

MSIC CONDITIONS OF USE

You must wear your MSIC at all times when you are in a Maritime Security Zone.

Only YOU can use your MSIC.

DO NOT give or loan it to anyone else.

Your MSIC must:

- be attached to your outer clothing
- be worn above waist height
- be on the front or side of your body
- be wholly and clearly visible
- not be altered or defaced.

It is an offence if you contravene the regulations on how and where an MSIC must be worn.

LOST OR STOLEN MSICS

It is an offence if your MSIC is lost, stolen or destroyed and you do not advise Southern Ports within seven days.

• Lost MSIC

Before a replacement MSIC can be issued you will need to provide Southern Ports with;

- A statutory declaration setting out the circumstances of the loss or destruction of the MSIC and provide a statement confirming whether or not you have been convicted of a Maritime-Security Relevant Offence since your background check was completed.
- A current Letter of Operational Need for the replacement MSIC.

• Stolen MSIC

Before a replacement MSIC can be issued you will need to provide Southern Ports with;

- A copy of a police report or other information issued by the police regarding the theft.
- A statutory declaration confirming whether or not you have been convicted of a Maritime-Security Relevant Offence since your background check was completed.
- A current Letter of Operational Need for the replacement MSIC.

A fee will be charged for a replacement MSIC (EFT, Cheque or Credit Card – **No Cash**)

RETURNING YOUR MSIC

You must return your MSIC within 30 days to Southern Ports if:

- it has expired
- it is cancelled
- it has been damaged, altered or defaced
- if you no longer need to enter a Maritime Security Zone, or
- if you change your name.

It is an offence to retain your MSIC if you no longer need it or it has been cancelled.

CANCELLATION OF MSICS

There are many cases when an MSIC may be cancelled, including:

- the issuing body (Southern Ports) determines the MSIC was not issued in accordance with its MSIC plan or the regulations
- the Department of Infrastructure and Transport informs the issuing body that a security assessment of the person was adverse
- the issuing body becomes aware that the holder does not have a right to work in Australia
- the holder has been convicted of a disqualifying offence
- the holder no longer has an operational need for an MSIC.

RENEWING YOUR MSIC

Note your MSIC's expiry date and make sure you apply for the renewal of your MSIC through Southern Ports 6 weeks before it expires.

Be security aware

Report security breaches to your supervisor or Southern Ports Security

Albany 0467 502 602

Bunbury 0417 091 461

Esperance 0429 553 912

Suspicious activity can also be reported to the National Security Hotline on 1800 123 400.

Regulations requiring individuals to hold and display a valid MSIC are in effect.

AusCheck is the Commonwealth agency overseeing the issue of MSIC's.

First, do you need a Maritime Security Identification Card (MSIC)?

1. Do you work on or within Southern Ports?
2. Do you require unescorted access to Southern Ports to deliver or pick up cargo?
3. Do you require unescorted access to Southern Ports to provide goods and/or services?
4. Do you need unescorted access to a Maritime Security Zone more than once a year?

If you answered YES to any one of these questions, you will need to apply for an MSIC.

To do this, simply follow the procedure below.

MSIC Applicant Procedure

1. Complete the HSES Induction and MSIC Awareness online Inductions at <https://www.southernports.com.au/hses-induction>. Print a copy of the completed certificate for your records.
2. Download and complete the MSIC Application Form, available at <https://www.southernports.com.au/maritime-security-identification-card>.

The application form is available at the MSIC office if you do not have access to a printer.

Please note: you will be required to supply 10 years of residential addresses on your application.

3. Obtain a Letter of Operational Need from your Employer. A template can be downloaded from Southern Ports website - <https://www.southernports.com.au/letter-operational-need>

Ensure the following details are included:

- Applicants name
- Applicants occupation
- The port you require access to – Albany, Bunbury or Esperance (more than one port can be requested)
- Why you are requiring access to the Maritime Security Zone, eg Transport Operator
- Letter must state that you require unescorted access to a Maritime Security Zone at least once a year
- Letter must include a company letterhead and include company ABN

A copy of this letter can be emailed to the MSIC office

- Albany – msic.albany@southernports.com.au
- Bunbury - msic.bunbury@southernports.com.au
- Esperance – msic.esperance@southernports.com.au

4. Gather the following documentation to support your application:

A minimum of **three** identification documents are required (**one** each from Category **A**, **B** and **C**)

A Category **D** is only required if the Category **A**, **B** or **C** do not display proof of current residential address.

Please note photocopies of originals are **NOT** accepted.

