



MARITIME SECURITY IDENTIFICATION CARD (MSIC)

Induction

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MARITIME SECURITY IDENTIFICATION CARD (MSIC) INDUCTION

1. WELCOME

In the following pages you will find information for the nationwide Maritime Security Identification Card (MSIC) Scheme.

In the next few minutes or so you are going to learn all that you need to know about the scheme; what an MSIC actually is; why it's important to you etc., so that you can make the transition into this compulsory scheme quickly and easily.

2. WHAT IS A MSIC?

The MSIC is a Federal Government initiative to minimise the risk of terrorism within ports and offshore facilities throughout Australia.

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, and possession of an MSIC does not provide the right of entry to a maritime security zone.

Access to maritime security zones is managed by the Maritime Industry Participant (MIP), or facility operator.

3. WHAT IS A MARITIME SECURITY ZONE?

A Maritime Security Zone is an area within regulated ports, around and onboard regulated Australian ships, which have additional security requirements, as defined by the Maritime Transport Security and Offshore Facilities Act 2003.

You will require an MSIC if you have reason to enter the following areas within Fremantle Ports:

- Victoria Quay (Berths E-H, inclusive of Small Craft Pens).
MSIC to be displayed at entrance gate & turnstiles.
- North Quay (Berths 1, 2 & 11, 12).
MSIC to be displayed at entrance gates.

- Kwinana Bulk Terminal.
MSIC to be displayed at entrance gate.
- Kwinana Bulk Jetty.
MSIC to be displayed at entrance to Jetty.

4. WHAT IS A VALID MSIC?

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

It must contain your name, the expiry date and unique identification number, as displayed below.

If you change your name, your MSIC is valid for only one month from the day on which you made the change.

You will need to notify Fremantle Ports of any changes and provide evidence before a replacement MSIC can be issued.



5. OPERATIONAL NEED

You must have an occupation or business related need to have unmonitored access to a maritime security zone at least once per year.

You will need to provide evidence of an operational need when you apply for an MSIC. This evidence can be in the form of a letter of sponsorship from:

- your employer;
- a port facility with whom you are engaged; or
- a maritime industry participant.

If you are self-employed, a letter of sponsorship from the company who uses your services is required along with your own letter of introduction.

You must prove your legitimate need to be in a maritime security zone.

6. WHO ISSUES AN MSIC?

Only authorised Issuing Bodies may issue an MSIC.

Fremantle Ports is an authorised Issuing Body which will provide application and consent forms for background checks, process applications and print cards.

Cards are issued under advice by the Attorney-General's Department, AusCheck.

7. MSIC ELIGIBILITY

To be eligible for an MSIC, Fremantle Ports 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.

8. TYPES OF MSIC'S

There are several MSIC application categories. When you fill out an application form, you will be asked to tick the relevant application type.

You can select from one of the following:

Provisional MSIC:

A Provisional MSIC will be issued to persons under the age of 18 years at the time of application. The card will expire six (6) months after the person turns 18 and application for a Standard MSIC will be required.

Standard MSIC:

A Standard MSIC will be issued to all eligible persons over the age of 18 years and be valid for either two (2) or four (4) years from the date approved by AusCheck.

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?

Your MSIC is valid for either two (2) or four (4) years from AusCheck’s approval and re-application is required prior to expiry.

Your card may be cancelled if you leave the regulated Australian maritime environment for 12 months or longer, or you no longer have an operational need to be within a maritime security zone.

9. WHERE TO APPLY

Once you have got your application form and support documentation, make an appointment with the MSIC Service Centre at Fremantle Ports to lodge your application.

MSIC Service Centre Location:

Fremantle Ports Administration Building

1 Cliff Street

Fremantle WA 6160

Email: msic@fremantleports.com.au

Appointments can be made by phone (08) 9430 3555.

10. COSTS

Standard MSIC + Access (<i>Two year duration</i>) (Includes one AusCheck background check and the Fremantle Ports Access fees)	\$267
Standard MSIC + Access (<i>Four year duration</i>) (Includes two AusCheck background checks and the Fremantle Ports Access fees)	\$410
Standard MSIC only (<i>Two year duration</i>) (Includes one AusCheck background check)	\$247
Standard MSIC only (<i>Four year duration</i>) (Includes two AusCheck background checks)	\$390
FPA Access only (Must be a holder of a valid MSIC)	\$118

11. THE PROCESS

When you lodge your application at the MSIC Service Centre, you will also need to provide several pieces of evidence to enable Fremantle Ports to verify your identification.

A range of identification documents can be used for this purpose. You must provide:

- a. 1 x primary identification document; AND
- b. 1 x secondary identification document; OR
2 x tertiary identification documents (in the absence of secondary identification).

12. PRIMARY IDENTIFICATION

A primary identification document must be:

- A certified copy of an Australian (or New Zealand) birth certificate. If you do not have a certified copy of your birth certificate, please contact the [Registry of Births, Deaths and Marriages](#) or 1300 305 021;

- Further information regarding citizenship and right to work status can be obtained by visiting the [Department of Immigration and Citizenship website \(www.immi.gov.au\)](http://www.immi.gov.au) or by calling 131 881;
- Evidence of citizenship of another country;
- A passport issued to you.

NOTE: All documents presented must be either an original document or a certified copy of the original (as purchased from the Registry of Births, Deaths and Marriages).

13. SECONDARY IDENTIFICATION

A Secondary Identification document must be:

- 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.

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

14. TERTIARY IDENTIFICATION

A Tertiary Identification document sets out your name and address and is:

- 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 titles.

15. 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 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 website \(www.immi.gov.au\)](http://www.immi.gov.au) or by calling 131 881.

16. BACKGROUND CHECKS

AusCheck will coordinate a background check, by using the information you provide to ask the following Government agencies for information about you (Note: If you purchase the four year MSIC, you will undergo two background checks; one at the application lodgement and another after the two year anniversary of your MSIC.):

The Australian Security Intelligence Agency (ASIO):

ASIO will investigate your background and any past activities to determine whether you pose a politically motivated violence threat in the maritime environment or to national security. Politically motivated violence is any act or threat of violence or unlawful harm that is intended or likely to achieve a political objective, whether in Australia or elsewhere.

ASIO will also keep your information and use it as necessary for national security purposes.

Should ASIO make any recommendation against the issuing of an MSIC, you will be informed of the recommendation and how you can have it reviewed by the Administrative Appeals Tribunal.

CrimTrac:

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 purposes.

17. TYPES OF CHECKS

A complete list of offences is available in the Maritime Transport and Offshore Facilities Security Regulations 2003.

If you have been convicted of any of the offences listed, you may be ineligible to receive an MSIC. It depends on the type of offence. In this case we recommend that you seek additional information from AusCheck about your status, prior to applying for an MSIC.

18. PERSONAL INFORMATION

Who will have access to your personal information?

Fremantle Ports 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.

19. MSIC APPLICATION REFUSAL

Fremantle Ports can refuse to process an application for an MSIC if:

- the MSIC Application Form is incomplete; or
- the applicant does not provide the requisite proof of identity; or
- the applicant does not provide the proof of an operational need to hold an MSIC.

In these circumstances, the application will not be processed until all the requirements are met.

Refer to the Applicant Checklist to ensure you have completed the requirements before making an appointment to attend the MSIC Service Centre.

20. UNSUCCESSFUL APPLICANTS

What happens if I am unsuccessful in obtaining an MSIC?

AusCheck will give you a written statement of 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.

21. WHAT NEXT?

Now that you know what the new MSIC scheme is all about, and how to get an MSIC, start the process by filling out the application form.

Remember to check that you have:

- filled out 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.