Perth Airport

Visitor Management System

Visitor User Guide

Mobile Devices

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Introduction

Visitors to Perth Airport who have an operational need to enter a secure area (Terminal Sterile, Airside and/or SRA) of the Airport, are required to apply for a Visitor Identification Card (VIC) or an Extended Visitor Identification Card (EVIC). A VIC/EVIC holder must be always sponsored and escorted by a valid ASIC holder.

VIC type and Cost

There are two types of VICs:

- VIC - available daily for a 24-hour period and issued at no cost to the applicant
- EVIC - EVIC's are issued at the Airport Services Office by appointment. They are valid for a maximum of 28 days. $30 payable at the time of issue plus a $50 deposit which is payable by the cardholder and refunded when the EVIC is returned to the Airport Service Office (ASO).

Application requirements

Before lodging an application, please ensure you are aware of the following requirements:

- Application sponsor (an ASIC holder pre-registered with a VMS Sponsor account)
- Category B ID document - Government issued with photo and signature
- Visitors must provide details of a Category B ID document (Government issued with photo and signature) such as
  - Current and valid Australian or International Passport
  - Current and valid Firearms Licence
  - Current and valid Australian Drivers Licence / Learner's Permit
  - Current and valid High Risk Work Licence
- A digital photo of passport quality (from shoulders up, front facing, neutral expression and no more than 6 months old
- Know the VIC issuing location you will be collecting your VIC pass from:
  - Perth Airport Precinct (Airside Gates) Gate 01, Gate 04 & Gate 14
  - Perth Airport (Terminals) T1 Domestic & T3 Domestic
  - Perth Airport Precinct (General Aviation) Airflite Pty Ltd, National Jet Express, Jet Aviation Australia & Skippers Aviation Pty Ltd
  - Perth Airport Service Office (ASO) - Ground Floor, 2 George Wiencke Drive *EVIC's only by appointment*
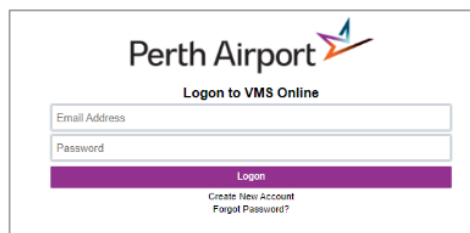
Terms and Conditions

Full terms and conditions related to a VIC holder's responsibilities are located within the application form.

Register for a VMS account

To apply for a VIC, applicants need to have a Visitor Management System (VMS) account. If this is the first time applying, applicants should complete the steps 1 - 2 to register an account. **This step must be completed using a PC prior to visiting the airport.** Returning applicants can login to the VMS via the Perth Airport website mobile link and follow step 3 to request a VIC/EVIC. Follow the prompts for forgotten passwords.

1. Creating a VMS account (must be completed using a PC)

1.1. On the Perth Airport website, follow the pages Corporate/Work with us/Visitor Passes (VICS) and click on the link Perth Airport Visitor Management System (VMS).

1.2. On the login page, select Create New Account
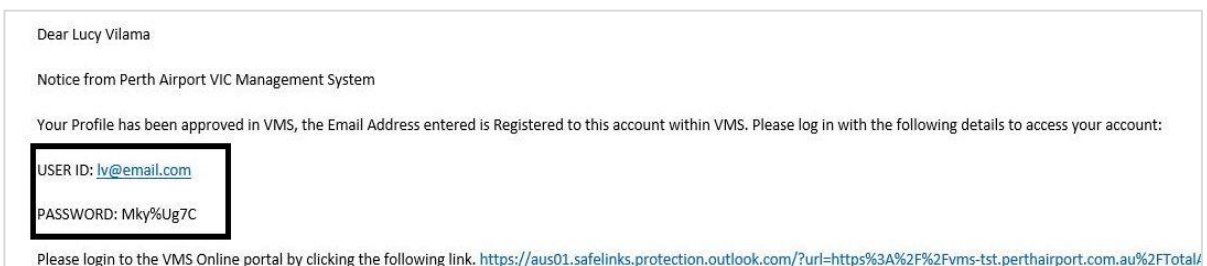
1.3. Complete the form with the required information as per your identification, noting the email address supplied will become the User ID and will be the first point of contact for your VMS account.
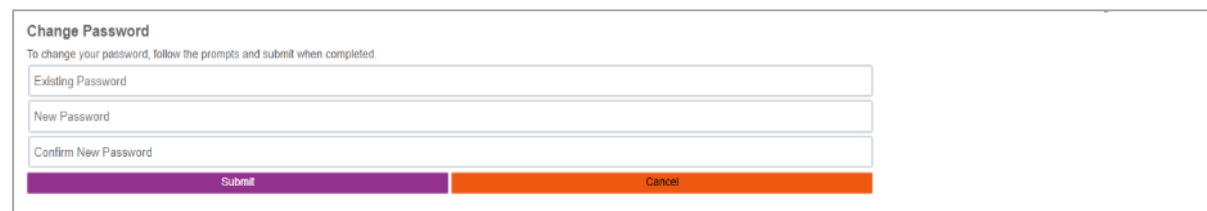

