

MSIC Training



Gladstone Ports Corporation

Growth. Prosperity. Community.

Welcome

Welcome to Gladstone Ports Corporation (GPC) Maritime Security Identification Card (MSIC) awareness training program. During this learning component, you will learn all you need to know about the nationally recognised MSIC.

IMPORTANT: It is the responsibility of the MSIC applicant to complete this training themselves. This online training program sets out applicant requirements under the Maritime Transport and Offshore Facilities Security Regulations 2003 (MTOFSR), and failure to comply may result in penalties payable by the applicant.

Currently 1 Penalty Unit equals \$275

This online training portal will inform you of:

- What an MSIC is
- Why an MSIC is important to you and your occupation
- Your obligations as an MSIC holder
- Your requirements in applying for an MSIC.

Once the learning component is complete, you will then be required to create your MSIC application.

Before beginning, please be aware that you will be required to enter ten years worth of address history into the application. You must also have the ability to print the application once finished.

What is an MSIC

An MSIC is an Australian nationally consistent identification card that is issued to identify a person who has been the subject of a background check without adverse findings. It shows that the holder has met the minimum security requirements to work unescorted or unmonitored in a maritime security zone and is not considered a threat to maritime security.

An MSIC is required by any person with an operational need for unmonitored access to the maritime security zones of a port, security regulated Australian ship, security regulated offshore facility, or any person who requires a background check as a requirement of their security-sensitive role.

An MSIC is not an access card. It does not give the holder the right to access maritime security zones without the permission from the relevant authority or facility owner or operator. Site specific access will need to be sought and granted by the relevant terminal operator.

PLEASE NOTE: An MSIC 'renewal' requires the same process to be followed as a new application. Even if you have held an MSIC previously, you will be required to follow the same process and present all identification for each application.

As background checking processes can take up to six weeks to be finalised, we recommend that you allow sufficient time when submitting your application.

When is an MSIC valid

A MSIC must meet the following requirements to be considered valid:

- it has been issued in accordance with the Maritime Transport and Offshore Facilities Security Regulations 2003
- it is not expired, suspended or cancelled
- it is not altered or defaced (permanently or temporarily)
- the person who shows or displays it is the person to whom it was issued.

Cards are issued under advice from AusCheck and the Department of Home Affairs and only authorised issuing bodies may issue an MSIC. Gladstone Ports Corporation is one such authorised issuing body.

IMPORTANT:

Your MSIC is **no longer valid** if you change your name and do not notify your issuing body within **30 days** of the date the change took place. Your issuing body will require you to complete a replacement MSIC application and to present in-person with all identification including the relevant documentation proving your legal name change (fees apply).

For more information, refer to [Replacement MSIC's page](#).

What does an MSIC cover

Once you are the holder of an MSIC you are able to have unmonitored movement within a maritime security zone (MSZ).

