

Applying for a Maritime Security Identification Card (MSIC) through Gladstone Ports Corporation (GPC)



Gladstone Ports Corporation

Growth, Prosperity, Community.

GPC MSIC Office
44 Goondoon Street
Gladstone QLD 4680

By Appointment, Monday to Friday 8am – 2.30pm

T: +61 (7) 49 761 270 | **E:** msic@gpcl.com.au | **W:** www.gpcl.com.au

PLEASE NOTE: An MSIC 'renewal' requires the same process to be followed as a new application. As background checking processes can take up to 6 weeks to be finalised, we recommend that you allow sufficient time when submitting your application.

Schedule of MSIC Fees (GST Inclusive) from 1st August 2017:

- Standard MSIC 2 Year: \$255 / 4 Year: \$407
- Provisional MSIC (Under 18yrs) \$153
- ASIC based MSIC (Will expire the same date as ASIC) \$102
- Replacement MSIC (Lost, Stolen, Destroyed, Damaged, Change of Name) \$102
- Visa Extension Replacement (will expire same date as visa) \$102

1. Complete your MSIC application on the GPC website

- Go online to www.gpcl.com.au – Operations - Security and Site Access – MSIC – Apply or Renew your MSIC – click the link in 'Step One: Complete the online MSIC Awareness Training'.
- After reading through the MSIC awareness document, click the link on the final page to begin your application.
- **Before you begin, please be aware that you will be required to enter ten years' worth of address history and you must also be able to print your application once finished.**

2. Gather all relevant identification documents

- In accordance with current legislation, applicants are required to present **original** identification documents **in-person** to meet each of the four document categories below.
- If you have any queries surrounding which documentation will be applicable for yourself, please contact GPC MSIC Office for further assistance.

Category A – Start of your Identity in Australia. Issued by an Australian Registry of Births, Death and Marriages or the Department of Immigration and Border Protection

- Australian birth certificate. Must be the full registered certificate, not an extract or commemorative certificate.
- Australian citizenship certificate
- Australian citizenship by descent
- Immicard
- Australian visa. Must be presented with the supporting foreign passport (may be expired, but must be original).

Category B – Your identity linked by photo and signature. It must be government issued, current and valid.

Examples include:

- Drivers licence (Australian or foreign)
- Passport (Australian or foreign)
- Australian proof of age card
- Australian security licence

Category C – Evidence of your identity within the community. It must be current and valid. Examples include:

- Medicare card
- Marriage certificate or Change of Name certificate
- MSIC or Aviation Security Identification Card (ASIC)
- Bankcard

Category D – Evidence of your current residential address. Category D evidence is only required if current address is not shown on Category A, B or C. Documentation must be less than six months old. Examples include:

- Rates notice or land valuation notice
- Utility bill (electricity, phone, internet, water etc)
- Current lease or tenant agreement
- Electoral enrolment

Change of Name - Linking Documents

Your identification documents must contain exact name matches unless the name variation is supported by a Government-issued linking document, for example a marriage certificate or change of name certificate. If you have had a name change, you must also provide the linking document/s to explain the changes in name between your identity documents, in addition to the categories listed above.

NOTE: A linking document must be an *official document containing a registration number*. For example a 'Certificate of Marriage' signed on your wedding day is not acceptable however, a 'Marriage Certificate' registered through Births, Deaths, Marriages is acceptable.

Right to work

Before an MSIC can be issued to an applicant, GPC MSIC Issuing Body must be satisfied that the applicant has a right to work in Australia. If you are on a working visa, please ensure that your details are correct within the Visa Entitlement Verification Online (VEVO) system. GPC MSIC Issuing Body will verify your 'work rights' status online via the VEVO system at your MSIC interview.

NOTE: An MSIC cannot be issued with an expiry date that exceeds an applicant's visa expiry date, regardless of the card type paid for i.e. You may pay for a two year card, but if your visa expires in three months, your MSIC will also expire on this date. If you are later issued with a new visa, you may then apply for a visa replacement MSIC.

3. In-person identity verification with GPC MSIC Office

- Applicants must make an appointment to present their **original** identification documents **in-person** to verify their identity to the GPC MSIC Issuing Body.
- Alternatively, applicants may choose to present to one of GPC's representative locations below to have their applications accepted and their original documents verified in-person. Please contact the representative office directly for an appointment.

Port of Rockhampton

Port Alma Road, Port Alma QLD 4699
(07) 4934 6931

Port of Bundaberg

45 Wharf Drive, Burnett Heads QLD 4670
(07) 4130 2225

4. MSIC Interview Checklist

Please ensure you have reviewed our application checklist below in preparation for your appointment. All forms and further information can be found on the GPC website.

NOTE: Applicants who present for their interview without all relevant identification and documents will be required to reschedule their appointment.

Applicant Actions:	
Complete online MSIC training & print application	
Book an appointment time (msic@gpcl.com.au or 07 4976 1270)	
Documents to Bring to MSIC Interview:	
MSIC Application (<i>downloaded from the online training</i>)	
1 x CATEGORY A identification document	
1 x CATEGORY B identification document	
1 x CATEGORY C identification document	
1 x CATEGORY D identification document (<i>only required if Categories A, B or C do not show current address</i>)	
1 x Linking Document (<i>if applicable</i>)	
Letter of Operational Need from employer (<i>must be in the required format</i>)	
Completed Payment Form or proof of payment (i.e. receipt)	

**Operational Needs Letter Template
(To be Printed on Company Letterhead)**

**[Insert Company Name]
[Insert Company Phone Number]
[Insert Company Address]
[Insert Company ABN]**

Date: **DD/MM/YYYY**

The Authorised Issuing Officer
Gladstone Ports Corporation Limited
44 Goondoon Street
GLADSTONE Qld 4680

To Whom it May Concern,

This is this certify that the bearer of this letter **[Legal Name of Employee]**, is an employee of **[Name of Company]** and has an operational need for a Maritime Security Identification Card. In the course of **his/her** duties **he/she** is required to enter and remain in a Maritime Security zone as **he/she** has a business connection with the Maritime industry as an **[Role of Employee eg Boilermaker]**.

Main Port(s) for usage of card: **[Main port/s where work will be carried out e.g. Port of Gladstone]**

Frequency of Usage: **[Approximate number of entries to port/s per annum]**

Regards,
[Signature of Manager]

**[Name of Manager]
[Manager Position]**