
Adelaide Airport Limited

Transfer of ASIC Issuing Body to AusCheck



Introduction

On 25 January 2022, the Government announced that the Department of Home Affairs would become the sole issuing body for aviation security identification cards (ASICs). By 1 July 2025, AusCheck will be the only issuing body (IB) for ASICs and MSICs.

Adelaide Airport is committed to supporting this important reform and has been working closely with AusCheck on a transition plan for Adelaide Airport.

The original transition date scheduled for December 2023 was postponed to allow more time to implement all necessary changes and to ensure we minimise impact to the day-to-day running of business operations at the airport.

A new date for transition has now been agreed between Adelaide Airport and the Department of Home Affairs. You should have received an email from AusCheck confirming this.

Adelaide Airport will cease accepting ASIC applications and commence transfer of our Issuing Body responsibilities on Friday **01 March 2024**.

What this means for you as an Employer and Cardholder

This change will mean that cardholders and their employers will be required to follow a new process when applying for or renewing an ASIC as of the **04 March 2024**. The new card application / renewal process will be online using AusCheck's Applicant Portal, for which applicants will require a basic level myGovID digital identity.

To be ready for the changes effective from 04 March 2024, we would like to remind employers with staff who hold ASICs issued by the Adelaide Airport Pass Issue Office to prepare for the transition to AusCheck and pre-register in the Employer Portal. A standard strength myGovID is required for Employers and portal users must be authorised in Relationship Authorisation Manager (RAM).

If you have not successfully registered in the Employer Portal, your staff will no longer be able to apply for or renew their ASIC.

The ID Verification process, which forms part of the ASIC application process, will be facilitated via a new AusCheck service office to be located at Northern Screening in the Terminal. Please note that this is a different service than the Pass Issue Office which will remain at Southern Screening and will continue to handle access card requests on behalf of

Adelaide Airport. The AusCheck ID services office is a temporary arrangement while Auscheck finalise a commercial arrangement for this function later this year.

Adelaide Airport's role after transition

It is important to note that the process for requesting security access (SAC Request) at Adelaide Airport and the requirement for undertaking Adelaide Airport online inductions will not change and will remain a process undertaken directly with Adelaide Airport via the Pass Issue Office and online induction portal (Sitepass).

Information Sessions

Additional information sessions have been arranged by AusCheck for employers that did not attend a session last year. These sessions will outline the steps you will need to take to prepare for this change. There will be two information sessions targeted for 20th February and 23rd February. AAL encourage employers to attend one of these sessions. Invitations have been sent by AusCheck via email.

Additional information about myGovID can be found at <https://www.mygovid.gov.au> Further information about RAM is available on the Relationship Authorisation Manager Guide for Employers in the ASIC MSIC Scheme.

In addition, a full overview of the changes to the ASIC scheme are available on the Aviation and Maritime Security Identification Card Knowledge Base.

We strongly recommend you review the Knowledge Base information for applicants and employers using the link above and commence preparations **as soon as possible**.

If you are not the best contact within your organisation for this communication, can you please provide updated contact details as soon as possible.

Kind regards,



Amy Mitchell on behalf of the Adelaide Airport Security Team