's Licence
<p>Secondary use in the Community Documents – two documents required</p> <p>Or</p> <p>Two unused commencement of identity or primary use in the community documents</p>	<p>Certificate of identity issued by Department of Foreign Affairs and Trade (DFAT)</p> <ul style="list-style-type: none"> • Document of identity issued by DFAT • Convention travel document secondary issued by DFAT <ul style="list-style-type: none"> • Foreign government issued documents (for example, foreign drivers licence) • Medicare card • Enrolment with the Australian Electoral Commission • Security guard or crowd control photo licence • Evidence of right to an Australian government benefit (Centrelink or Veterans' Affairs) • Consular photo identity card issued by DFAT • Photo identity card issued to an officer by a police force • Photo identity card issued by the Australian Defence Force • Photo identity card issued by the Australian Government or a state or territory government • Aviation Security Identification card (ASIC) • Maritime Security Identification card (MSIC) • Australian tertiary student photo identity document • Australian secondary student photo identity document • Academic transcript from an Australian university
<p>Linking documents – to be submitted if any of the Identification documents submitted do not contain the same legal name</p>	<p>A Linking Document must be submitted if the applicant provides Identification documents with different names i.e. Jayne Smith and Jayne Brown.</p> <ul style="list-style-type: none"> • Acceptable Linking documents are: <ul style="list-style-type: none"> - Marriage Certificates issued by a state or territory (church or celebrant-issued certificates will not be accepted), - Civil Partnership Certificates - Change of Name Certificates

9. Table A – Acceptable Offshore Police Certificate or Equivalent

The table below identifies the police certificate equivalent documents that can be provided when a person lives/ has lived outside of Australia in the last 12 months.

- If the applicant has lived in more than one country within the 12-month period, a police certificate is required from each country of residence.
- If both a police certificate and Aviation/Airside ID types are ticked in the table, only one is required to be uploaded in the application.
- Any Local Police Certificate supplied must be no more than 12 months old at the time of submission.
- An Aviation/Airside ID is an identification card issued by local airport or Government authority that permits working airside.
- Statutory Declarations are the only acceptable equivalent documents in certain countries and in certain circumstances.

Country	Valid Aviation/Airside Card	Police Certificate	Statutory Declaration Completed by the Applicant
Argentina	✓	✓	✗
Brazil	✓	✓	✗
Cambodia	✓	✓	✗
Canada	✓	✓	✗
Chile	✓	✓	✗
China (refer to notes)	✓	✓	✗
China – Hong Kong (refer to notes)	✓	NA	✓
England	✓	✓	✗
Germany	New Applicant Contact ID Security	New Applicant Contact ID Security	New Applicant Contact ID Security
Fiji	✓	✓	✗
India	✓	✓	✗
Indonesia	✓	✓	✗
Italy	✓	✓	✗
Japan	✓	NA	New Applicant Contact ID Security
Korea	✓	✓	✗
Malaysia	✓	✓	✗
Netherlands	✓	✓	✗
New Zealand	✓	✓	✗
Papua New Guinea	✓	✓	✗
Philippines	✓	✓	✗
Poland	New Applicant Contact ID Security	New Applicant Contact ID Security	New Applicant Contact ID Security
Singapore (refer to notes)	✓	NA	✓
South Africa	✓	✓	✗
South Korea	✓	✓	✗
Taiwan	✓	✓	✗
Thailand	✓	✓	✗
USA	✓	✓	✗
Vietnam	✓	✓	✗

Note: For Employees and Contractors:


- without access to an airside security pass and who reside in a region where they are not eligible to request a police certificate OR in countries not listed above, please contact idsecurity@qantas.com.au.
- that **do not have an operational need to hold an Aviation/Airside Card**, a statutory declaration will be accepted in China, Hong Kong & Singapore.

10. ASIC Verification – for contractors holding a valid ASIC issued by another Issuing Body (not Qantas) that need access to Qantas Group property and/or IT access

If you are a contractor, have a valid ASIC issued by another issuing body and require access to Qantas IT only, your application card type is **ASIC Verification – IT access only**.

