New identity verification requirements for ASIC and MSIC applicants

Information for applicants and cardholders

From 1 August 2017, changes to the aviation and maritime security identification card (ASIC and MSIC) schemes will affect the way you verify your identity when applying for an ASIC or an MSIC.

> **At a glance**
>
> **From 1 August 2017:**
>
> - You must present to your issuing body in-person with original identity documents;
> - You must meet new types of identity document requirements; and
> - Your non-English identity documents must be professionally translated.

How will these changes affect me?

1. **How will this affect my ASIC or MSIC application?**

   - From 1 August 2017, when applying for an ASIC or an MSIC, you will need to present your original identity documentation in person to your issuing body (or the issuing body's representative).

2. **What are the new types of identity document requirements?**

   - From 1 August 2017, you will need to present original identification documents evidencing each of the following four (4) categories:
     - the start of your **identity in Australia** i.e. your Australian Government issued: birth certificate, citizenship certificate, visa or ImmiCard (**Category A**);
     - a **photographic Government-issued document** that shows your signature e.g. your driver licence or passport, these may be issued by a foreign government (**Category B**);
     - your **identity operating within the community** e.g. your Medicare card or marriage certificate (**Category C**). Note, if you use your passport to satisfy Category B, you may use your driver licence to satisfy Category C (or vice versa); and
     - your **current residential address** e.g. a utility bill or rates notice (**Category D**). If your current residential address is provided in your Category A, B or C document, you do not need a separate Category D document.
   - At a minimum, you are required to present three (**3**) identification documents, one each from category A, B and C.
     - ➤ *For example, you could present your birth certificate, driver licence and a Medicare card. A fourth document is not required if your <u>current</u> residential address is displayed on your driver licence.*

3. What can I do if my issuing body does not have a representative close by?

- Before you submit your ASIC or MSIC application, please check that your issuing body has a local representative who can verify your identity in person.
- If your issuing body does not have a representative in a convenient location, you may wish to consider a different issuing body.
- A full list of issuing bodies is available on the Department's website www.infrastructure.gov.au/security/identity/

4. What do I do if I have changed my name?

- To ensure the integrity and security of your identity, you must present original documentation to your issuing body in person, to support your change of name.
- If any of your identification documents refer to you by a previous name, you will need to provide a linking document that connects your old name and your new name.

5. What if my identification documents are not in English?

- If any of your identification documents are not in English, they must be accompanied by a professional translation.
- The Department recommends a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). For further information, refer to www.naati.com.au/
- The translation conducted by the NAATI-accredited translator must contain NAATI number, NAATI stamp and a signature of a translator.
- You must provide the original document accompanied by the professional translation to your issuing body or their representative.
- You cannot translate your own documents.

6. Can I use a certified copy of my identification documents?

- No, certified copies of identification documents are not acceptable. You must present in person with your original identification documents when applying for an ASIC or an MSIC.