



**MARITIME SECURITY IDENTIFICATION CARD
INDUCTION**

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Table of Contents

1.	WHAT IS AN MSIC.....	1
2.	WHAT IS A MARITIME SECURITY ZONE.....	1
3.	WHO NEEDS AN MSIC.....	1
4.	WHAT IS A VALID MSIC.....	1
5.	OPERATIONAL NEED.....	1
6.	MSIC ELIGIBILITY.....	2
7.	TYPES OF MSIC.....	2
8.	HOW LONG IS MY MSIC VALID FOR?.....	2
9.	WHERE TO APPLY.....	2
10.	COSTS.....	3
11.	PROOF OF IDENTITY DOCUMENTATION.....	3
12.	RIGHT TO WORK IN AUSTRALIA.....	4
13.	BACKGROUND CHECKS.....	4
14.	MSIC HOLDERS RESPONSIBILITIES.....	5
15.	WHAT NEXT.....	6
	QUESTIONNAIRE.....	7

MARITIME SECURITY IDENTIFICATION CARD

INDUCTION

1. WHAT IS A MARITIME SECURITY IDENTIFICATION CARD (MSIC)

The MSIC is a nationally consistent identification card that states the holder has satisfied background security requirements and is approved to work in a maritime security zone.

An MSIC is not an access card, the possession of an MSIC does not provide the right of entry to a maritime security zone.

2. WHAT IS A MARITIME SECURITY ZONE

Maritime security zones are used to subject areas within ports, on and around ships, and on offshore facilities to additional security requirements.

3. WHO NEEDS AN MSIC

From 1 January 2007 you will need an MSIC if you require unescorted/unmonitored access to the *Restricted Access* areas of the Port. Namely Berths 1, 2, 3, Tug, Pilot and Lines boat pens.

The issuing

4. WHAT IS A VALID MSIC

An MSIC must meet certain requirements in order to be considered valid.

- a) It must display your name, photo, the expiry date, unique identification number and have intact the tamper proof hologram; and
- b) Is not expired or cancelled; and
- c) It is not altered or defaced (permanently or temporarily); and
- d) The person who shows or displays it is the person to whom it was issued.
- e) If you change your name your MSIC is valid for only one month from the day on which you made the change.
- f) You will need to notify the Esperance Ports Sea & Land of any changes and provide evidence before a replacement MSIC can be issued.

5. OPERATIONAL NEED

A person has an operational need to hold an MSIC if his or her occupation or business interests require him/her to have unmonitored access to a maritime security zone at least once each year.

6. MSIC ELIGIBILITY

To be eligible for an MSIC, Esperance Ports – *Sea and Land* needs to :

- ensure you have an operational need;
- be satisfied as to your identity;
- be satisfied that you are an Australian Citizen or resident, or have the right to work in Australia; and
- have been given approval by AusCheck.

7. TYPES OF MSIC

There are several types of MSIC, namely;

- (a) **Provisional MSIC** – issued to a person under the age of 18 years at the time of application and will expire six (6) months after the person turns 18. An application for a Standard MSIC will be required. A Provisional MSIC does not require any background check by AFP or ASIO.
- (b) **Standard MSIC** – issued to all eligible persons over the age of 18 and require a background check by AFP and ASIO prior to issue. A Standard MSIC is valid for five (5) years from the date approved by AusCheck.
- (c) **Temporary MSIC** – may be issued if a Standard or Provisional card is lost, destroyed or stolen. Conditional on the return of damaged pieces, and a Statutory Declaration or copy of a police report. The Temporary card is only issued for a specified time.

MSIC based on an ASIC – A person who holds an Aviation Security Identification Card (ASIC) has already undertaken background checks by AusCheck. If an ASIC holder requires an MSIC, only proof of operational need is required. The expiry of the MSIC will mirror the ASIC expiry.

8. HOW LONG IS MY MSIC VALID FOR?

An MSIC is issued in accordance with the *Maritime Transport and Offshore Facilities Security Regulations 2003*.

Depending on which option is chosen, an MSIC expires 2 or 4 years after the day when the relevant criminal history check was done.

However, conditions for Provisional or ASIC based MSICs prevail and a person who has an MSIC and is on a work visa will have their MSIC expire no later than the day on which their visa expires.

