



# Security Check Consent Form

## Section 1 - Applicant Information

Persons required to be authorised under Civil Aviation Rule Part 109.59 are required to undergo a security check (i.e. a background check) to determine if they pose a threat to aviation security. You need to receive a favourable security check determination in order for you to be an authorised person of a Regulated Air Cargo Agent. This is a requirement of the Civil Aviation Act 1990 and the Civil Aviation Rules.

In carrying out a security check, the Director of Civil Aviation may seek and receive any information that the Director considers relevant. For example, this information can include a recommendation from the New Zealand Security Intelligence Service as well as information about your criminal record (if any) or information from the New Zealand Customs Service or the New Zealand Immigration Service.

You (or your employer where you have given permission) will be informed whether you have received –

- (a) a favourable security check determination; or
- (b) an adverse security check determination based on a recommendation from the New Zealand Security Intelligence Service or based on any other information (e.g. your criminal record).

In the case of an adverse (i.e. negative) security check determination, whatever the source of the information, you have the right to have the determination reviewed under section 77G of the Civil Aviation Act 1990 and you should refer to this section. However, you should note that if your objection is based solely on a recommendation from the New Zealand Security Intelligence Service, you must follow a complaint process with the Inspector-General of Intelligence and Security under the Inspector-General of Intelligence and Security Act 1996.

You should also note that if new information comes to light, the Director may reconsider a favourable security check determination at any time. While your security check determination is being reconsidered, your authorisation under the rules will be revoked. In this case, you should refer to section 77F of the Civil Aviation Act 1990.

***CAUTION: under Section 49 (1)(a) and Section 56A, Civil Aviation Act 1990 - It is an offence to knowingly provide false information to the Civil Aviation Authority or the Director of Civil Aviation relevant to the Authority's or the Director's exercise of powers under the Civil Aviation Act, or regulations or rules made under the Act. Such an offence is punishable by a term of imprisonment not exceeding 12 months or a fine not exceeding \$10,000***



# Security Check Determination Application Form

## Section 77F Civil Aviation Act 1990 – CAR Part 109

### Section 2 – (To be forwarded to the Aviation Security Service)

(To be completed by the RACA/CONTRACTOR in BLOCK CAPITALS – \*Denotes mandatory fields)

\*I 



 (full name)



of 



 (employer)

confirm that the information supplied in Section C (full name of employee or contractor)

(full name)



is correct and request a security check to be undertaken by the Director of Civil Aviation.

I undertake to notify the Aviation Security Service of any changes to the supplied particulars.

\*CAA client number:

\*Business/  
Postal Address:



\*Business Number:

\* E-mail Address:

\*Signature of Senior Person: \_\_\_\_\_

\*Designation:

\*Date: (dd/mm/yy)



## Section 3

### 1. SECURITY CHECK REQUIREMENTS

Persons required to be authorised under Civil Aviation Rule Part 109.59 are required to undergo a security check. The Civil Aviation Act 1990 Sections 77F (1) – (2) refers:

- (1) The Director may carry out a security check of a person who falls within a category of persons specified in the rules as requiring a security check if –
  - (a) The security check is for the purpose of determining whether the person poses a threat to aviation security; and
  - (b) The person consents.
- (2) If a person refuses consent to a security check under subsection (1), the person may not be granted any authorisation under the rules if the rules require a favourable security check determination.

### 2. REGULATED AIR CARGO AGENT/CONTRACTOR RESPONSIBILITIES

- (a) The Regulated Air Cargo Agent (RACA)/Contractor **MUST** ensure that the person applying for a security check determination has completed the security check consent form (CAA RACA 1.0a) in full and the information contained on the form is clearly legible.
- (b) It will be the responsibility of the Regulated Air Cargo Agent (RACA)/Contractor to validate personal identification documents supplied with the security check consent form.
- (c) When the personal identification documents have been validated the Regulated Air Cargo Agent (RACA)/Contractor will authorise the security check consent form and send it to the Aviation Security Service for processing.