- **Category A - start of your identity in Australia**

A Category A document must have your full name, be Australian issued and be one of the following:

- Australian (full) birth certificate (NO commemorative or extract certificates accepted)
- Australian citizenship certificate
- Australian citizenship by descent (official extract issued by Australian government)
- Australian visa (with supporting passport) must be checked on VEVO
- Australian immicard must be checked on VEVO

- **Category B - your identity linked by photo and signature**

A Category B document must be government issued, have your photo and signature, be current and valid and be one of:

- Passport (Australian, foreign or a Citizen Travel Document)
- Driver Licence (Australian or foreign)
- Australian proof of age card

- **Category C - evidence of your identity within the community**

A Category C document must be current, valid and be one of:

- Medicare card
- Marriage or change of name certificate
- ASIC or MSIC
- Bank card (credit or ATM card)

- **Category D - evidence of your current residential address**

A Category D document is only required if the document used for A B or C do not have your current residential address. This document must be less than 6 months old, state your name and current residential address and be one of:

- Utility or bank account statement
- Rates notice
- Current lease or tenancy agreement

5. Payment is required at time of application (EFT, Cheque or Credit Card – **No Cash**).

6. Call the MSIC office to arrange an appointment to lodge your application.

- **Albany – (08) 9892 9000**

85 Brunswick Road, Albany WA 6330

By appointment Monday – Friday, 8:00am – 3:45pm (excluding Public Holidays)

- **Bunbury - (08) 9729 6500**

54 Casuarina Drive, Bunbury WA 6230

Appointments are available Monday – Friday between 9:00am – 11:30 am or 2:00pm – 4:00pm (excluding Public Holidays)

- **Esperance - (08) 9072 3337**

Located within the Safety and Security Building, Cnr The Esplanade & Bower Avenue, Esperance, WA 6450

By appointment only - available Monday, Tuesday and Wednesday, 8:00am – 4:00pm (excluding Public Holidays)

Southern Ports will advise the applicant when the MSIC is ready for collection.

Please note: After an MSIC application has been lodged, a monetary refund cannot be made.

Please ensure you have read and understood the MSIC Conditions of Use before you make application.

APPLICATION TYPE (TICK ONE BOX ONLY)							
<input type="checkbox"/> Provisional (If you are under 18 years of age - When you turn 18 you must apply for a Standard MSIC)							
<input type="checkbox"/> Standard MSIC (if you are applying for a Standard MSIC for the first Time)				<input type="checkbox"/> 2 year MSIC		<input type="checkbox"/> 4 year MSIC	
<input type="checkbox"/> Renewal of a MSIC (if you have held a Standard MSIC before)		Current MSIC Number		Expiry Date		<input type="checkbox"/> 2 year MSIC	
<input type="checkbox"/> ASIC based (If you currently hold ASIC - NB: Your MSIC will expire the same date as your ASIC)							
ASIC No		ASIC Issuing Body			Expiry Date		
APPLICANT DETAILS							
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> MS <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Other							
Surname:		Given Name(s):					
Previous Names(s): Alias, Maiden Name and any Name change	Surname		Given Name 1		Given Name 2		
	Surname		Given Name 1		Given Name 2		
Date of Birth:			Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other				
Place of Birth (City)			Place of Birth (State)		Place of Birth (Country)		
CURRENT RESIDENTIAL ADDRESS							
Date moved into current residential address: _____ DD/MM/YYYY							
Unit No.	Street No.	Street Name			Suburb/ Town	Post Code	State
PREVIOUS RESIDENTIAL ADDRESSES - If you have lived at the above address for less than 10 years — provide details of all previous addresses below to total of 10 years.							
Unit No.	Street No.	Street Name			Suburb/ Town	Post Code	State
Residency date from: _____ DD/MM/YYYY			to: _____ DD/MM/YYYY				
Unit No.	Street No.	Street Name			Suburb/ Town	Post Code	State
Residency date from: _____ DD/MM/YYYY			to: _____ DD/MM/YYYY				
Unit No.	Street No.	Street Name			Suburb/ Town	Post Code	State
Residency date from: _____ DD/MM/YYYY			to: _____ DD/MM/YYYY				
Unit No.	Street No.	Street Name			Suburb/ Town	Post Code	State
Residency date from: _____ DD/MM/YYYY			to: _____ DD/MM/YYYY				
Unit No.	Street No.	Street Name			Suburb/ Town	Post Code	State
Residency date from: _____ DD/MM/YYYY			to: _____ DD/MM/YYYY				

POSTAL ADDRESS (if different to current address)

PO Box No.	Unit No.	Street No.	Street Name	Suburb/ Town	Post Code	State	Country

APPLICANT CONTACT DETAILS

Home Phone	Work Phone	Mobile Phone	Email

EMPLOYER DETAILS

Company Name	Contact Person	Phone
Address		Email

What is your requirement to hold a MSIC (e.g Driver, Agent ect.):

UNDER 14 YEARS OF AGE CONSENT- If the applicant is under 14 years of age a parent or guardian must provide written consent in order to undergo the security assessment.

Given Name	Surname	Relationship to Applicant	Phone	Signature of Parent or Guardian
Unit No.	Street No.	Street Name	Suburb/ Town	Post Code
				State
				Country

APPLICANT DECLARATION:

I have read & agree to be bound by the Conditions of Use of an MSIC and Access to Southern Ports (if applicable), 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 Home Affairs Website – www.homeaffairs.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 Southern 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 Southern 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 Southern Ports for the purpose of my MSIC application and access to Southern Ports.
8. I certify that the personal information I have provided within this form pertains specifically to me and is correct.
9. 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.
10. I have received a copy of the AusCheck Privacy Notice pamphlet issued by the Department of Home Affairs.

NOTE: TO BE SIGNED AT THE INTERVIEW

Signed: _____ Date: _____