An MSIC will need to be renewed prior to its expiration date or it will become expired and therefore invalid. The renewal requires a satisfactory criminal history check.

9. WHERE TO APPLY

Your company should make an appointment with the MSIC Service Centre (Port Security Office) for you to lodge your application. Appointments can be made by phone (08)90717906

10. COSTS

Standard MSIC (New or Renewal applications)	2 year	\$220
	4 year	\$341
Provisional or ASIC based MSIC		\$132
Replacement MSIC		\$66

All are inclusive of gst.

Payment by cash, cheque or money order must be made prior to or at the time of making application. Purchase Order numbers will not be accepted.

11. PROOF OF IDENTITY DOCUMENTATION

When making your application you will need to bring several pieces of evidence to verify your identity. A range of identification documents can be used for this purpose.

You must provide :

- (a) 1 x primary identification document and 1 x secondary identification document; or
- (b) 1 x primary identification document and 2 x tertiary identification documents.

Primary Identification

- A certified copy of a birth certificate (extracts not acceptable).
- A copy of a citizenship certificate.
- Evidence of citizenship of another country.
- A passport issued to you. If expired no longer than 2 years.

Note: Primary Identification documents presented must be either an original document or a certified copy of the original.

Secondary Identification

- A licence (for example a driver's licence) issued under a law of the Commonwealth or a State or Territory.
- A government employee identification document issued to the applicant.
- An Australian student identification document issued to the applicant.
- A verifiable reference – that identifies the person by name, certifies that they have known the person for at least 12 months, and is signed by or for the referee and by the identified person.

Note: Secondary Identification documents must have a recent photo or the applicant's signature on the document.

Tertiary Identification

- A signed statement by an employer or former employer about that employment
- A copy (certified by a Registrar of Titles or similar Centre to be a correct copy) of a record issued under a law about land titles.
- A document by a rating authority from its records about land ownership or occupation.
- A document issued by a bank or similar financial institution from its records about a mortgage or other security given to the bank or institution.

- An extract from the electoral roll compiled by the Australian Electoral Commission
 - A record issued under a law in force in Australia other than a law about land title.
- Note: Tertiary Identification documents set out your name and address.**

12. RIGHT TO WORK IN AUSTRALIA

You will need to prove an authority to work in Australia.

Are you an Australian Citizen? – You will have to give evidence of this by providing an Australian passport or documentation proving citizenship.

Are you a New Zealand Citizen? - You will have to give evidence of this by providing a New Zealand passport or documentation proving citizenship.

Do you have an Australian Working visa? – You will have to give evidence of this by producing one of the following documents:

- A passport with a permanent visa (your visa will say “permitted to remain in Australia indefinitely” on the visa label or stamp) or a certificate of evidence or residence status.
- A passport with a visa which shows you have a “work right” status.

Further information regarding citizenship and right to work status can be obtained by visiting the Department of Immigration and Citizenship (DIAC) website at www.immi.gov.au .

13. BACKGROUND CHECKS

Once we have processed your application, we will pass on your information to AusCheck for approval.

A criminal history background check by the Australian Federal Police (AFP) and a security assessment by the Australian Security Intelligence Organisation (ASIO) will be conducted through AusCheck and the result conveyed to the applicant.

If as a result of the security checks, you receive an adverse assessment an MSIC may not be issued to you.

A Fact Sheet :- Maritime Security Identification Card (MSIC) –holders new obligation from 1 December 2010 can be viewed by following this Department of Infrastructure and Transport (OTS) web link

<http://www.infrastructure.gov.au/transport/security/maritime/factsheets/newobligation.aspx> where a list of Maritime Security Relevant Offences (MSROs) can be found.

If you are convicted of any new criminal offences by the courts (that are listed on the maritime relevant offence list) while you hold an MSIC then you will have to declare this within 7 days to either AusCheck or your MSIC issuing body. A maximum fine of \$2,200 may apply for failure to report a conviction.

If you are over 18, CrimTrac will check your criminal history in the databases of all Australian legal jurisdictions and supply a copy of your criminal record to AusCheck. CrimTrac will not use your information for any other purpose.

Esperance Ports MSIC Service Centre staff will not receive the details of your criminal history check or security assessment.

The MSIC Service Centre will only receive approvals or non-approvals from AusCheck, for authority to issue an MSIC.

