

# MARITIME SECURITY IDENTIFICATION CARD (MSIC) SCHEME

Induction Tutorial for All Applicants



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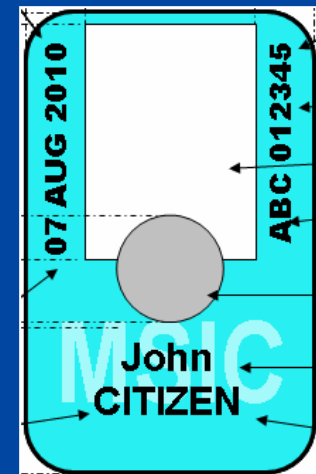
# INTRODUCTION



## INTRODUCTION

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- This tutorial is an introduction to the new, nationwide Maritime Security Identification Card (MSIC) Scheme
- Purpose: To educate you on the new compulsory MSIC scheme so to enable you to obtain your MSIC and compile with the new Regulations.
- Outcomes:
  - Understand what MSIC is
  - Understand the importance of MSIC
  - Enable you to apply for your MSIC card
  - Understand your responsibilities in using your MSIC card



## Executive Summary

- MSIC = Maritime Security Identification Card.
- MSIC is a Federal Government initiative to minimise the risk of terrorism within ports and offshore facilities throughout Australia.
- From 1 January 2007 you will not be able to enter a maritime security zone without a valid MSIC card.

## Executive Summary

- MSIC is a national Identification Card that is issued to Maritime Industry Participants (MIPs) under advice from the Department of Transport and Regional Services (DOTARS).
- These cards can only be issued by DOTARS approved Issuing Bodies (IB). Chubb Electronic Security is an approved IB, which will provide application and consent forms for background checks, process applications and print your cards.

## Why Chubb?

- Chubb is one of Australia's leading suppliers of security and fire protection products and services.
- Chubb has been operating since 1896, and is currently owned by United Technologies Corporation (UTC) who is rated amongst the top Fortune 500 companies worldwide.
- Chubb Electronic Security has been providing security solutions to a diverse customer base including military facilities, marine, industrial and mining site, prisons and large government facilities .

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# MSIC - OVERVIEW



## What is MSIC

- MSIC is a national Identification Card issued to the Maritime Industry Participants (MIPs) under advice from Department of Transport and Regional Services (DOTARS)
- The MSIC scheme provides an indication that the holders of these cards, working within maritime security zones, are not a threat to maritime security within Australia.
- MSIC will identify maritime industry workers/contractors who have been approved to work within designated maritime security zones unescorted, at ports, ships, oil and gas facilities areas after undergoing the required security checks and clearances.

## What is MSIC

- Without a valid MSIC from the 1st January 2007 you will not be able to enter a maritime security zone unescorted.
- An MSIC is not an access card and does not provide you the right to enter a maritime security zone. Access is managed by the Maritime Industry Participant (MIP), or facility operator.

## Who needs a MSIC?

- Anyone who has an operational need to have unescorted access to a maritime security zone at least once a year.
- Persons who are effected by the MSIC program include but are not limited to:
  - Port, port facility and port service workers
  - Stevedores
  - Transport Operators, such as train and truck drivers
  - Seafarers on Australian regulated ships and
  - Persons working on offshore oil and gas facilities

## Operational Need

- You must have an occupational or business related need to have unmonitored access to a maritime security zone at least once a year.
- You will need to provide evidence of an operation need when you apply for your MSIC.
- If self employed, a letter of sponsorship from the company who uses your services is required along with your own letter of introduction.

## Who Issues a MSIC?

- Only DOTARS approved Issuing Bodies (IB) may issue MSIC cards
- Chubb Electronic Security is an approved Issuing Body (IB) which will provide application and consent forms for background checks, process applications and print cards on advice from DOTARS

## What Is a “Maritime Security Zone”?

A Maritime Security Zone is an area within the zones listed below which have additional security requirements as defined by the *Maritime Transport Security and Offshore*

*Facilities Act 2003:*

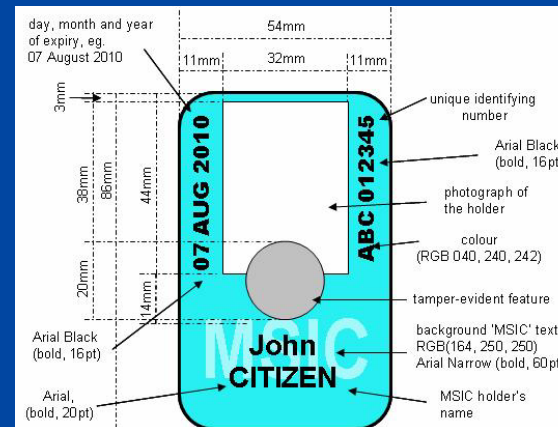
- Port security zones (within security regulated ports)
- On-board security zones (on Australian regulated ships)
- Ship security zones (around any security regulated ship)
- Offshore security zones (on and around offshore facilities)