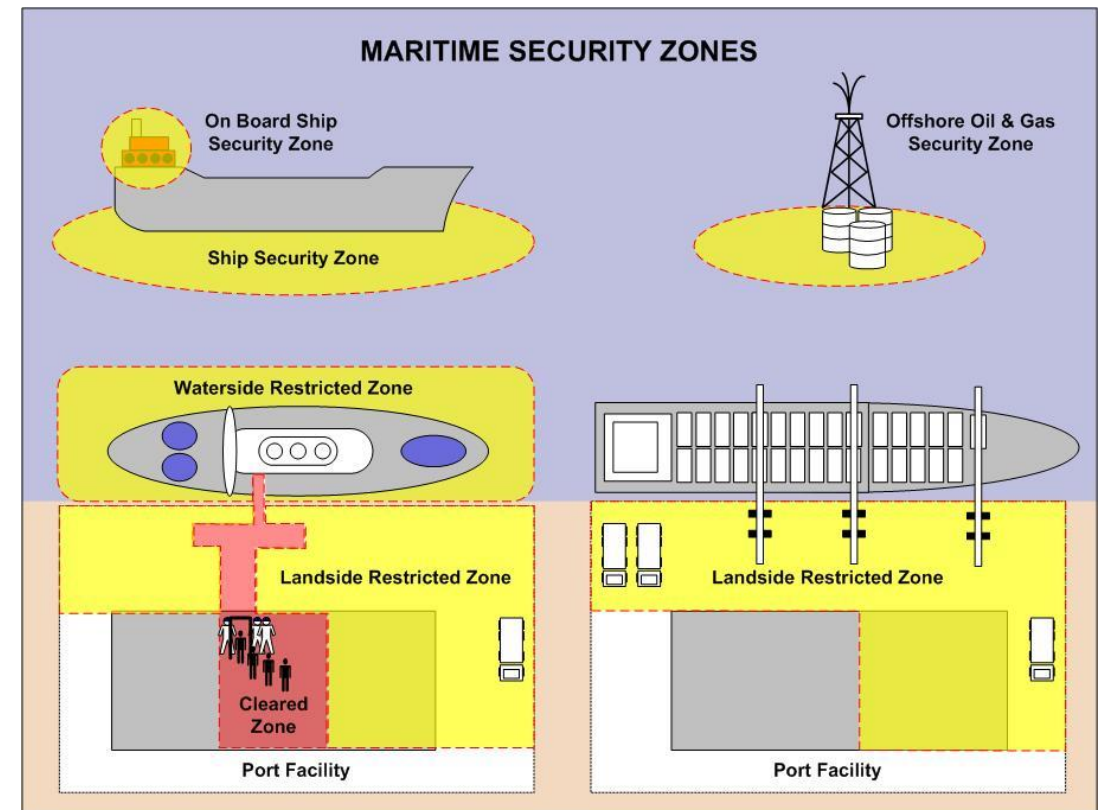
Examples of MSZ are pictured here and can include, but are not limited to:

- Port Security Zones
 - Landside restricted zones (LRZ)
 - Waterside restricted zones (WRZ)
 - Cleared Zones
- On-board security zones
- Ship security zones
- Offshore security zones.

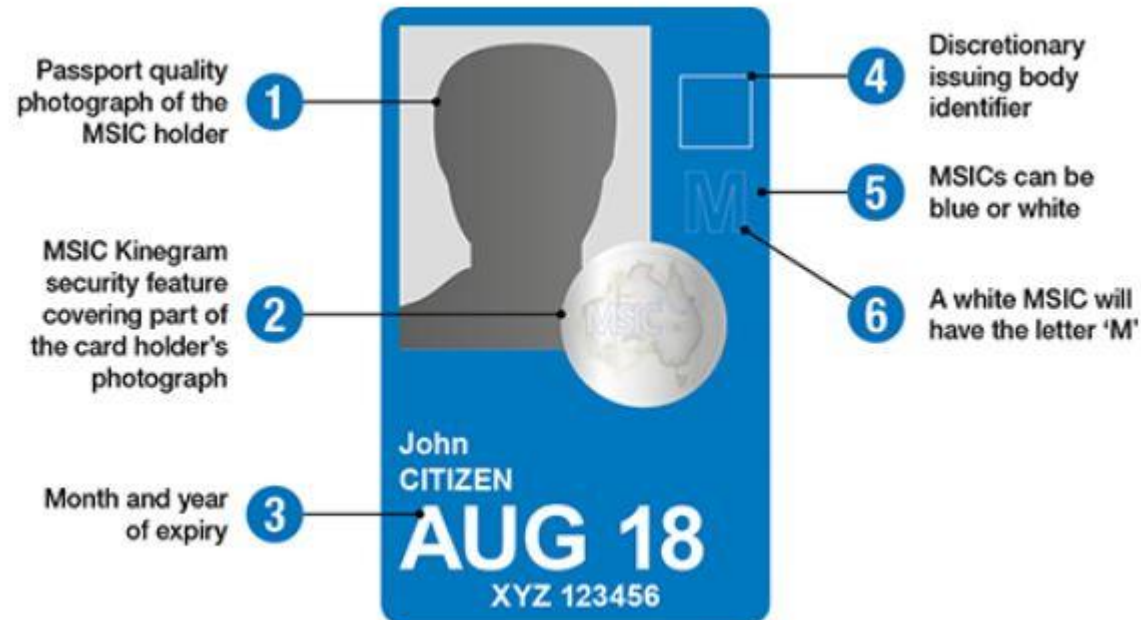
You will not be able to work unescorted in a MSZ without an MSIC.