1.4. Submit when complete

1.5. Once you have created an account, you will receive an email from VMS services, confirming your User ID, a temporary password, and a link to the VMS login page.

1.6. When prompted, create a new password, ensuring it is:

- Between 10-30 characters
- One (or more) upper- and lower-case characters

- One (or more) numbers
- One (or more) (symbols)

1.7. Click submit to change the new password.

1.8. Re login using your User ID and new password.

2. Creating a VMS Profile

2.1. Enter your information noting that address' must be entered through the Address Lookup function

2.2. Enter the details and follow the prompts to search

2.3. To select an address, highlight the correct information and hit confirm

2.3.1. Click Manual Address Input if your address does not appear or you have an international address

2.3.2. For International addresses, ensure the Overseas Address box is checked.

2.3.3. Complete the remainder of the form, and click confirm

2.4. To enter the Company name, use the drop-down menu to search. Ensure the correct company is selected, as there may be multiple entries for similar companies

2.4.1. If the company is not in this menu, tick the Company not in List checkbox and manually enter the company name, ensuring the business name is entered, as per the ABN listing. If unsure, applicants are advised to contact their company to confirm the full business trading name.

2.5. Enter your position title and select Complete once all fields have been entered.

Complete Profile

Address Search

Enter your current residential address by clicking 'Address Search'

Complete your employment details

Unit Number	109	TRIBUTE	ST
6148	RIVERTON	WA	Australia
Em Airways	☑ Company Not in List	CEO	

| Complete | Cancel |

2.6. Confirm your completed profile by clicking OK on the pop-up box.

| | ☑ Company Not in List | Big Blogger |

| Complete | Cancel |

Profile Complete!
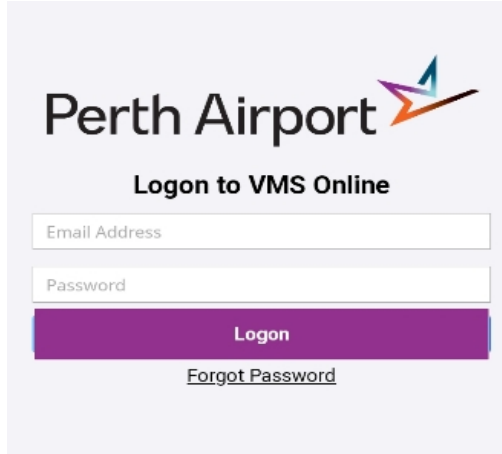
Profile Complete!

OK

VIC/EVIC Applications

   With a completed VMS Profile, a VIC/EVIC application can now be created using your phone and the mobile VMS link.

3. Creating a VIC/EVIC application using mobile functionality

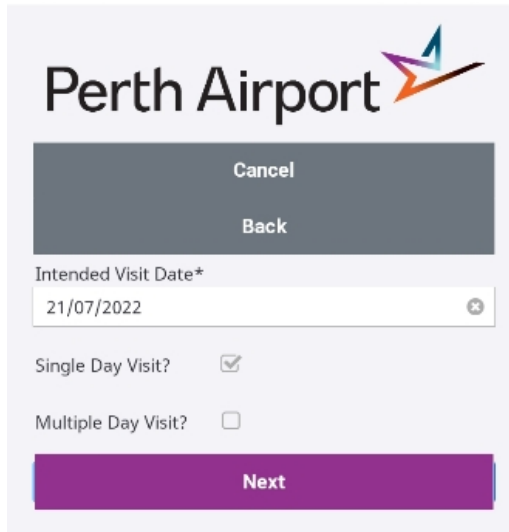   3.1.   Logon to VMS Online using your email address and password.
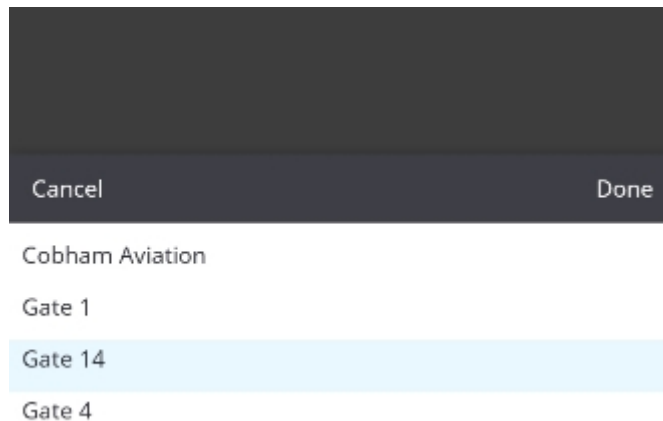

