

# Visitor Identification Card (VIC) Pre Request Form



This form can be used to request multiple VIC passes to be prepared for group visits (3+ people).

It is provided to allow VIC issuers to complete the VIC pass in advance and hold until the collection day specified. All legislative requirements must be met on day of collection as specified below.

**IMPORTANT**

- Both the Sponsor and the Applicants must be present when the VICs are issued.
- The Sponsor must present their ASIC and the Applicants must present the ID listed below to the issuing officer prior to issue.
- By submitting this application the Sponsor declares that they have read and understood the Conditions of Issue and Use at the end of this form and that all the Applicants listed below have been made aware of those conditions and agreed to them prior to collecting the VIC.
- ALL fields must be completed for the Sponsor and each Applicant. If any details are incorrect or left blank your request will not be processed.
- Please ensure the applicant's full address is supplied (eg 1 James Schofield Drive, Adelaide Airport, SA 5950).
- Requests should be made at least 72 hours prior to the VIC Start Date. Please note that if your request is received less than 72 hrs prior then your VIC passes may not be ready when required.
- Email addresses are [southernscreening@aal.com.au](mailto:southernscreening@aal.com.au) or [northernscreening@aal.com.au](mailto:northernscreening@aal.com.au) or [gatej@aal.com.au](mailto:gatej@aal.com.au)

**VIC Details**

Operational Need for VIC

Number of Days Required  VIC Start Date (dd/mm/yyyy)  VIC End Date (dd/mm/yyyy)

VICs to be collected from  Southern Screening  Northern Screening  Gate J

**Sponsor Details**

First Name	Surname	Contact Number	Employer	ASIC Number	ASIC Expiry Date (mmm/yyyy)

**VIC Applicants**

First Name	Surname	Date of Birth (dd/mm/yyyy)	Personal Contact Number	Employer	Street Address eg 101 Main Street Personal address required	Suburb, Postcode & State eg Adelaide, 5000 SA	Drivers Licence / Passport	ID Issue Location	ID Expiry Date (dd/mm/yyyy)


# Summary of Conditions of Issue & Use

- VIC holders must be under escort and supervised by a valid ASIC holder AT ALL TIMES whilst in a security zone or secure area.
- The VIC may only be used by the person to whom it was issued and for the course of the holder's approved duties. It does not constitute an authority to enter or remain in a secure area for any other purpose.
- A VIC holder must properly display their VIC at all times whilst in a security zone or secure area. The VIC must be attached to the holder's outer clothing and be displayed on the front or side of the body, above waist height with the whole of the front of the VIC clearly visible.
- A VIC must immediately be returned to one of the issuing points when:
  - The VIC is no longer required;
  - The VIC has been damaged, altered or defaced;
  - The VIC has been cancelled and/or the applicant has been instructed to return the visitors pass by Adelaide Airport Ltd.
  - The VIC holder has been issued with a valid ASIC
- A Statutory Declaration form must be submitted for any VIC that has been lost, stolen or destroyed.

**The issue and use of VIC passes is governed by Regulation 6.38 of the Aviation Transport Security Regulations 2005. It is an offence to provide false or misleading information or fail to abide by any of the above conditions.**

## Sponsor Declaration

As an ASIC holder, and an escort of a person in possession of an AAL Visitor Identification Card (VIC) you agree to abide by the Conditions of Issue & Use summarised above, and act in accordance with Regulation 6.38 of the Aviation Transport Security Regulations 2005. You will be provided with the Sponsor Declaration Terms & Conditions which you must read and confirm at time of VIC passes being issued.

**The sponsor is responsible for ensuring that the VIC holders abide by the Conditions of Issue & Use.**

You must immediately report to Adelaide Airport Ltd on 8154 9444 if the VIC you are sponsoring has been lost or destroyed or if you are aware of any circumstances in which the VIC applicant has ever been refused an ASIC or VIC.

In the event of an evacuation and/or emergency you must ensure you and the VIC holders follow the direction of the fire warden within the area you are operating.

## Applicant Declaration

**By applying for this VIC you declare (as per regulation 6.25A (I) and 6.38E (4)of the Aviation Transport Security Regulations 2005 that you have NOT:**

- been refused an ASIC;
- had an ASIC that was suspended or cancelled because the holder had an adverse criminal record; or
- been issued with a VIC for the airport for more than a total of 28 days in the previous 12 months (unless exempted elsewhere in the regulations).

You further agree to abide by the Conditions of Issue & Use summarised above, and act in accordance with Regulation 6.38 of the Aviation Transport Security Regulations 2005. You will be provided with the Applicant Declaration Terms & Conditions which you must read and confirm at time of VIC pass being issued.