

RACA



Security Check Determination Application Form

Section 77F Civil Aviation Act 1990 – CAR Part 109

SECTION A. (To be forwarded to the Aviation Security Service)

REGULATED AIR CARGO AGENT (RACA) INFORMATION & AUTHORISATION

(To be completed by the RACA in BLOCK CAPITALS – *Denotes are 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:

*Facsimile Number:

* E-mail Address:

*Signature of Senior Person: _____

*Designation:

*Date: (dd/mm/yy)

CAUTION

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.

Section 49 (1)(a) and Section 56A, Civil Aviation Act 1990.

SECTION B

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 RESPONSIBILITIES

- (a) The Regulated Air Cargo Agent (RACA) **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) 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) 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) authorising the security check consent application.

Sections A & C of the Security Check Determination Application Form (AVSEC RACA 1.0) are to be posted, faxed or e-mailed to the Aviation Security Service.

Postal: 10 Ivan Crescent, Christchurch International Airport, Christchurch;

Facsimile: (03) 358.6087.

E-mail: Raca@avsec.govt.nz

4. FEE INFORMATION

A fee of **\$40.50** will be applicable for each security check.

5. SECURITY CHECK ENQUIRIES

Airport Identity Card Administrator Christchurch Station (03) 357 3509

SECTION C. (To be forwarded to the Aviation Security Service)

SECURITY CHECK CONSENT FORM (AVSEC RACA 1.0a)

Information from Applicant – be completed by the applicant in BLOCK CAPITALS – *Denotes are mandatory fields

*First Names:

*Surname:

*Surname at birth Other Name(s) used:

*Home Address:

*Contact Phone:

*Date of Birth:

*Place of Birth:

*Citizenship:

*Employer/Company Name:

*Employment No (if applicable):

* I (full name)

consent to the Regional Manager Aviation Security Service as the delegate of the Director of Civil Aviation to carry out a security check on me;

consent to information collected for the security check being disclosed to the **Regional Manager, Aviation Security Service; PO Box 14-083 Christchurch International Airport, (Fax 03 358 6087)**

consent to the Regional Manager Aviation Security Service as an authorised delegate of the Director of Civil Aviation informing my employer about my security check determination, where my employer has managed this process on my behalf. The information to my employer will not contain any detail other than a statement regarding the determination;

acknowledge that information collected for the purposes of the security check may be held by the Aviation Security Service on behalf of the Director for 12 months from the date of collection;

note that under the Privacy Act 1993 I have the right to require access to any information held by the Aviation Security Service on behalf of the Director about me and to request its correction, as set out in that Act.

I have read and understood the above as well as the attached applicant information relating to my application for a security check determination.

* Applicant's signature: _____ Date:

Applicant Information

Once you have applied for a security check, under the Civil Aviation Act 1990 the Director of Civil Aviation may carry out a security check (i.e. a background check) on you to determine if you pose a threat to aviation security. You need to receive a favourable security check determination in order to allow a Regulated Air Cargo Agent to grant you authorisation under Civil Aviation Rule Part 109.59. 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 and/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 as required under Civil Aviation Rule Part 109.59 will be revoked. In this case, you should refer to section 77F of the Civil Aviation Act 1990.

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Section 49 (1)(a) and Section 56A, Civil Aviation Act 1990.