MSIC holders may be asked to escort a visitor into a maritime security zone. If this occurs, they are required to continuously monitor and escort the visitor whilst in the zone.

Failure to properly escort a visitor may result in penalties payable by the MSIC holder.

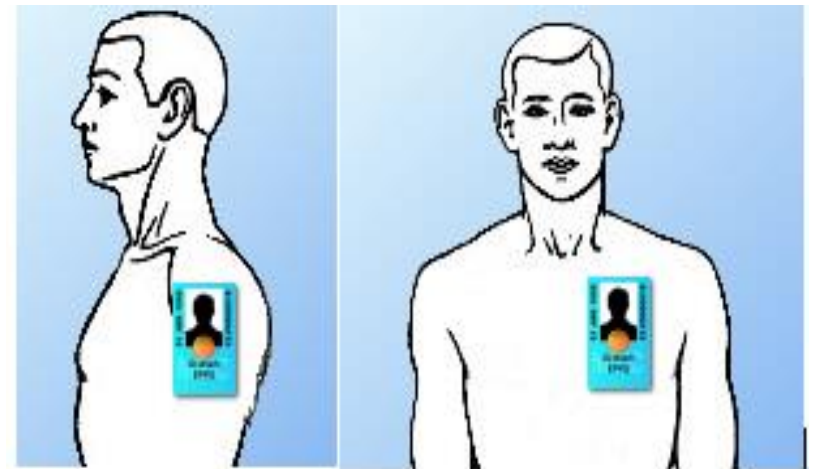


The MSIC



Be aware that you are committing an offence if your MSIC is invalid, incorrectly displayed or misused in a MSZ and you can incur a minimum penalty of **5 penalty units**

Below are examples of properly displayed MSIC's:



Your MSIC must always be properly displayed whilst you are in a maritime security zone. This means that it is attached to your outer clothing and;

- At or above waist height
- At the front or side of your body, or on a band around the upper arm
- The whole front of the MSIC must be clearly visible at all times.

What type of MSIC do I need?

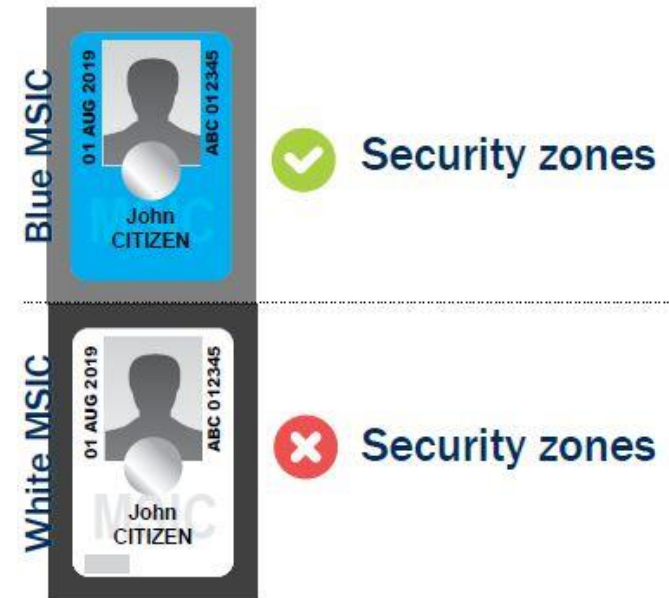
An applicant must have an occupation or business related need to hold an MSIC – this is called an operational need. All MSIC's are evidence of a background check, however, the colour of your MSIC depends on your operational need.

A person has an operational need to hold a **blue MSIC** if his or her occupation or business interests require, or will require, him or her to have unmonitored access to a maritime security zone at least once each year. Examples include persons such as:

- Port, Port Facility and Port service workers
- Stevedores
- Transport operators such as train and truck drivers
- Seafarers on Australian regulated ships
- People who work on and/or supply offshore oil and gas facilities.

A person has an operational need to hold a **white MSIC** if:

- the person is required to be directly involved in the issue of MSICs for an issuing body; or
- the person is an employee of a Commonwealth agency who is required to be directly involved in making decisions relating to the issuing of MSICs.



Operational need

As part of the MSIC application process, all applicants are required to provide evidence of their operational need in the form of a current letter from:

- Their employer
- A port facility with whom you are engaged, or
- A maritime industry participant.