   3.2.   Select Create New Visit Request

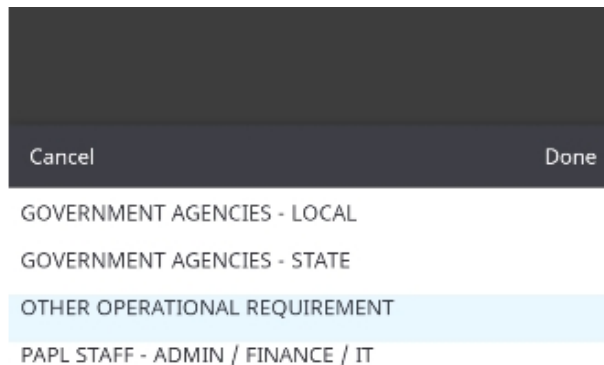   3.3.   Read "important Information" and acknowledge by selecting Next

3.4. Enter your visit date (dd/mm/yyyy) and select single or multiple days. **Note**: selecting multiple days will require an EVIC which can only be issued by the Airport Services Office by appointment.
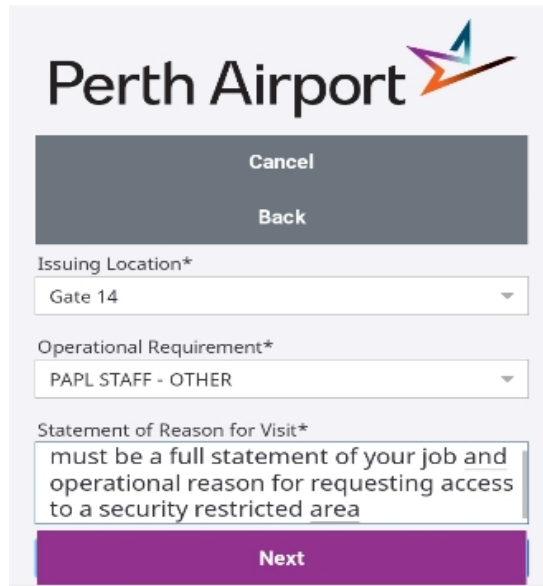

3.5. Select Issuing Location from the drop-down list and tap "Done"

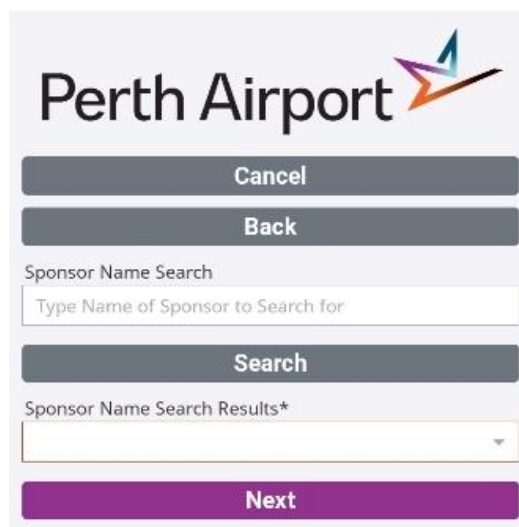3.6. Repeat the process for Operational Requirement and tap "Done"

3.7. Statement of Reason for Visit is a free type field which must contain detailed information regarding the need for your visit. Once completed tap "Next"
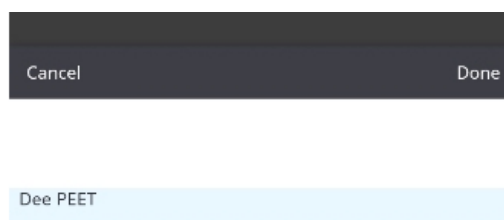

