



**AIRPORTS & AVIATION SECURITY SERVICES
APPLICATION FOR AIRPORT IDENTITY CARD (AIC)**

**Doc SEC 356
AIC Form 01**

Issue 3

Approved by MASS

Released on January 2021

Instruction: Please complete AIC Form 1 and AIC Form 2

1.	ORGANISATION:		NATURE OF APPLICATION	<i>New</i> <input type="checkbox"/>	<i>Renewal</i> <input type="checkbox"/>	<i>Replace</i> <input type="checkbox"/>
2.	NAME OF APPLICANT:	<i>Surname:</i>		<i>First name:</i>		
3.	OCCUPATION		TYPE OF PERMIT	<i>Permanent</i> <input type="checkbox"/>	<i>Temporary</i> <input type="checkbox"/>	
4.	OFFICIAL DUTY AREA: <i>Please tick Airport and Zone that is most relevant to your operation</i>					
	<input type="checkbox"/>	NAN	<i>Nadi</i>			
	<input type="checkbox"/>	NSR	<i>Nausori</i>			
	<input type="checkbox"/>	SMA	<i>Small Airports</i>			
5.	SECURITY ZONE: <i>Select zone(s) that is most relevant</i>					
	NAD	<input type="checkbox"/>	A	All Apron areas including A1, A2, A3 & A4		
		<input type="checkbox"/>	A1	Apron Area including all paved area from VIP Gate to Cargo Gate; Fiji Airways apron and adjacent vehicle access Gate, ATS Airside Gate, JUHI and Incinerator including airside access roads to these locations		
		<input type="checkbox"/>	A2	Apron Area between Aerobridge 8 and Cargo Gate		
		<input type="checkbox"/>	A3	Apron Area within Island Hoppers perimeter		
		<input type="checkbox"/>	A4	Apron Area between Cargo Gate along perimeter road to Main Fire Station Gate		
	NAU	<input type="checkbox"/>	A	All Apron areas including Kaibu Hangar, Northern Air Hangar & Old Air Pacific Hangar		
	NAD <input type="checkbox"/>	NAU <input type="checkbox"/>	B	All secured areas including B1, B2 & B3		
	NAD	<input type="checkbox"/>	B1	International Departure Lounges, Walkways & Aerobridges		
		<input type="checkbox"/>	B2	Landing Lounge, Baggage Hall, Biosecurity & Customs		
		<input type="checkbox"/>	B3	Domestic Departure Lounge		
	NAU	<input type="checkbox"/>	B1	International Departure Lounge		
		<input type="checkbox"/>	B2	International Arrival Lounge		
		<input type="checkbox"/>	B3	Domestic Departure Lounge		
	NAD <input type="checkbox"/>	NAU <input type="checkbox"/>	C	All areas within the aerodrome perimeter fence		
			C1	Movement Area includes Aprons, Taxiways & Manoeuvring area		
	NAD	<input type="checkbox"/>	D	All Air Traffic Management Centres, Control Towers, FIS and Technical centres		
		<input type="checkbox"/>	D1	All Air Traffic management centres, Control Towers and FIS		
		<input type="checkbox"/>	D2	All Technical Centre's		
	NAU	<input type="checkbox"/>	D	Air Traffic Control Tower & Equipment Room		
		<input type="checkbox"/>	D1	Air Traffic Control Tower		
		<input type="checkbox"/>	D2	Equipment Room		
	NAD <input type="checkbox"/>	NAU <input type="checkbox"/>	E	All Communications, Navigation, and Surveillance (CNS) Sites		
			F	All zones A, B, C, D, E		
		<input type="checkbox"/>	O	Small airports		

	<input type="checkbox"/>	U	Unrestricted Entry
6.	NON-SECURITY ZONINGS		
	<input type="checkbox"/>	L	Landside
	<input type="checkbox"/>	M	Meet & Greet
7.	APPLICANT SIGNATURES:		Date:

A. APPLICANT DETAILS: (To be completed by each applicant)			
i)	Name: Surname /Family Name :	First Name:	Other Names :
ii)	Date of Birth : (dd/mm/yy)	Country of Birth:	
iii)	Contact Details: Telephone:	Home :	Business: Mobile:
	Home address:		
iv)	Country of Citizenship :		
v)	Occupation :		
B. NON FIJI CITIZENS (To be completed by non Fiji Citizens only)			
i)	Fiji Permanent Resident	YES	NO
ii)	Address of Local Residence:		
iii)	Valid Copy of Passport Bio data is attached	YES	NO
iv)	Valid Copy of Work Permit is attached:	Start Date:	Expiry Date: YES NO
C. EMPLOYER / ORGANISATION DETAILS : (To be completed by the Approved authorised signatory)			
i)	Police Vetting available and Report attached	YES	NO
ii)	Last police vetting done	D/M/Y	
<p>Employer Certification (Approved authorised signatory as held in the file by Airports Fiji Airports Security Services) <i>I..... (Full name of.....(Employer) confirm the validity of information provided in this application, that adequate pre – employment vetting or other enquiries necessary have been made, that an adequate assessment of the employee work has been undertaken and he/she has a regular need to access the aerodrome security or operational area. I therefore request that Airport Identity Card (AIC) be issued to our employee:..... In addition, I undertake to notify the aviation security services of any changes to the supplied particulars, and to recover and return the AIC to Airports Fiji Limited Airports and Aviation security services at the time the applicant leaves our employment, or upon transfer of the application to a position which does not require an AIC. FAL reserves the right not to issue another AIC to the organisation if previous card is not returned.</i></p> <p>Signature: Job Title AFFIX STAMP</p> <p>Contact Details: Office Tel. Mobile: Facsimile: <i>Note: any application that is incomplete shall be returned without refund</i></p>			
D. CHARGES			
	New/Renewal = \$36.90	Replacement for Lost Card = \$49.70 (Permanent)	
	Temporary Card = \$5.00	Replacement for Lost Card = \$10.00 (Temporary)	
For Official Use only:			
	<i>New/Renewal/Replacement for lost card:</i>	<i>Date of issue:</i>	
	<i>Expiry Date:</i>	<i>Issued by:</i>	
	<i>Zone (s) Approved:</i>	<i>Approved by Manager Security Services:</i>	