Only the Australian Government will have access to the background checking information.

Unsuccessful MSIC applicants will be given a written statement from AusCheck as to the reasons why you are not eligible to hold an MSIC. You will also receive advice on your appeal rights.

If you are unsuccessful in your appeal or choose not to appeal, you will not be permitted to enter a maritime security zone.

Biennial Background Checks – Prior to the two yearly background checks the card holder will be contacted to confirm or provide current residential, postal and email addresses and contact numbers.

14. MSIC HOLDERS RESPONSIBILITIES

The following conditions apply to MSIC holders and must be strictly adhered to unless varied by the Port Security Officer (PSO) the Harbour Master.

- The MSIC must be **properly displayed** by being attached to his/her outer clothing:
and
A) above waist height; and
B) at the front or side of the body; and
C) with the whole of the MSIC clearly visible.

The use of a lanyard is acceptable.

He/she is not **properly displaying** the MSIC if the photograph or anything else on it is obscured.

A person commits an offence if he/she is in a maritime security zone and he/she fails to properly display a valid MSIC.

- It is an offence if your MSIC is **stolen, lost or destroyed** and you do not advise your issuing body within **7 days**.
- MSIC holders must notify their Issuing Body within **7 days** of being found guilty of a *maritime security relevant offence* (MSRO) by the courts. Failure to notify may result in a \$2200 fine.
- If you **change your name** by marriage or Deed Poll you must notify your issuing body within **30 days**. You will need to be issued with a replacement card and supporting documentation is required.
- You are responsible for **returning your MSIC** within **30 days** to the issuing body in the following circumstances:
 - It expires
 - It is cancelled
 - It has been damaged, altered or defaced
 - If you no longer need to enter a maritime security zone
 - If you change your name

MSICs must be returned to the MSIC Service Centre either in person or by Registered Post.

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

Note: Remember to advise your issuing body if you change your name, address or phone number.

- **Failure to properly escort visitor - An escort is guilty of an offence if he/she fails to escort, or continuously monitor a visitor under their care.**

15. WHAT NEXT

Now that you know what the new MSIC scheme is all about, start the process by checking you have:

- Filled out 'Part A' of the application form
- The correct identification
- Your proof of right to work in Australia
- Support letters
- An appointment with the MSIC Service Centre
- The means by which you will be paying

You will be notified when your MSIC is ready to be collected and need to bring photo ID with you. It may take up to 6 weeks to process.

As an indication of your understanding of the MSIC System you will need to correctly answer the questionnaire supplied and bring it with your application.



Esperance Ports Sea and Land MSIC Induction Questionnaire

There may be more than one correct answer to each question. Circle the letter adjacent to your answer.

- 1) **What constitutes a valid MSIC?**
 - a) One that has not expired or been cancelled.
 - b) One that is not damaged or defaced in any way.
 - c) One that has been issued in accordance with the Maritime Transport and Offshore Facilities Security Regulations 2003.

- 2) **Where should you wear your MSIC?**
 - a) Anywhere, as long as you can show it to someone quickly if you're asked.
 - b) Above the waist and on your outer clothing.
 - c) Above the waist on your outer clothing, but only on your front/side.

- 3) **How long do you have before you must notify the issuing body if your MSIC is destroyed, stolen or you lose it?**
 - a) 30 days
 - b) 7 days
 - c) 14 days

- 4) **How long do you have before you must notify the issuing body if you have been convicted of a *Maritime Security Relevent Offence (MSRO)*?**
 - d) 30 days
 - e) 7 days
 - f) 14 days

- 5) **Which combinations of identification are suitable when applying for an MSIC?**
 - a) 1 x Primary plus 1 x Secondary.
 - b) 1 x Primary plus 2 x Tertiary.
 - c) 1 x Secondary plus 2 x Tertiary

- 6) **Do I need to return my MSIC to the issuing body if it has expired, is cancelled, damaged, altered or defaced or I no longer need to enter a maritime security zone?**
 - a) Yes, within 7 days.
 - b) No. I can keep it for a souvenir.
 - c) Yes, within 30 days.

- 7) **If I change my name, address or phone number, do I have to notify the issuing body?**
 - a) Yes.
 - b) No.

Print Name: _____ Signed: _____ Date: _____