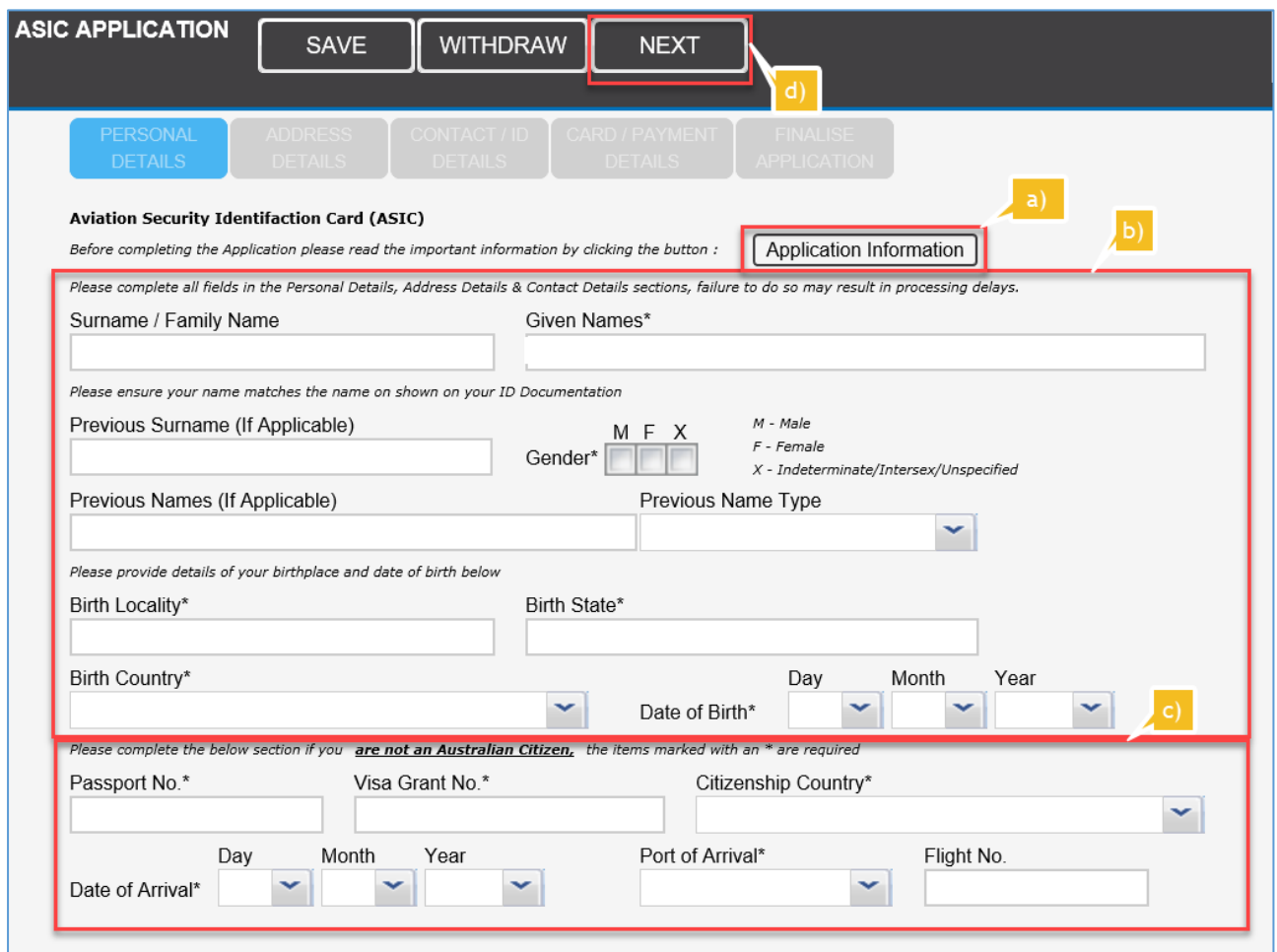# ASIC Online

Application Process

How to complete an ASIC Application — Applicant

1. Log in to ASIC Online using the link that you've been provided and the temporary password
2. Reset your password
3. You will be redirected to the first page of your application

Please Note: Mandatory fields are marked with *, if you do not complete a mandatory field a message will appear and you will not be able to continue to the next page

4. Complete the Personal Details page:
   a. For more information on the Application, click on Application Information
   b. Complete your personal details
   c. If you are *not an Australian Citizen*, complete your passport and visa details at the bottom of the page
   d. Click on Next at the top of the page

ASIC Online

Application Process

6. Complete the Address Details Page:

Please Note: Address History must add up to 10 years or you will not be able to continue with the application

> a. Start typing your current address in the first field and select the address from the drop-down list
> b. Select the month and year you moved in to the property
> c. If you have been living at the address for 10 years or more, check the box
> d. If you have been living at the address less than 10 years, enter your previous addresses for the past 10 years (enter in order of most recent address first, oldest address last)
> e. Click on Next