### 3. PRODUCTION PROCESS

**Note:** approximately 14 days is often required to process a security check consent application. Please lodge the application with sufficient time for processing. Ensure all sections are completed to prevent processing delays. Security determinations will be sent to the Regulated Air Cargo Agent (RACA)/Contractor authorising the security check consent application.

Sections 2, 4 & 5 (and if necessary 6) of the Security Check Determination Application Form (AVSEC RACA 1.0) are to be posted, faxed or e-mailed to the Aviation Security Service.

<b>Postal:</b>	10 Ivan Crescent, Christchurch International Airport, Christchurch;
<b>Facsimile:</b>	(03) 358 6087
<b>E-mail:</b>	Raca@avsec.govt.nz

### 4. FEE INFORMATION

A fee of \$61.30 will be applicable for each security check.

### 5. SECURITY CHECK ENQUIRIES

Airport Identity Card Administrator Christchurch Station (03) 357 3509

Date: April 2015

**THIS FORM IS SINGLE SIDED AND IS TO BE SUBMITTED IN THIS FORMAT**

Version: 14



**SECURITY CHECK CONSENT FORM – REGULATED AIR CARGO AGENT**

Applicant – Please attach two relevant identification documents from the following list. One must be a photo bearing document and one must bear your signature: A Current New Zealand Passport, Current Foreign Passport with evidence of residency status and Work Visa, Current Driver Licence, Current Firearm Licence, Current Pilots licence, Proof of Identity form or a completed and witnessed Statutory Declaration.

**Section 4 – Information from Applicant (To be completed by Applicant in CAPITALS)**

Surname: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

First Name(s): 


Middle Name(s): 


Date of Birth: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

 Gender: M  F

Maiden or previous name(s): 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Aliases or Known as Names: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Driver Licence no: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

NZ Contact Phone no: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Home Address: 


City: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Postcode: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Town / City of Birth: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Country of Birth: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--



## Section 5 – Applicant's authority to release information

I \_\_\_\_\_ (name of applicant)

whose full details are shown in section 4,

**consent** to the Aviation Security Service as an authorised delegate of the Director of Civil Aviation, carrying out a security check on me;

**understand** that in giving consent for a security check that I am (1) authorising the collection of information about me, and (2) authorising any person or organisation contacted to disclose information about me to the Aviation Security Service,

**consent** to information collected for the security check being disclosed to the

**Station Manager, Aviation Security Service, PO Box 14-083, Christchurch International Airport, Christchurch,**

**consent** to the Aviation Security Service, on behalf of the Director of Civil Aviation, informing my employer/sponsor about the result of the security check performed on me, where my employer has managed the Airport Identity Card application process on my behalf. The advice to my employer will be limited to confirming whether a favourable, adverse or proposed adverse security check determination has been made, but not the reason for, or details of, any determination;

**acknowledge** that information obtained for the purposes of the security check may be retained by the Aviation Security Service for a period of 12 months from date of collection;

**note** that under the Privacy Act 1993 I have the right to request access to /or correction of any personal information held by the Aviation Security Service.

*I have read and understood the above as well as the attached applicant information relating to my application to be an authorised person of a Regulated Air Cargo Agent.*

Today's  
Date:

--	--	--	--	--	--	--	--

Applicant's Signature: \_\_\_\_\_

**Non New Zealand citizens to complete section 6 on the next page**

NB: If you refuse to consent to a security check, your application for an Airport Identity Card will not be considered.

*(For Avsec use)*



**Section 6 – Non New Zealand Citizens (this section must be completed by applicants who do not hold New Zealand Citizenship)**

**Full Name** \_\_\_\_\_

**Residency Status**

**New Zealand Resident:**

Yes:  No:

**Residency Number:**

**In Possession of Work Visa:**

Yes:  No:

**Work Visa Number:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Expiry Date:**

--	--	--	--	--	--	--	--

**Passport Information**

**Passport Number:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Expiry Date:**

--	--	--	--	--	--	--	--

**Country of Issue:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Previous Work/Employment History (last 10 years)**

Name of Employer	Address	City	State	Start Date	Finish Date	Positions Held