This is called a [Letter of Operational Need](#).

A 'Job Ready' MSIC means applicants can apply for their MSIC without already having the operational need. However the MSIC will not be issued to them until they can provide proof of their operational need for the card.

Please note that GPC MSIC Office does not currently offer 'Job Ready' applications, so all applicants must have a Letter of Operational Need to apply for an MSIC.

The current GPC template containing all required information fields can be found on the **MSIC Forms and Information** page of the GPC website as **Operational Needs Letter – Template** or via the link above.

Are you eligible for an MSIC

Before an MSIC can be issued, GPC MSIC Office, as the Issuing Body needs to:

- Ensure the applicant has a verified operational need to hold an MSIC
- Be satisfied as to the applicants identity
- Be satisfied that the applicant has the right to work in Australia
- Have received advice from AusCheck on the applicants eligibility to be issued with the MSIC.

MSIC categories

When applying for an MSIC, you can choose your type:

Type	Description	Period of Validity
Standard MSIC	For applicants over the age of 18 who are either applying for a new MSIC or are renewing their MSIC	Either 2 or 4 years as selected by the applicant
Provisional MSIC	For applicants under the age of 18 years of age at the time of the application	Will expire 6 months after the applicant reaches 18, or 2 years from the date of background check (whichever occurs first)
MSIC based on ASIC	For applicants that hold an Aviation Security Identification Card (ASIC) and have already undertaken background checks by AusCheck	The expiry of the MSIC will mirror the expiry date of the ASIC

Identification requirements

Before GPC MSIC Office can process your MSIC application you are required to provide us with documents to verify your identity each time you apply for an MSIC. This requirement is due to a legislation change effective 1 August 2017.

NOTE: The identification required could be different from your previous MSIC application.

In accordance with the current legislation, applicants are required to present original identification documents in-person to meet four document categories – Category A, B, C & D.

Applicants must provide one document from each category:

- **Category A:** Start of your identity in Australia
- **Category B:** Identity linked by photo and signature
- **Category C:** Evidence of your identity within the community
- **Category D:** Evidence of current residential address

Identification requirements (con't)

PLEASE NOTE:

- All documents must be original
- Photocopies or certified copies cannot be accepted
- Documents held on file from a previous MSIC application cannot be utilised for new applications
- All identification must be fully intact and legible
- All foreign language documents must be accompanied by a professional English translation
- All identification documents must contain exact name matches unless the name variation is supported by a Government-issued linking document. See ['Change of Name – Linking Documents'](#) for more information.

Please check all of your identification documents to confirm that all of your details such as your name & date of birth are listed correctly.

If you do not hold, or cannot locate your original document, you will need to contact the relevant authority to order a replacement document.

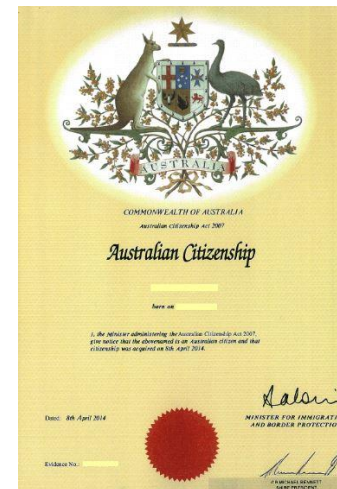
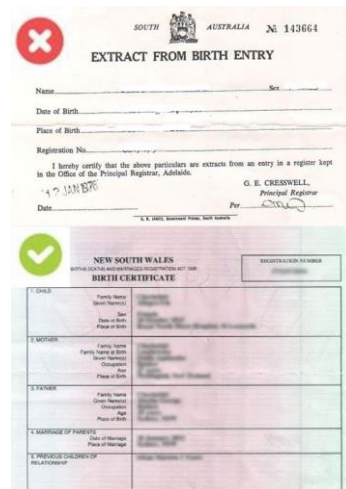
The next few pages will provide a breakdown of the different categories of identification required for an MSIC application.

If you have any queries surrounding which documentation will be applicable for yourself, please contact GPC MSIC Office via msic@gpcl.com.au or by phoning (07) 4976 1270 for further assistance.