ASIC Online
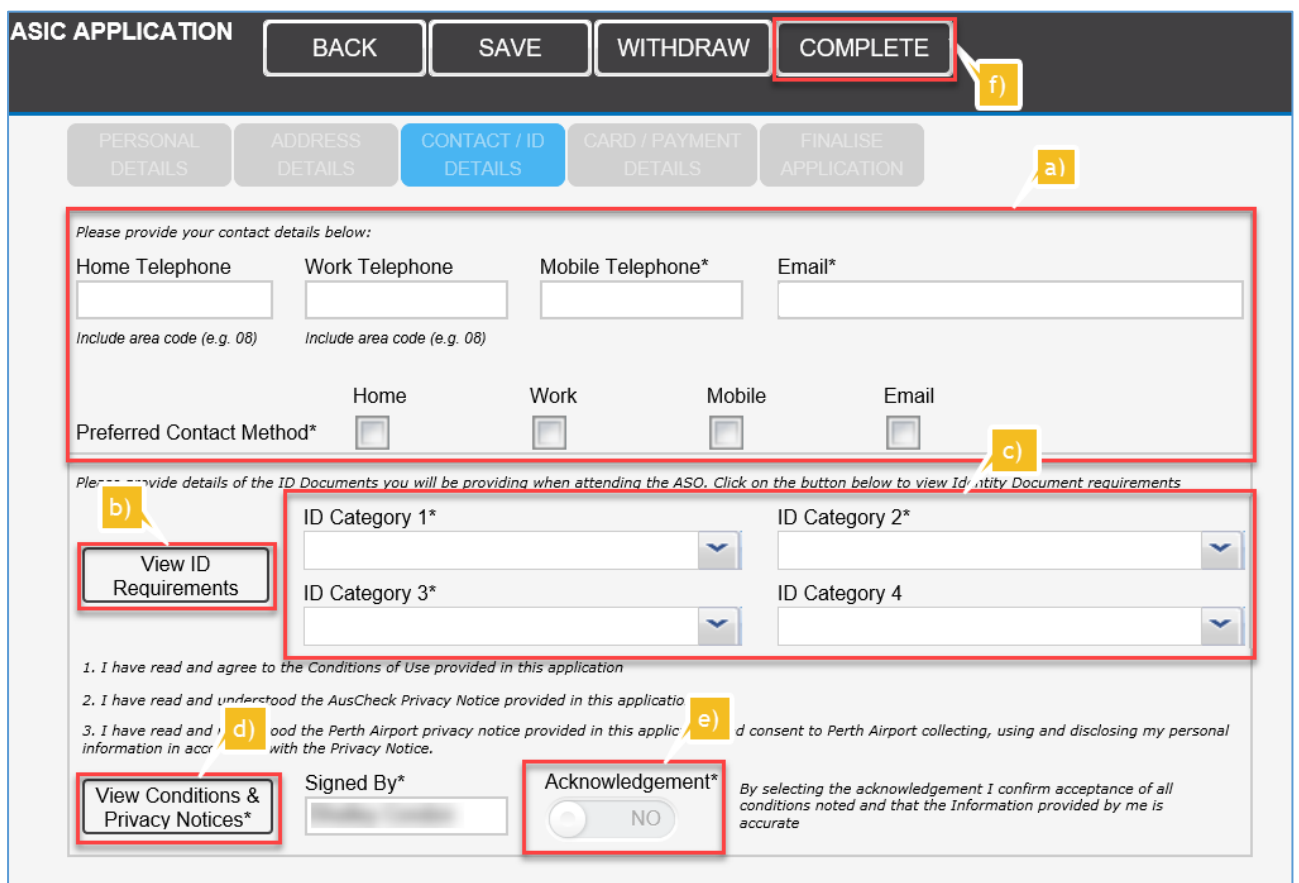
Application Process

7. Complete the Contact / ID Details page
   a. Enter all relevant contact numbers and chose your preferred contact method
   b. If you require more information about the ID Requirements, click on View ID Requirements
   c. Select the type of ID you will be providing when you visit the Airport Services Office from the drop-down lists
   d. Click on View Conditions & Privacy Notices to read the conditions
      Please Note: the Conditions must be viewed prior to competing the application
   e. Click on the Acknowledgement toggle to agree to the conditions
   f. Click on Complete at the top of the page

8. An email will be sent to your employer advising that the application requires finalisation. Once finalised you will receive an email notification advising you to attend the Airport Services Office with your original ID documents and to have your photo taken.
9. When your application is completed, you will receive an email containing a link to FlightPath to complete your online ASIC induction – these must be completed prior to picking up your card.
10. When your ASIC card is ready for collection, your employer will be notified by email.