



Australian Government
**Department of Infrastructure
and Regional Development**



Maritime Security Identification Card **MSIC**

*Information for cardholders
and applicants*

New identity verification requirements
commence 1 August 2017

What is an MSIC?

An MSIC is an identification card that confirms the holder has a valid background check.

An MSIC is required by any person with an operational need for unmonitored access to the maritime security zones of a port, security regulated Australian ship, security regulated offshore facility, or any person who requires a background check as a requirement of their security-sensitive role.

An MSIC is not an access card. It does not give the holder the right to access maritime security zones without the permission from the relevant authority or facility owner or operator.

Who needs an MSIC?

You may need an MSIC if:

- your occupation or business interests require unmonitored access to a maritime security zone at least once a year; or
- you are directly involved in the issuing of MSICs for an issuing body.

Examples of occupations that may require an MSIC include: transport operators such as truck drivers, stevedores, port facility or port service workers, offshore oil and gas facility workers and issuing body representatives.

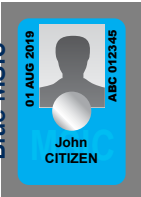



What type of MSIC do I need?

All cards are evidence of a background check, however, the colour of your MSIC depends on your operational need.

If your operational need changes, your issuing body may issue you with a different card. If you are unsure which card type you require, please check with your employer or issuing body.

It is important to remember that holding a valid MSIC does not give you the right to access a maritime security zone. Access is controlled by the relevant authority or facility owner or operator.

MSIC types

Blue MSIC		 Security zones
White MSIC		 Security zones

How do I apply?

You will need to apply to an MSIC issuing body. You can find a list of MSIC issuing bodies on the Department's website: www.infrastructure.gov.au/security/identity

Once you have lodged your application, the issuing body will:

- verify your identity by requiring you to present your **original** identity documentation in person and provide a recent photograph;
- confirm your **operational need** for an MSIC;
- request a **background check** through AusCheck; and
- confirm your **right to work** in Australia.

Certain issuing bodies offer a 'job ready' option. This allows you to apply for an MSIC and complete the background checking process before you are able to provide evidence of your operational need for a card. However, you cannot be issued an MSIC until you meet all requirements, including providing your evidence of operational need.

The cost of an MSIC may vary between issuing bodies. Applicants should contact issuing bodies directly for further information.

Identification requirements

What kind of documents do I need to apply for an MSIC?

When applying for an MSIC, you will need to verify your identity with your issuing body. To do this, you will need to present your **original** identification documents **in person** to a representative of your issuing body.

You will not be issued a card until your issuing body can positively confirm your identity.

Identification documents



A Start of your identity in Australia

(E.g. Birth certificate, visa, citizenship certificate, ImmiCard)



B Your identity linked by photo and signature

(E.g. Driver licence, passport)



C Evidence of your identity within the community

(E.g. Medicare card, marriage certificate)



D Your current residential address

(E.g. Utility bill, rates notice)

Only required if categories A,B or C do not include your current residential address.

What else do I need to know?

- Your identification documents must contain exact name matches unless the name variation is supported by a Government-issued linking document (e.g. marriage or change of name certificate).
- Foreign language documents must be professionally translated. The Department recommends the use of translators accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). For more information please refer to the NAATI website www.naati.com.au
- If you do not present the correct identification documents to your issuing body in the first instance, to proceed with your application you will be required to return to the issuing body in person with the correct documents.

How do I provide evidence of my operational need?

To prove you have an operational need, you must provide written evidence to your issuing body.

This may include (but not limited to):

- A letter explaining your reason(s) for needing access to a maritime security zone from one of the following:
 - your employer or prospective employer;
 - a contracting party or prospective contracting party; or
 - the industry participant responsible for the location you require access to.
- A letter from your employer and/or certificates of qualifications relating to your need to access a maritime security zone. These documents should be no more than six months old when you submit your application.
- A letter from an MSIC issuing body confirming you are, or will be, employed or contracted in a security-sensitive role.

An issuing body may require one or more examples of evidence supporting your claim of operational need before they issue you with a card. It is at the discretion of the issuing body to determine if the evidence provided is sufficient to meet the operational need requirement.

What is involved in the background check?

The background check determines an applicant's overall suitability to hold an MSIC. The background checking process is coordinated by AusCheck within the Attorney-General's Department.

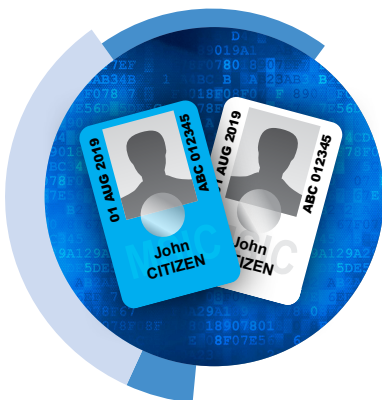
The background check is an assessment of information related to one or more of the following:

- Criminal history to determine if you have any convictions against the maritime-security-relevant offences.
- Matters relevant to a security assessment to determine whether you are likely to pose a threat to security as defined in the *Australian Security Intelligence Organisation Act 1979*.
- An immigration check if you are a foreign national.