## What is a Valid MSIC Card:

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

It must contain (as displayed this page)

- Your name,
- Photo of you
- Expiry date
- Unique identification Number

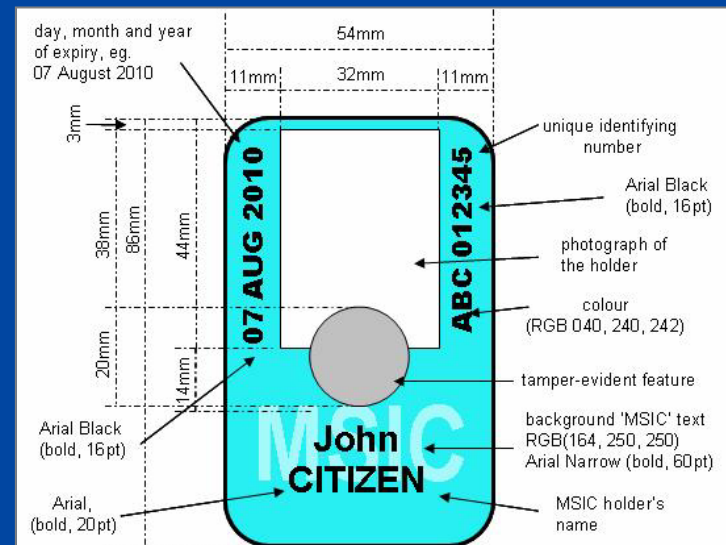


## Eligibility to MSIC:

To be eligible for an MSIC, Chubb Electronic Security needs to:

- ensure you have a legitimate operational need to enter a port facility
- be satisfied as to your identity
- be satisfied that you are an Australian Citizen, a resident or have the right to work in Australia; and
- have been given confirmation advice by DOTARS

# MSIC – THE CARD



## Types of MSICs

There are several MSIC application categories and during the application phase you will need to nominate the type you require.

### 1. 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
- An application for a Standard MSIC will be required before expiry.

## Types of MSICs

There are several MSIC application categories and at the application phase you will need to nominate the type required.

### 2. Standard MSIC

- A Standard MSIC will be issued to all eligible persons over the age of 18 years
- The MSIC card will be valid for five (5) years from the date approved by DOTARS.

## Types of MSICs (Continued)

### 3. ASIC card Holders

- A person who holds an current Aviation Security Identification Card (ASIC) background has already been checked by DOTARS.
- If an ASIC holder requires a MSIC, only proof of operational need is required.
- The expiry of the MSIC will mirror the ASIC expiry date.

## Types of MSICs (Continued)

### 4. Temporary

A temporary MSIC maybe issued to a standard or provisional MSIC holder if;

- The MSIC holder has **lost** the MSIC and makes a statutory Declaration to that effect; or
- The MSIC has been **destroyed** or **damaged** and the holder makes a statutory declaration to that effect and returns the card remnants; or
- The MSIC has been **stolen** and the MSIC produces a copy of a police report of the theft and makes a statutory declaration concerning the circumstances of the theft.
- The issue of a temporary MSIC will require an additional cost and is valid for 14 days only or until a new one is issued.

## Validity

Your MSIC is valid for **5 years** from the date approved from DOTARS

- **Re-application** is required prior to expiry.
- The **Expiry** date will be printed on your MSIC.
- 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.

## Name Changes

- 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 Chubb Electronic Security of any changes and provide evidence before a replacement MSIC can be issued.

## Where to Apply

Once you have completed your application form (see last page of this tutorial) and supporting documentation, you then need to make an appointment with a Chubb office to lodge your application. Should you require us to come to you, please contact the nearest Chubb office or e-mail your request to the address below.

Please click on “Chubb MSIC Offices” for a full list of accredited Chubb offices or email your enquiry to: email: [msic@chubb.com.au](mailto:msic@chubb.com.au).

**Perth Office : 08 9244 0420**

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# YOUR MSIC APPLICATION



## Your Application

With your application, you are required to provide **evidence** that will allow Chubb to verify your identification. A range of identification documentation can be used for this purpose.

You must provide:

- One Primary identification document; **AND**
- One Secondary identification document; **or**
- Two Tertiary identification documents.

