



# Aviation Identification (AVID) (Aviation Security Status Check)

Initial issue or renewal

Reg 6.56 Aviation Transport Security Regulations 2005

## Purpose of this form

Use this form to apply to CASA for an AVID.

## Who is this form for?

This form is for holders or applicants of a Flight Crew Licence (FCL) to request an AVID (Aviation Security Status Check).

## Information needed to complete this form

Successful applicants of an aviation security status check will receive a confirmation letter advising their security status is not adverse.



**We recommend using Adobe Acrobat to complete this form to ensure your information is saved correctly**

## Filling in this form

This form can be completed as a **fillable form**:

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form
- 'mouse click' on the '➔ Go to' button to skip to the question

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✗
- if you see '➔ Go to' go to the question number shown, you do not need to answer the questions in between

## Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

## Contact details

CASA will use the currently held contact details linked to your ARN profile.

If your address, contact or other details have changed, you must update them online using [changing your details](#) prior to lodging this form.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the Civil Aviation (Fees) Regulations 1995 and may constitute a criminal offence.

## Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988 (Cth). CASA can only collect, use and disclose that information in accordance with that Act.

CASA will use the information collected in this form for purposes associated with performing its functions under civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Policy](#).

## For more information

Go to the [CASA website](#) or call us on 131 757.

## Applicant

### 1 What are the **applicant** details?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Full name

ARN

Contact number

Email address

Country of birth

State/territory of birth

Town/city of birth

Drivers licence number

Drivers licence issuing state

### 2 What are you **applying** for (select one)?

Initial AVID

Renewal of AVID

### 3 Do you hold a Flight Crew Licence (FCL)?

**No**

**Yes**

### 4 Have you applied for an FCL?

**No** You must apply for FCL prior to or at the same time as AVID

**Yes**

### 5 Have you been known by any other names?

**No**

**Yes**

### 6 What are the **previous name** details?

Family names – Also known as (Alias)

Given names – Also known as (Alias)

Previous family name

Previous given name

 **Attach certified documentation if required**

### 7 Are you an Australian Citizen?

**No**

**Yes**

### 8 What are your details?

Applicants who are not Australian citizens must undergo an immigration check.

Passport country of issue

Passport number

Immigration Visa number

Visa type

### 9 What are your **arrival** details?

You must be in Australia in order for your immigration check to be completed. Immigration checks can only be processed during week days. A stop-over of several hours may not be sufficient.

Arrival port

Flight number or vessel name

Actual arrival date into Australia

/ /

If not yet in Australia, what is your planned arrival date into Australia?

/ /

## Proof of identification

### 10 What proof of identification are you providing?

Refer to AVID Application Guidance

A minimum of **100 points** of identification has to be provided with the application.  
 You must include **at least one primary document**.  
 If your documents have different names you will need to provide evidence of a **name change** in addition to your other documents (e.g. 'Change of Name' certificate issued by a State or Territory). All documents must be certified.

Primary documents	Points worth
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Australian Passport (current or expired within last 2 years, but not cancelled) .....	70
Foreign Passport (current).....	70
Full Birth Certificate (not extract, Australian or foreign) .....	70
Australian Citizenship Certificate.....	70
Certificate of Identity issued by the Australian Government to refugees and non-Australian citizens for entry to Australia.....	70
Australian Driver's Licence or Learner's Permit .....	40
Current (Australian) Tertiary Student Identification Card....	40
Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry) .....	40
Government employee ID (Australian Federal/State/Territory).....	40
Defence Force Identity Card (with photo or signature).....	40

Secondary documents	Points worth
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Medicare card .....	40
Department of Veterans Affairs (DVA) card.....	40
Centrelink card (with reference number) .....	40
Birth Certificate Extract (Australian or foreign) .....	25
Birth card (NSW BDM only) .....	25
Australian Marriage Certificate (Registry issue only) .....	25
Australian Divorce Certificate (Registry issue only) .....	25
Change of name certificate (Registry issue only) .....	25
Credit card or account card .....	25
Bank statement .....	25
Taxation assessment notice .....	25
Australian Mortgage Documents .....	25
Property lease agreement – current address .....	25
Rating Authority (e.g. Land Rates).....	25
Utility Bill (e.g. electricity, gas, telephone that is less than 12 months old) .....	25
Reference from Indigenous Organisation .....	25
Documents issued outside Australia (equivalent to Australian documents) .....	25
Must have official translation attached .....	25

**Total**



**Attach certified documents**

## Address history

### 11 What are all of the permanent residential addresses you have had for the **past ten years**?

If actual dates are unavailable, enter details of year of residence.