CATEGORY A – Start of your identity in Australia

Category A documentation proves the start of your identity within Australia and will typically be 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 (passport may be expired, but it must be an original).*



For example, if you were born in Australia, this is your Australian birth certificate. If you were born overseas and have become an Australian citizen, this is your

Australian citizenship certificate. If you were born overseas and are in Australia on a working visa, this is your visa.

NOTE: Typically only one document will apply for each applicant.

In accordance with legislation, all identification must be the original document and presented by the applicant only (i.e. no copies or certified copies can be accepted).

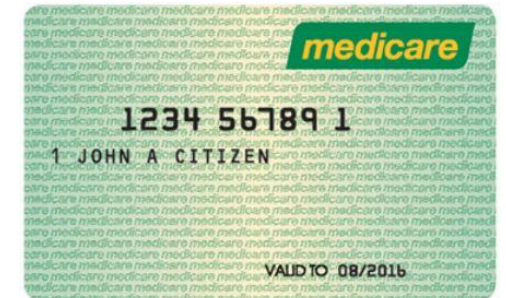
CATEGORY C – Evidence of your identity within the community

Category C documentation provides evidence of your identity within your community.

It must be current and valid.

Examples include:

- Medicare card
- Marriage certificate or Change of Name certificate
- MSIC or ASIC
- Bankcard



VICTORIA		REGISTRATION NUMBER
BIRTH, MARRIAGE AND NAME REGISTRATIONS ACT 1968		72671988 N
CHANGE OF NAME CERTIFICATE		
NAME REGISTERED	DOB	CITIZEN
Oliver, Jane (s)		John James
Sex		Male
Date of Birth		01 January 1980
Place of Birth		Sydney, New South Wales
FORMER NAME	DOB	ICR
Oliver, Jane (s)		John

In accordance with legislation, all identification must be the original document and presented by the applicant only (i.e. no copies or certified copies can be accepted).

CATEGORY D – Evidence of current residential address

Category D documentation provides evidence of your current residential address.

A separate document is only required if your current address is not shown on Category A, B or C documents. 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



In accordance with legislation, all identification must be the original document and presented by the applicant only (i.e. no copies or certified copies can be accepted).

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 your name varies between your Category A, B, C & D identification documents, you must also supply a linking document to explain the changes in your name. Please be aware that if you have had several name changes, more than one document may be required to verify the link between names.

PLEASE 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.

If you have any queries regarding the validity of your linking document, or for further assistance, please contact GPC MSIC Office via msic@gpcl.com.au or by phoning (07) 4976 1270.



Queensland
MARRIAGE CERTIFICATE

REGISTRATION NUMBER
1920/ 25111

When and where married	24 April 1920 Sacred Heart Church, Brisbane	
Name and surname	Bridegroom John Wilson	Bride Mary Smith
Marital status	Bachelor	Spinster
Birthplace	Brisbane, Queensland	Brisbane, Queensland
Occupation	Builder	Nurse
Age	29 Years	24 Years
Usual residential address	Mick Street, West End	Long Street, Milton
Parents	Father's name and surname James Wilson	William Smith
	Mother's name and maiden surname Mary Brown	Mary Black

any Registrar of Births, Marriages or Deaths, whether by website, telephone, internet, email or otherwise in accordance with the provisions of the "Marriage Act 1961"

SPECIMEN ONLY



COMMONWEALTH OF AUSTRALIA
Marriage Act 1961

Certificate of Marriage

I, _____
having authority under the Marriage Act 1961 to solemnise marriages, hereby certify that I have this day at _____
duly solemnised marriage in accordance with the provisions of that Act
between _____
and _____
in the presence of the undersigned witnesses.

Dated this _____ day of _____ in the year _____

Signature of Officiant _____

Signature of Parties to the Marriage
BRIDEGROOM _____ BRIDE _____
Signature of Witnesses to the Marriage
WITNESS _____ WITNESS _____

SAMPLE ONLY

Right to work in Australia

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. GPC MSIC Issuing Body will verify your 'work rights' status online via the VEVO system at your MSIC appointment and are bound by the results produced.

If you are on a working visa, please ensure that your visa details are correct within the Visa Entitlement Verification Online (VEVO) system.

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 (fees apply).

Further information regarding citizenship and right to work status can be obtained by visiting the Australian Government [website](#) or by calling 131 881.

