

Maritime Security Identification Card

**CHECKLIST**

To help us process your MSIC application (be it a new application or a renewal), please make sure that you –

1	<b>Read the ‘MSIC Information’ booklet</b> and understand why you require an MSIC and what your obligations are to Southern Ports – Albany.	
2	<b>Completed the application form</b> (including details of all your residential addresses over the last 10 years). <b>Must be signed in presence of Albany Port staff member.</b>	
3	<p><b>All your required identification documents</b> (original documents, not photocopies). Generally this will be</p> <p style="text-align: center;">full birth certificate (not extract) OR citizen certificate</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p style="text-align: center;">passport OR drivers licence</p> <p style="text-align: center;"><b><u>AND</u></b></p> <p style="text-align: center;">Medicare card</p> <p style="text-align: center;"><b><u>ONLY REQUIRED</u></b></p> <p style="text-align: center;">if current address is not shown on the above documents</p> <p style="text-align: center;">eg: Utility account</p> <p><b>Married women also need to supply marriage certificates.</b> See pages 5 of ‘MSIC Information’.</p>	
4	<b>Have a letter from your employer</b> (on company letterhead) stating why you require access into the secure area of the Albany Port.	
5	<p>Visited the Albany Port website (<a href="http://www.albanyport.com.au">www.albanyport.com.au</a>) and <b>completed the ‘Online Induction’</b>. Please bring the advice slip that confirms you have completed the induction to your interview.</p> <p>Note: If you are unable to gain access to the internet, then a DVD is available from the Port and can be issued to you at your interview.</p>	
6	<p>Ring the Albany Port on 9892 9000 and make an appointment time for your interview. <b>Appointment times are Monday - Friday 9.00am to 12.00pm and 2.00pm to 4.45pm.</b></p> <p>Your appointment is at –</p> <p>Day - _____ Date - ____/____/_____ Time - _____</p>	
7	<b>Make payment on the day of interview</b> by either credit card, cash or cheque. Invoices may be issued to employers who are on the Albany Port debtors system.	