If you are contractor, have a valid ASIC issued by another issuing body and you require access to Qantas facilities managed by Qantas door readers and/or Qantas IT, your application card type is **ASIC Verification – Contractor Card**.

Depending on your operational requirements and after approval of an ASIC Verification you may be eligible for the following:

Card Type	
ASIC Verification Aviation Corporate Card	
IT Access Only	No Physical Card Issued

Your current valid ASIC will be validated via the Department of Home Affairs Auscheck Portal.

The validity of the Qantas security clearance will be matched to the validity of the ASIC submitted in the application. The applicant will be required to complete another application when their ASIC (issued by an issuing body other than Qantas) is renewed or changes issuing body. **Access will be revoked upon expiry** if a new application has not been submitted before the clearance expires.

ASIC Verification Applicants are required to submit:

1. 100 points of identification using any combination of primary and / or secondary documents; and
2. A clear colour copy of their **valid** ASIC

Identification Documents required

Identification documents **DO NOT** need to be verified or signed.

All Identification documents must be **current** – expired Identification documents will not be accepted.

Category	Identification Documents Accepted
Primary document 70 points	<ul style="list-style-type: none">• Birth Certificate• Australian Passport• Foreign Passport
Secondary document 40 points	<ul style="list-style-type: none">• Government issued license or permit (current)• Government issued identity card• Resident identity card• Primary document listed above may be used if it has not been used as a primary document.
Valid ASIC	<ul style="list-style-type: none">• Clear colour copy of the valid ASIC.

11. Verifying Identification Documents

What documents need to be verified?

Identification documents submitted as part of an ID application must be verified (reviewed and signed by a Qantas approved person). The only exceptions to this are documents that do not have an original i.e. background/police check or VEVO certificates. Digital drivers license and digital medicare documents do not need to be verified but you must provide full details.

Can the same identification documents be used to renew my ID card?

Yes, the same Identification documents may be submitted, **however** the copies of the identification documents must be verified again, you cannot use copies of a previous applications verified identity documents.

Who can verify Identification documents?

Location	APPLICATION TYPE			
	ASIC	Aviation Corporate ID	IT access only	ASIC verification
Onshore	Qantas approved person (must hold a <u>valid</u> AusCheck clearance) <i>** Includes RED & WHITE ASIC Holders & Blue Corporate ID card holders who have transitioned to the 2-year ASIC background check.</i>			Not required for this application
Offshore	Qantas approved person (must hold a RED or WHITE ASIC)	Qantas approved person or a Notary (legal representative)	Qantas approved person or a Notary (legal representative)	N/A

A '**Qantas approved person**' is anyone who meets the following conditions:

- A Qantas employee (must hold a current Qantas ASIC or a Corporate Aviation ID holder who has transitioned to the 2 year ASIC background check):
 - In the same business unit as the ID applicant;
 - In a senior position to the applicant; and
 - Employed in one of the following roles:
 - Group Executive or Senior Professional (*or equivalent*)
 - Group Manager or have direct reports visible in Workday with Supervisory Org
 - Group Captain (can only certify Identification documents for other Captains or Pilots)
 - Group Cabin Crew Ground Manager
 - Talent Acquisition team
 - Supplier Manager or Co-ordinator who has written approval from Qantas ID Security to verify.

OR

- ID Security Operator

**** APPLICANTS CANNOT VERIFY THEIR OWN DOCUMENTS ****

If there is no one at your location who meets the conditions above, please email idsecurity@qantas.com.au and request for a local representative to be added to the 'Approved Identification Document Verifier's list. Once the representative has been added to the list, they can verify Identification documents.

How to Verify Identification Documents?

