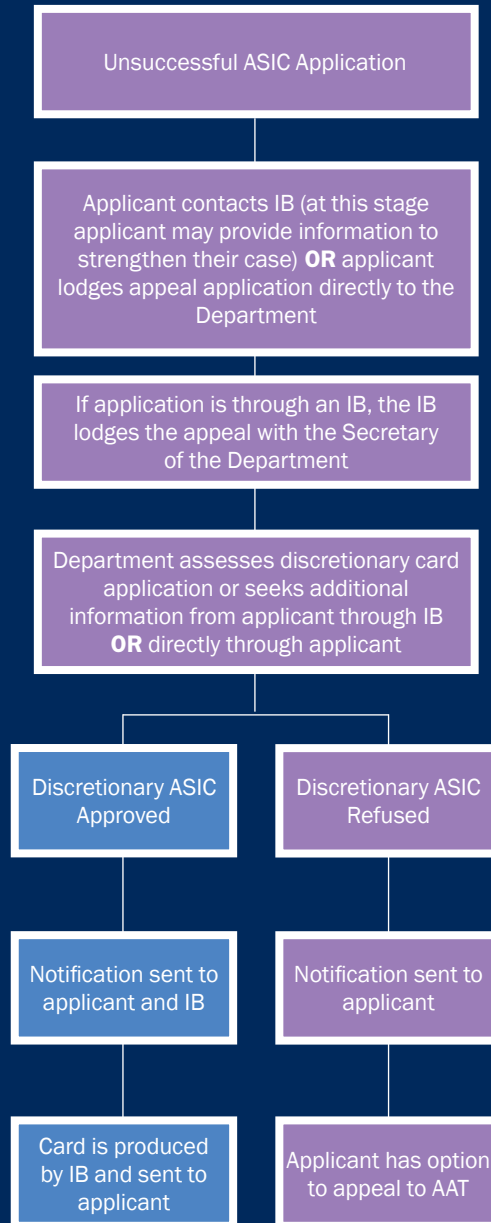


## Discretionary ASIC Issuing Process



## What are my other options?

If you are dissatisfied with the Secretary of the Department's decision, you may appeal to the Australian Government's Administrative Appeals Tribunal (AAT) regarding your application for a discretionary ASIC.

## Who do I contact?

Applications for discretionary cards can be mailed through your IB or directly to:

The Secretary  
Attention: Identity Security Section  
Department of Infrastructure and Transport  
GPO Box 594  
CANBERRA ACT 2601

Or emailed to: [ID.Security@infrastructure.gov.au](mailto:ID.Security@infrastructure.gov.au)

If you require further information, please contact the Identity Security Section on:

Phone: (02) 6274 7748  
Fax: (02) 6274 7097

More information is also available at:  
[www.infrastructure.gov.au/transport/security/aviation/](http://www.infrastructure.gov.au/transport/security/aviation/)

If you decide to lodge an appeal with the Administrative Appeals Tribunal:

Phone: (02) 6243 4611  
Fax: (02) 6243 4600  
Website: [www.aat.gov.au](http://www.aat.gov.au)



Australian Government

Department of Infrastructure and Transport



## Aviation Security Identification Card (ASIC)

Discretionary Cards

# AVIATION SECURITY IDENTIFICATION CARD (ASIC)

If your application for an ASIC has been unsuccessful due to an adverse criminal record, you have the option of applying to the Department of Infrastructure and Transport for a discretionary ASIC.

## What is a discretionary ASIC?

A discretionary ASIC may be issued to applicants who were unsuccessful in their initial ASIC application. This card can only be approved by the Secretary of the Department of Infrastructure and Transport (the Department) who takes into account the applicant's individual circumstances.

A discretionary ASIC may be subject to conditions, such as a reduced validity period.

## How do I apply for one?

Either you or your Issuing Body (IB) can write to the Secretary of the Department, requesting a discretionary ASIC.

## Who is my Issuing Body?

Your IB is the company or organisation that processed your original ASIC application.

## How much does the process cost?

An application for a discretionary ASIC is **free of charge**.

## How long does it take?

The Secretary of the Department will decide within 30 days to either:

- ▶ seek additional information from you (or your IB) regarding your circumstances; or
- ▶ approve or refuse your application.

If the secretary decides to seek additional information, the Secretary has an additional 30 days to make a decision from the day the information is received.

A letter will be sent to you advising of the Secretary's final decision.

## What does the Secretary consider when making a decision?

In making the decision, the Secretary of the Department will take into consideration the following factors:

- ▶ The nature of the offence(s) you were convicted of;
- ▶ the term of imprisonment, if any, that was imposed (including a suspended sentence);
- ▶ the length of time actually served and the reason(s) for this;
- ▶ your history since the offence(s), such as your general conduct, employment history, rehabilitation, etc; and
- ▶ anything else relevant that the Secretary knows about.

## What should I provide?

Although not compulsory, you may wish to provide some or all of the following information to strengthen your case and enable the Secretary of the Department to make a more informed decision:

- ▶ A letter from you outlining the circumstances of your conviction and any other information which may be relevant to your case;
- ▶ a written reference from your employer outlining your operational need for an ASIC (one that confirms your employer is aware of the conviction(s) that made you ineligible for an ASIC is preferable);
- ▶ written personal and/or professional references, (those that acknowledge your conviction(s) and subsequent rehabilitation are encouraged); and
- ▶ any other supporting material you wish to provide which may be relevant to your application (e.g. sentencing remarks).

## When do I apply?

If you are unsuccessful in your initial application for an ASIC, you will be sent a letter of notification.

If you wish to apply for a discretionary ASIC, you must do so within 28 days of receiving this letter.

However, extensions to this timeframe may be considered by the Department.