#### Address 1

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

State date (DD/MM/YYYY)

/ /

End date (DD/MM/YYYY)

/ /

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#### Address 2

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

State date (DD/MM/YYYY)

/ /

End date (DD/MM/YYYY)

/ /

## 11 Continued

### Address 3

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

State date (DD/MM/YYYY)

/ /

End date (DD/MM/YYYY)

/ /

### Address 4

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

State date (DD/MM/YYYY)

/ /

End date (DD/MM/YYYY)

/ /

 **Attach additional pages if required**

## Charges, convictions and penalties

**12** Are you the subject of any criminal or traffic charge(s) still pending

**No**

**Yes**

**13** Do you have any conviction(s) or finding(s) of guilt which are less than ten (10) years old, or any juvenile conviction(s) or finding(s) of guilt which are less than five (5) years old?

**No**

**Yes**

**14** Do you have any conviction(s) or finding(s) of guilt which are over ten (10) years old, or five (5) years for juvenile conviction(s) or finding(s) of guilt where the sentence imposed was **less** than thirty (30) months imprisonment for offences of the type(s) mentioned at (i) on page 15 (i.e. offences for which an exclusion has been granted)

**No**

**Yes**

**15** Do you have any conviction(s) or finding(s) of guilt which are over ten (10) years old, (or five (5) years for juvenile conviction(s) or finding(s) of guilt where the sentence imposed was **greater** than thirty (30) months imprisonment?

**No**

**Yes**

**16** If you answered **yes** to **any** of questions **12** to **15**, you must provide details below.

Include dates, actions, charges, convictions and imprisonment in Australia and overseas.

 **Attach additional pages if required**

## Application checklist

### 17 Select all that apply:

Change of name documentation (if applicable)

Certified proof of identity documents worth 100 points

Details of any convictions, penalties, and pending charges, relevant to this application

If other please specify

## Declaration

### 18 I declare that:

- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this application.
- I acknowledge I am aware exclusions from spent convictions legislation may apply to some categories of National Police Checks (NPC).
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I acknowledge that any information provided in this application or disclosed by the police as a result of the records check may be taken into account by CASA in determining whether I have an adverse Aviation Security Status.
- I accept that if this application is withdrawn by CASA, or if CASA is unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I acknowledge that if I hold a FCL and am convicted of an aviation-security relevant offence, it is a criminal offence not to tell CASA in writing within 7 days of that conviction.
- I acknowledge that only details contained in this application or on attachments signed by me will be checked and that should I subsequently require further names and/or details to be checked then I will be required to submit a new application and payment.
- I understand that it is an offence to provide false or misleading information in this application, or omit to provide information that may result in this application being false or misleading.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Signature

Date (DD/MM/YYYY)

/ /

The information you provide on this form and which the police provide to CASA on receipt of the form, will be used only for the purpose stated in the guidance material in form 499 unless statutory obligations require otherwise.

### Application fees

Please select the required fees in this application, the total will be automatically tallied below.

**Fee code:** 5.2.1..... **Total: \$ 126**

**Description:** AVID initial issue  
(CASA fee \$54 + other agencies fees \$72).

**Fee code:** 5.2.2..... **Total: \$ 126**

**Description:** AVID renewal  
(CASA fee \$54 + other agencies fees \$72).

Total  
\$

### Payment options

#### Option 1 (CASA preferred option)

Make an online payment.

Choose the service category then 'Add', select the service you are making the payment for, enter your ARN and family name/surname.

Provide the online receipt number below

Submit both the Payment Authorisation and Application:



By email – attach this form and all supporting documents. Send them to [applications@casa.gov.au](mailto:applications@casa.gov.au)



By post – return this form and all supporting documents to:

**CASA Client Services Centre  
GPO Box 2005  
Canberra ACT 2601**

#### Option 2

I hereby authorise the Civil Aviation Safety Authority to **debit** the following amount from my:

Card number

Mastercard

Visa

Cardholder name (please print)

Expiry (MM/YY)

/

Total

Signature

Date (DD/MM/YYYY)

\$

/ /

**Receipt Options**    Applicant    **or**    Third party (provide details below)

#### Details of third party

ARN (if applicable)

Email

Legal entity/full name

Contact number