3.8. Type the Sponsor name **in full** in the "Sponsor Name Search" field and then tap the "Sponsor Name Search Results" box.
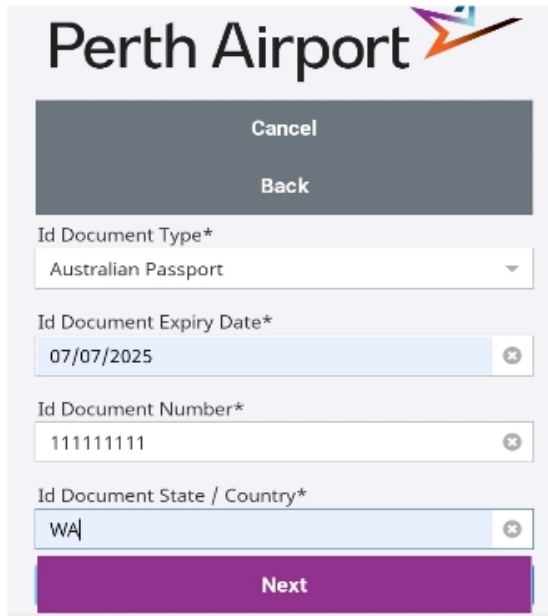

3.8.1 A dropdown list will appear. Select your sponsor and tap "Done"
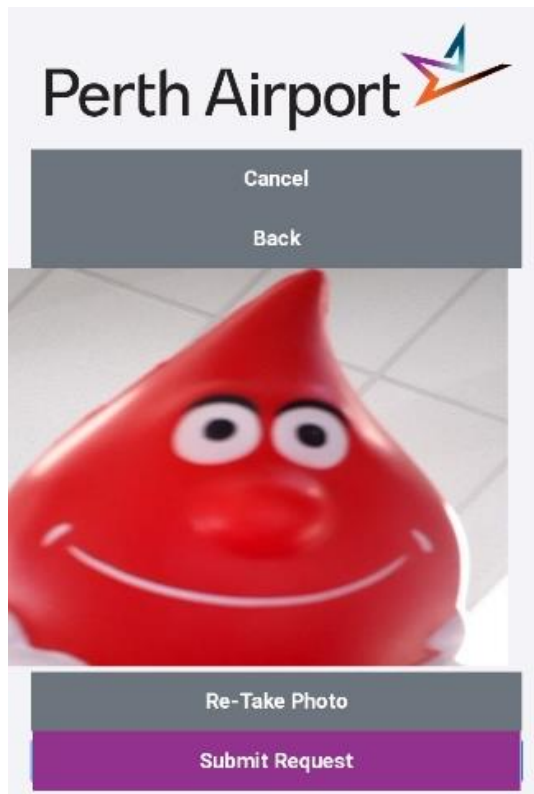
3.9. Follow the process for the Id Document Page and tap Next

3.10. Take a photo and tap Submit Request. If you are unable to take a photo the application can still be submitted by tapping Submit Request.

3.10   You will be redirected to the homepage. Tap Log Off

Application Outcome

Once submitted, the application will be sent to the nominated sponsor for approval. For approved applications, an email will be sent to the provided email with a status update and instructions on how to collect the VIC/EVIC card.

In the event an application is denied, an email will be sent to advise the applicant to contact the nominated sponsor for further details.

Using a VIC/EVIC

Once a VIC/EVIC has been approved, remember the following:

- On the day of the visit present the registered ID at the issuing location selected on the application
- You must be with an escort when a VIC is issued at all issuing locations except the ASO when collecting an EVIC.
- You must be with an escort when the in all secure sterile areas
- The Sponsor and the Escort do not need to be the same person

Displaying a VIC/EVIC

VIC/EVIC'S must be displayed in accordance with the following guidelines:

- Above waist height; and
- At the front or side of your body; and
- The VIC/EVIC must always be clearly visible

Expired EVIC

When an EVIC is no longer required, it is the responsibility of the card holder to return the card to the Airport Services Office.

Lost/Stolen or Damaged VIC/EVIC

Aviation Transport Security Regulations 2005 6.46, a person commits an offence if they do not report to the Issuing Body (IB) within 7 days of becoming aware of the loss, theft or destruction

- If a VIC/EVIC is lost, stolen or damaged, it is the responsibility of the card holder to notify Airport Services Office immediately.
- If a VIC/EVIC is destroyed, damaged or lost, the card holder is required to submit a statutory declaration
- In the instance of a stolen VIC/EVIC, the person is required to provide a copy of the police report.

Note - a new VIC/EVIC application is required if the visitor requires access after reporting a damaged, lost or stolen VIC/EVIC.

Contact Us

For further information regarding Visitor Identification Cards, please contact the Airport Services Office on (08) 9478 8454 or refer to the Aviation Transport Security Regulations 2005 (via the Federal Government website).