APPLICATION TYPE	HOW DO I VERIFY IDENTIFICATION DOCUMENTS?
ASIC Onshore Aviation Corporate Card Onshore IT Access only	<p>The applicant must meet with the identification document verifier <u>in person</u> with the original and scanned copies of the Identification documents.</p> <p>The identification document verifier must check the following:</p> <ol style="list-style-type: none"> 1. The original Identification documents are authentic; 2. The Identification documents are current (except immicard); 3. The applicant's photo is of the person in front of them and compliant with the ID photo requirements (the photo must be less than 6 months old); 4. The applicant has submitted appropriate linking documents if any of the Identification documents provided do not contain the same legal name; and 5. If Identification documents are not in English, they must be professionally translated <p>Once all the checks above have been completed, the identification document verifier must write the following on the scanned copies of each identify document:</p> <ol style="list-style-type: none"> a) I ,(full name) verify that this is a true copy of the original document" b) Signature c) Date d) Position e) Staff number (if applicable)

APPLICATION TYPE	HOW DO I VERIFY IDENTIFICATION DOCUMENTS?
<p>Offshore Aviation Corporate Card</p> <p>Offshore IT Access only</p>	<p>The ID applicant must meet with the identification document verifier <u>in person or via live video call</u> with the original and scanned copies of the Identification documents.</p> <p>The identification document verifier must check the following:</p> <ol style="list-style-type: none"> 1. The original Identification documents are authentic. If verified via live video call the applicant must; <ol style="list-style-type: none"> a) hold the original identity document up to the camera for the verifier to inspect. The verifier must see the document clearly. b) The applicant MUST present the original identity documents to the hiring Manager on their first day of employment for additional verification of the authenticity; 2. The Identification documents are current (except immicard); 3. The applicant's photo is of the person in front of them and compliant with the ID photo requirements (the photo must be less than 6 months old); 4. The applicant has submitted appropriate linking documents if any of the identification documents provided do not contain the same legal name; and 5. If identification documents are not in English, the identification documents uploaded must have the following statement written (by the Qantas approved person or Notary) on the scanned copies of the document/s: "I (insert name), confirm that the applicant's primary and secondary document contains the same name and date of birth and is a current document". <p>Once all the checks above have been completed, the identification document verifier must write the following on the scanned copies of each identify document:</p> <ol style="list-style-type: none"> a) I ,(full name) verify that this is a true copy of the original document" b) Signature c) Date d) Position e) Staff number (if applicable)

12. ID Photo Requirements

The photo submitted as part of an ID application will be printed on the ID card. **Your photo is submitted to Government as part of your application, photos that are not compliant will result in your application being rejected.**

Examples of suitable and unsuitable photographs



Non-compliant images – these types of images will not be accepted



Source: <https://www.cisc.gov.au/stakeholders-subsite/Documents/asic-msic-reqs-photos.pdf>

The photo must meet all the following requirements:

- good quality, color, glossy print - **no filters or editing the photo**;
- less than six-months-old;
- clear, focused image with no marks or 'red eye';
- **plain white or light grey background** that contrasts with the applicant's face;
- uniform lighting (**no shadows or reflections**) with appropriate brightness and contrast to show natural skin tone;
- **face not tilted** in any direction, looking directly at the camera;
- no glasses **
- **hair off the face** so that the edges of the face are visible;
- eyes open, mouth closed;
- **neutral expression** (not smiling, laughing or frowning); and
- smart attire.

Facial Coverings

- If the applicant usually covers their head or wears facial jewelry for religious or cultural reasons, these can be included in the photo provided that they do not obstruct or cover facial features.
- Head coverings should be plain colored and must be worn in such a way as to show the face from the bottom of the chin to the top of the forehead, with the edges of the face visible. They should be worn in such a way as to minimise shadows and obstruction of facial features.

Jewelry

- Jewelry must not obscure any part of the face, especially the area around the eyes, mouth and nose. There must be no reflection from rings or studs.

**Glasses (ASICs only)

- Glasses are not allowed in photos. In rare cases they may be permitted where glasses cannot be removed for medical reasons (e.g. severe light sensitivity or recent eye surgery). Vision impairment alone is not sufficient for medical exemption. If glasses must be worn for medical reasons:
 - a) the frames must not obscure the eyes and there must be no reflection from the lenses; and
 - b) a medical certificate is required. The medical certificate must:
 - i. be signed by a registered medical practitioner;
 - ii. state the reason why glasses cannot be removed;
 - iii. include the medical practitioner's full name, registration number and the address and phone number of the medical practice.

If the photo submitted does not meet all the requirements above, the ID application will be rejected which will delay the application processing time.