Background checks

Once an applicant's identity has been verified and their appointment completed, GPC MSIC Office will submit the application directly to AusCheck, who coordinate the background checking requirements of the MSIC scheme.

AusCheck obtains information from its checking partners to fulfil its background checking requirements. The MSIC background check comprises of:

- a security assessment by the Australian Security Intelligence Organisation (ASIO)
- a criminal history check by the Australian Criminal Intelligence Commission (ACIC)
- an immigration check (if required) by the Department of Immigration and Border Protection, to confirm an applicant's right to work in Australia.

ASIO will check your name on a database of known persons involved with politically motivated violence. ASIO will also keep your information and use it as necessary for national security purposes

ACIC will check your criminal history in the databases of all Australian legal jurisdictions and supply a copy of your criminal record to AusCheck. ACIC will not use your information for any other purpose.

If you are under 18 years of age, only the national security component of the background check will be undertaken. AusCheck will disclose your personal information to ASIO in conducting this check.

If you are under 14 years of age, your parent or legal guardian will be required to provide written consent to your issuing body for the background check to be undertaken. AusCheck will only provide your personal information for other purposes where specifically required or permitted by law.

Adverse findings

Once the background checks and the decision making processes are complete, AusCheck provides advice to the issuing body on the individual's eligibility to be issued with an MSIC. Please note that GPC MSIC Office will only receive the finding of 'Eligible' or 'Adverse' from AusCheck and will not have access to any information contained within those checks.

If an adverse criminal history or security assessment is received and AusCheck make a finding that the applicant is not eligible to hold an MSIC, both the applicant and issuing body will be notified in writing. If the application is found ineligible due to an adverse criminal record, only the applicant will be notified as to the reasons why, and they will be provided advice on the appeals process.

Information on what are classified as maritime security relevant offences can be found within the current [legislation](#).

IMPORTANT: In accordance with legislation, if an applicant is unsuccessful in their appeal, or choose not to appeal, they are not permitted to enter a maritime security zone. Penalty: 5 penalty units.

Your personal information

GPC MSIC Office will only collect information that AusCheck needs in order to correctly identify you in order to conduct a background check.

For example, supplying your date of birth and address information helps to ensure that AusCheck can exclude criminal records that relate to a different person with the same name as you.

Please read the [AusCheck Privacy Policy](#) on the Department of Home Affairs website.

By continuing with your application, you are deemed to have accepted the terms of the privacy policy.

Schedule of MSIC fees

Payments can either be made as you arrive for your appointment or, after attending your appointment.
If your employer is making payment on your behalf, please advise the team so we can request payment accordingly.

All costs are in Australian dollars and are GST inclusive		
Standard MSIC	2 Year: \$255	4 Year: \$407
Provisional MSIC	\$153.00	
MSIC based on ASIC	\$102.00	
Replacement/ VISA Extension MSIC	\$102.00	

MSIC Payment Options
Eftpos
Cheque
Cash (exact amount only)

Please note that we do not accept American Express or Diners Club

PLEASE NOTE: Once an application has been submitted through for a criminal history check it becomes NON REFUNDABLE, regardless of the outcome of the assessment.

MSIC holder obligations

You should keep your MSIC in a safe and secure location whilst not in use. You must not alter or deface your MSIC. Your MSIC is not transferable and can only be used by you.

- **Expired MSIC's:** You must return your expired MSIC to your issuing body within **30 days** after the expiry of the card.
- **No operational need:** If you no longer have an operational need for an MSIC, you must return your card within **30 days**.
- **Lost, stolen or destroyed MSIC's:** You must notify your issuing body within **7 days** of becoming aware of the loss, theft or destruction of your card. You must return your card within **30 days** after the card has been damaged, altered or defaced.
- **Suspended MSIC's:** If your MSIC has been suspended, you must return your card to the issuing body no later than **7 days** after you become aware of the suspension.
- **Change of name:** If you have changed your name, you must notify your issuing body within **30 days** after the change.
- **Cancelled MSIC's:** If your MSIC has been cancelled, you must return your card to the issuing body no later than **30 days** after you become aware of the cancellation.
- **Change of address:** You must notify your issuing body if you have changed your address.

Failure to notify your issuing body or return your MSIC in time may incur penalties payable by the MSIC holder.