What if I am under 18?

If you are an MSIC applicant under the age of 18, you will be required to undergo a background check that includes a security assessment and, if required, an immigration check. A criminal history check is not included for applicants under 18 years of age.

If you are younger than 14 years of age, your parent or guardian must provide written consent on your application form in order for you to undergo the security assessment.



What are the maritime-security-relevant offences?

Having criminal convictions does not necessarily stop you from holding an MSIC as not all convictions are relevant to holding a card.

When you apply for a card, any convictions you have will be assessed against the MSIC eligibility criteria. The criteria detail relevant offences and determine if an offence is relevant to an applicant's eligibility to hold an MSIC.

If you are concerned your application may be delayed due to a maritime-security-relevant offence, it is recommended that you submit your application as early as possible.

It is important for applicants and cardholders to be familiar with the maritime-security-relevant offence criteria, as a failure to report a new offence may result in fines or prosecution.

You can view the maritime-security-relevant offences on the Department's website www.infrastructure.gov.au/security/identity

What happens if I have been convicted of a maritime-security-relevant offence?

Should your application be unsuccessful or your card cancelled due to your conviction of a maritime-security-relevant offence, you may be eligible to apply for a discretionary review. An MSIC issued as a result of a discretionary review may be subject to conditions, such as a reduced validity period.

You can apply for a discretionary review online at: <https://discretionaryreview.infrastructure.gov.au>

Should your discretionary review be refused, you may lodge a request for reconsideration of the decision.

Should your request for reconsideration of the decision be refused, you may lodge an appeal through the Administrative Appeals Tribunal (AAT).

If you decide to lodge an appeal with the AAT, they can be contacted on:

Administrative Appeals Tribunal

Phone: 1300 366 700

Fax: (02) 6243 4600

Website: www.aat.gov.au

For further information regarding the review and appeals processes, please visit the Department's website: www.infrastructure.gov.au/security/identity

I am an MSIC holder, what does this mean?

Now that you hold an MSIC, it is important that you understand the importance of keeping the card secure and your responsibilities and obligations as a cardholder.

Cardholder obligations and responsibilities

- You must never loan or share your card with another person or use someone else's card to gain access to a maritime security zone.
- You must notify your issuing body within seven (7) days if your card is lost, stolen, or destroyed.
- You must return your blue MSIC to your issuing body no later than 30 days after:
 - the card expires;
 - the card is cancelled;
 - the card has been damaged, altered or defaced; or
 - you no longer have an operational need to enter a maritime security zone.

- If you are the holder of a valid blue MSIC and are responsible for a visitor to a maritime security zone, they must be escorted or continuously monitored at all times. Please note that white MSIC holders cannot escort or continuously monitor visitors to a maritime security zone.

Display obligations

- You must properly display your valid blue MSIC while on duty in a maritime security zone. Properly displayed means:
 - at or above the waist;
 - to the front or side of your clothing or on a band around your upper arm; and
 - with the whole front of the card clearly visible at all times that it is being worn.
- Please note, white MSICs are not required to be displayed.

Change of name

- You must notify your issuing body in person with original identification documents within 30 days of changing your name.
- Your change of name documents must be government issued (e.g. marriage certificate, change of name certificate).

Reporting offences

- You must notify your issuing body or AusCheck in writing of any new maritime-security-relevant offences within seven (7) days.

Fines may apply if an MSIC holder fails to meet their cardholder obligations.

Contact

Department of Infrastructure and Regional Development Office of Transport Security Guidance Centre

Phone: 1300 791 581

Email: GuidanceCentre@infrastructure.gov.au

Website: www.infrastructure.gov.au/security/identity

Issuing bodies

You can find a list of authorised issuing bodies on the Department's website

www.infrastructure.gov.au/security/identity

Attorney-General's Department, AusCheck

Phone: (02) 6141 2000

Fax: (02) 6141 4609

Email: AusCheck@ag.gov.au

Website: www.ag.gov.au/CrimeAndCorruption/AusCheck

Administrative Appeals Tribunal

Phone: 1300 366 700

Fax: (02) 6243 4600

Website: www.aat.gov.au

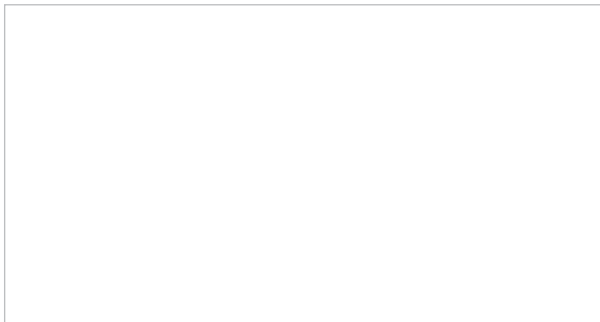
When your MSIC expires, you must return it to your issuing body within 30 days.

You must also return your MSIC if any of the following applies:

- your MSIC has been cancelled;
- your MSIC has been damaged, altered or defaced; or
- you no longer have an operational need to hold an MSIC.

Fines may apply if you fail to return your card within 30 days.

Your issuing body contact details are:



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www.infrastructure.gov.au