## A Primary Identification Document is:

- A certified copy of a **birth certificate**. If you do not have a copy of your birth certificate, please contact the Registry of Births, Deaths and Marriages at [www.justice.wa.gov.au](http://www.justice.wa.gov.au);
- A copy of a **citizenship certificate**. If you require a certificate of citizenship, please contact the Department of Immigration and Multicultural and Indigenous Affairs at [www.immi.gov.au](http://www.immi.gov.au);
- Evidence of **citizenship of another country**; or
- A **passport** issued to you.

(Please note: all documents presented must be either an original document or a certified copy of the original.)

## A Secondary Identification document is:

- A **licence** issued under a law of the Commonwealth / a State or Territory such as:
  - A **government employee identification** document issued to the applicant;
  - An **Australian student identification** document issued to the applicant; or
  - A **verifiable reference**
  - A **driver's licence**

(Please note: Secondary identification documents must have a recent photo or the applicant's signature on the document.)

## A Tertiary Identification document displays your name and address and is:

- 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 **signed statement** by an employer or former employer about that employment;
- 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;  
or
- A record issued under a **law in force** in Australia other than a law about land titles.

## Authorised to work in Australia

If you are an Australian or New Zealand Citizen you will have to give evidence of this by providing a passport / documentation proving citizenship.

- If you have an Australian working visa you will have to produce 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) / a certificate of evidence / 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 Dept of Immigration, Multicultural and Indigenous Affairs (DIMIA) website at [www.immi.gov.au](http://www.immi.gov.au) or by calling 131 881.)

When Applying for an MSIC Two Forms Need to Be Completed:

### **Chubb MSIC Application Form:**

This form records your personal details for retention by the issuing body (Chubb) and on-forwarding of some details to DOTARS.

### **Consent & Request for Police Records Check:**

- This form provides personal details to the Australian Federal Police (AFP) and provides your consent for the information to be given to the issuing body (Chubb) and DOTARS.
- Once completed this form is to be posted directly to the AFP and is not handed back to Chubb unless you provide a sealed envelope signed by you for the return of the form to you.
- Chubb is not permitted to access the form and the details of any criminal history you may record on the form.

## Criminal History Check:

- The AFP will conduct a search of police databases in all jurisdictions and provide a Police Certificate to DOTARS that details the applicant's criminal history (if any).
- A complete list of offences is available in the Maritime Transport and Offshore Facilities Security Regulations 2003. This is summarised in the next slide.
- If you have been convicted of an offence that is deemed a maritime security related offence, you will not be eligible to receive an MSIC. It depends on the type of offence and the circumstances under which it was committed.

## Disqualifying Offences

Treason, Espionage, Terrorist acts, Supplying weapons or missiles, Hijacking a vessel or aircraft, Sabotage, Destroying or damaging Commonwealth property, Endangering the security of an aviation or maritime transport or offshore facility, Interfering with aviation, maritime transport infrastructure or an offshore facility including carrying dangerous goods on an aircraft /ship, Identity offences like using false / counterfeit documents or assuming someone else's identity; Transnational crime - money laundering, organised crime or racketeering; People smuggling; Importing, exporting, supply or production of weapons, explosives, or a trafficable amount of drugs.

## Security Assessment

- A security assessment will be conducted by the Australian Security Intelligence Organisation (ASIO). When ASIO conducts a security assessment, it investigates the person's background and any past activities that may indicate a threat to national security.
- ASIO will determine whether you pose a politically motivated violence threat in the maritime environment. Politically motivated violence is any act / threat of violence or unlawful harm that is intended or likely to achieve a political objective, whether in Australia or elsewhere.
- 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.

## Your Privacy

- Neither Chubb nor your employer will receive the details of your criminal history check or security assessment.
- Chubb will only receive advice from DOTARS to issue or not issue an MSIC. Employers are not authorised to receive any information on applicants from DOTARS or the issuing body (Chubb)
- Only the Australian Government will have access to the background check information.

### Chubb can refuse to process an application for a 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 your appointment with the Chubb MSIC Officer.

## If you are unsuccessful in obtaining an MSIC?

- DOTARS will give you a written statement of reasons why you are not eligible to hold an MSIC. You will also receive advice of your appeal rights.
- If you receive a disqualifying notice from DOTARS (a letter saying that you will not be issued an MSIC) it has immediate effect and you are no longer permitted to enter the Maritime Security Zone except for boarding or leaving a vessel as part of a recreational activity.

## Time to Apply

Now you have completed the MSIC tuition and you are aware of what MSIC is about, how to get your MSIC and it is time to start the process by completing application form.

[Click here for a copy of the application form.](#)

### Remember to have:

- filled out the application form completely
- the correct identification
- proof of right to work in Australia
- support letters
- an appointment made with the MSIC Coordinator, and
- the means by which you will be paying.