

## Maritime Security Identification Card (MSIC) Applications & Information

### Maritime Security Identification Cards

MSIC is a nationally consistent identification card, which allows work to be carried out in a maritime and/or offshore security zone. It meets the minimum security requirements to allow a holder to be unmonitored within a maritime security zone.

Resource Industry Network is an authorized Issuing body facilitated through the Port of Brisbane. **Please note we only have a limited number of appointments available each week, so we are not always able to offer an appointment at short notice.**

### What is an MSIC?

The MSIC is a nationally consistent identification card which confirms that the holder has met the minimum background checking requirements to work in a maritime and/or offshore security zone. A MSIC is not an access control card, and possession of a MSIC does not provide the right of entry to any facility within a maritime security zone. Access to maritime security zones is managed by the Maritime Industry Participant (MIP), or facility operator.

### What are maritime security zones?

Maritime security zones are areas within regulated ports, around and on board regulated Australian ships, which have additional security requirements, as defined by the Maritime Transport Security and Offshore Facilities Act 2003. The MSIC will also cover security zones on offshore oil and gas facilities.

### How do I know if I will need a MSIC?

If you require unmonitored access within a maritime security zone you will require a MSIC. Please note an application for a MSIC card does not provide the right of entry to any facility.

If you are unsure as to whether or not you require an MSIC please contact your employer or the facility that you will be entering. ***\*Please note that you will not be able to apply for an MSIC card without a letter of operational need from your employer.***

### What is the cost of a MISC through Resource Industry Network?

The prices charged by Resource Industry Network for MSIC's are as follows:

Provisional (For people under the age of 18) - \$200 inc. GST

2 years – \$270 inc. GST

4 years – \$480 inc. GST

Replacement Card - \$150 inc. GST

Payment by credit/debit card only at the time of appointment unless otherwise arranged.

## How to apply for an MSIC?



You need to attend an appointment in person. Bookings are essential and can be made through [msicmky@resourceindustrynetwork.org.au](mailto:msicmky@resourceindustrynetwork.org.au) or by phoning 07 4952 4184. There can be up to a two week wait for appointments. Appointments are conducted at our office, Building 58, 153 Boundary Road, Ooralea (on the CQ University Grounds, drive way on Boundary Road).

All applicants **must** complete the Port of Brisbane online MSIC awareness training prior to their appointment. [Click here](#) to complete the online program via the Port of Brisbane website.

***Please note you in your application you will be required to recall the last 10 years of your residences***

## What documents will I need to fill in or provide to get a MSIC?

You will need to complete and sign your application, which will be done at the time of your appointment and you must provide proof of identity.

ALL DOCUMENTS MUST BE ORIGINAL AND PRESENTED IN-PERSON FOR IDENTITY VERIFICATION (we can not accept certified copies of any document)

A minimum of **three (3)** Identification documents are required (**one of each from category A, B and C**) A **category D** document is only required if the **category A, B or C** does not display proof of a current residential address.

**A - The start of your identity in Australia**

Australian Birth Certificate - Original Only - **NO Birth Extracts, Commemorative Birth Certificates or Certified copies will be accepted**

Visa - Current Work Visa / Resident Visa Label will be accepted

Citizenship Certificate

Immi Cards

**B - This is a Government-issued document - Must be different to category A. Must contain applicants photo and signature and be current and valid**

Drivers licence

Proof of age card

Passport (all passports in category B must be valid)

Australian photo Firearm licence

Australian photo security licence

**C - Must be current and valid**

Medicare card

Credit card or bank card

Marriage Certificate / Divorce Certificate / Change of Name Certificate

Current MSIC Card

Australian photo Security licence

**D - Documents must be less than 6 months old with current address**

\*\* Only required if categories A, B or C do not contain the current residential address \*\*

Utility Bill

Property lease or rental agreement

Taxation notice

Rates notice

Motor Vehicle Registration

Financial Institute statement

Additionally you will need to provide a **Letter of Operational Need**. Please note the letter must contain the applicant's full birth name.

Download the template for this [here](#) if you have had a change of name (deed poll, marriage, divorce etc) and it reflects in your ID, please supply the original documents to prove legal change of name. **A full paper trail of changes of names needs to be provided.**

## Frequently Asked Questions

### What Background Checks will I undergo?

The background check is a two-part process. It involves:

- A criminal history background check by the Australian Federal Police (AFP)
- A security assessment conducted by the Australian Security Intelligence Organisation (ASIO)

### How long will my application take?

Applications can take anywhere from 2-6 weeks to become approved. Once approved, you will receive an email from the Port Of Brisbane notifying you, of your approval.

A few days after you receive this email you will receive a text message informing you that your card is now available to collect.

### Where do I collect my MSIC card from?

Cards can be collected from Resource Industry Network within the stated Business Trading Hours. Cards will not be posted out and only the card holder will be permitted to collect the card and sign for the card in person.

### How long do I have to collect my MSIC card?

Cards will remain with Resource Industry Network for *6 months* after the signing date on your application. If MSIC cards have not been collected within a 6 month period, the card will be cancelled by the Port Of Brisbane and a new application will need to be made.

### What to do if your MSIC card has been Lost or Stolen?

To apply for a replacement card you will need to complete the following;

- Make a new appointment to process your replacement card application
- Complete a Statutory Declaration form signed by a justice of the peace stating that you have lost your MSIC card. If your MSIC card has been stolen, your statutory declaration must contain the police report number as well.
- Additionally you will need to provide a new Letter of Operational Need from your employer
- You will be required to supply the full proof of identification again;

***Please refer to the above list of approved identification***

You will also be required to have a new photo taken for your card

### **How to change your name on your MSIC card?**

If you have had a change of name, you are required to have this name change reflected on your MSIC card. You will be required to apply for a replacement card and will need to complete the following;

- Make a new appointment to process your replacement card application
- You will be required to show full proof of identity again;

***Please refer to the above list of approved identification***

- Provide full change of name documentation eg: Change of Name Certificate / Marriage Certificate / Divorce Certificate (must provide full paper trail of name)
- Additionally you will need to provide a new Letter Of Operational Need from your employer
- You will also be required to have a new photo taken for your card

Should you need assistance in regards to your MSIC application, please do not hesitate to contact us on 4952 4184.