Penalty: up to 10 penalty units.

MSIC holder obligations (continued)

- **Self-reporting:** As an MSIC holder, you have an obligation to self-report convictions for all [security-relevant offences](#) to your issuing body or [AusCheck](#), in writing within **7 days** of the conviction. Review and appeal mechanisms are in place for those with convictions of criminal and aviation or maritime-security-relevant offences.
- **Escorting a non-MSIC holder:** If you are responsible for the supervision of a non-MSIC holder, you must ensure they are properly escorted and supervised at all times.
- **Display obligations:** You must properly display your valid MSIC in a maritime security zone, meaning:
 - the whole of the front of the MSIC is clearly visible at all times that it is being worn, and
 - the MSIC is attached, at or above the waist, to the front or side of your clothing or on a band around your upper arm.

Failure to properly display a valid MSIC in a security zone is an offence of strict liability and may incur a penalty of up to 20 penalty units.

Replacement MSIC's

Provided that you have an operational need, a replacement MSIC may be issued for one of the following reasons (fees apply):

Type	Reason
Lost/Stolen/Damaged/Defaced	<ul style="list-style-type: none"> If your MSIC has been lost, stolen, destroyed, damaged, altered or defaced, you must notify your issuing body in the form of a statutory declaration within 7 days of becoming aware In addition, if your MSIC is <u>stolen</u> you must also provide your issuing body with a copy of a police report, or other information issued by the police regarding the theft, within 7 days of becoming aware of the theft. <p>Penalty: 10 penalty units</p>
Change of Name	<ul style="list-style-type: none"> If you hold an MSIC and change your name, you must notify your issuing body of the change, in-person, within 30 days You must provide an original valid document showing the change between your names (see Change of Name - Linking Documents) Your original MSIC ceases to be valid one month after the name change is made & must be returned to the issuing body. <p>Penalty: 5 penalty units</p>
VISA Renewal	<ul style="list-style-type: none"> If you hold an MSIC which expired or is expiring due to your visa expiry, and you receive a new visa extension entitling you to continue to work in Australia, you can apply for a visa renewal MSIC (which will expire on your new visa expiry date) The replacement MSIC cannot exceed the original 2 or 4 year period of the initial background check You must give the issuing body a statutory declaration stating that, since the expiry of the old visa, none of the information given in relation to the application for the old MSIC has changed Your expired MSIC must be returned to your issuing body within 30 days.
Cancelled	<ul style="list-style-type: none"> If your MSIC was cancelled at your request, and is less than 12 months after the cancellation, you can apply for a replacement MSIC The replacement MSIC will expire on the expiry date of your original MSIC.

All replacement MSIC's require you to provide your issuing body with a statutory declaration stating that you have not been convicted of a maritime-security-relevant offence since your background checks were completed. You must also complete a replacement application and provide letter of operational need and all identification categories.

In-person appointment for application

Applicants must make an appointment to present their **original** identification documents **in-person** to verify their identity to the GPC MSIC Issuing Body.

GPC Issuing Body Office:

44 Goondoon Street, Gladstone, QLD, 4680

Phone: (07) 4976 1270

Email: msic@gpcl.com.au

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 BUNDABERG

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

PORT OF ROCKHAMPTON

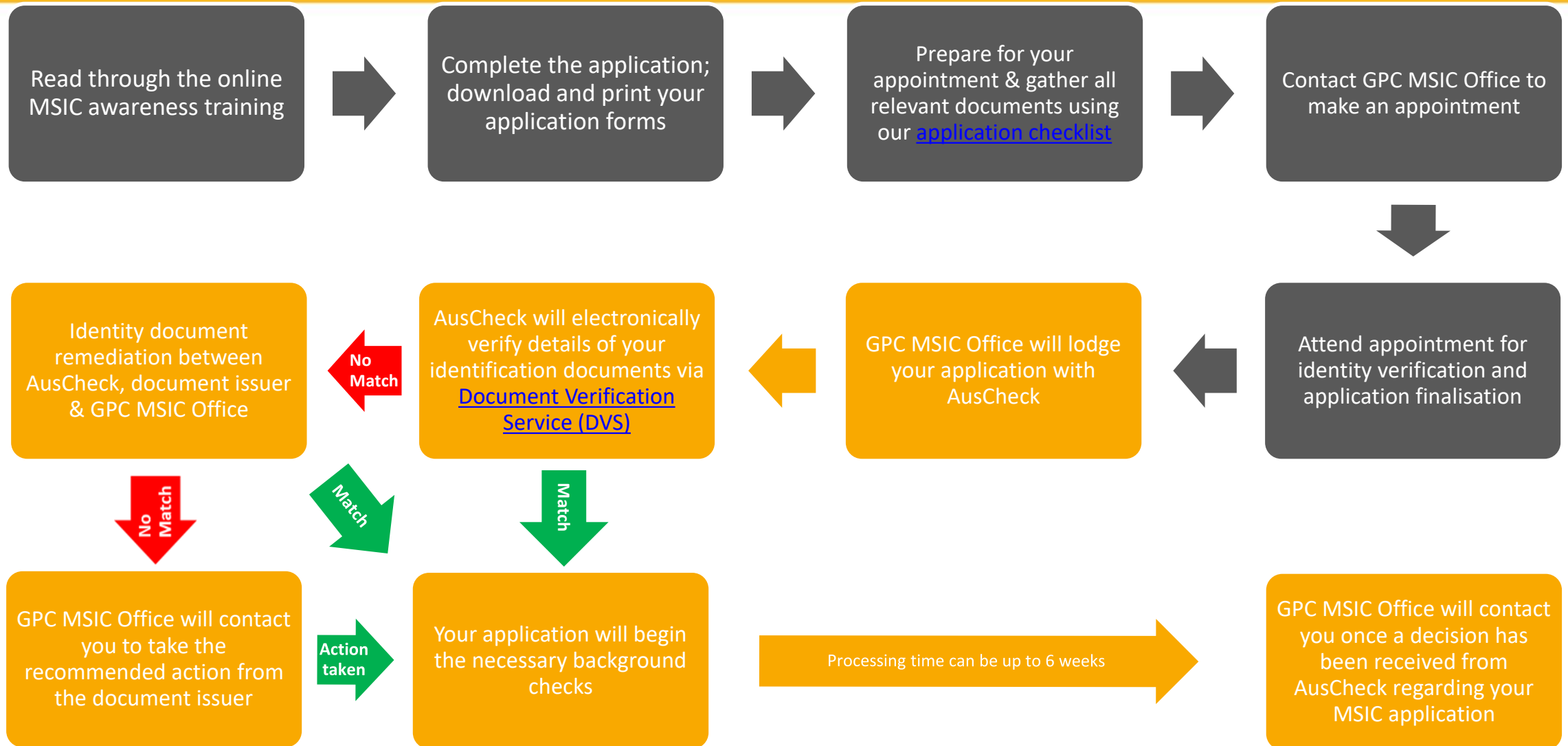
Port Alma Road, Port Alma, QLD, 4699
(07) 4934 6931

GPC MSIC Office reserves the right to refuse to process an application if:

- Your MSIC application form is incomplete
- You do not provide the required proof of identification, operational need & payment.

Please note that abusive or disrespectful behaviour towards issuing body staff will not be tolerated.

The application process overview



Preparing for your MSIC appointment

Please ensure you have reviewed our MSIC Application Checklist below in preparation for your appointment.

Applicant Actions:	
Complete online MSIC training & print application	
Book an appointment time with GPC MSIC Office	
Documents to Bring to MSIC Interview:	
MSIC application (<i>downloaded & printed 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 residential address</i>)	
1 x Linking document (<i>if applicable for changes of name – may be more than one document</i>)	
Letter of operational need from employer (<i>must be in the required format</i>)	
Completed payment form or proof of pre-payment (i.e. receipt)	

Further information and all referenced forms, including a printable version of this checklist, can be found on the GPC [website](#).

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

Create your MSIC application

This concludes the learning component of your awareness training.

To create an MSIC application, click the link below to complete the application form.

Once you have entered & submitted your personal details, ensure you print the application – this is required to be verified and signed off at your appointment.

Before beginning, please be aware that

- 1. you will be required to enter ten years worth of address history into the application**
- 2. you must also have the ability to print the application once completed, as this must be verified and signed off at your MSIC appointment.**

[Create your MSIC application](#)