



# MSIC Application Guide

Thank you for choosing Multicard as your MSIC issuing body.

Please follow the instructions below to successfully complete your application.

## Instructions

1. Fill in all sections using full names. Please write clearly. If you have a second or third name please ensure that you enter it.
2. Ensure that all fields marked with an \* are completed. These are mandatory fields.
3. **Addresses and dates must be supplied.** If they are not supplied, the application will be suspended until the information is obtained.
4. You must supply us with at least one phone contact.
5. Please fill in the employment details giving us the information for your current employer.  
***Please note**, you cannot be issued an MSIC card unless you have an operational need to hold your card and can prove this in the form of a letter from your employer, company you are contracted to or from a Port Authority. You can apply for a card, but we cannot send it without this information.*
6. Select the type of application you require as well as the validity period of the MSIC. Your options are:
  - **A 2 Year MSIC** will expire 2 years after initial background check approval date. If the holder still requires the MSIC they will need to renew the MSIC and undergo a new background check. Cost \$240 (inc. GST)
  - **A 4 Year MSIC** will expire 4 years after the initial background check approval date. This option caters for a second background check to be carried out at the end of the first 2 years. At the end of the 4 year period the cardholder will then renew the card if required. Cost \$440 (inc. GST)
7. Select the certified documents to be supplied to support your application.  
*CERTIFIED means STAMPED, SIGNED and DATED by either a Justice of the Peace, a Commissioner for Declarations or at a Police Station.*
8. Please select the operational need that best suits your situation.
9. Please indicate the Main Port for usage of your MSIC.
10. Please sign and date the Acknowledgment. If the Acknowledgement is not signed the application cannot be processed.
11. Please supply a recent (less than 6 months old) colour passport size photo. Please ensure that you are not wearing a hat or sunglasses. This photo can be emailed to us at [msic@multicard.com.au](mailto:msic@multicard.com.au).
12. Please fill in the checklist, making sure to sign and date it.
13. If you are renewing your MSIC card, please note that your old MSIC must be returned within 30 days of its expiry. Failure to do so is in breach of the MSIC regulations.

As an MSIC holder you have responsibilities and obligations that you continually need to meet in order to insure your MSIC is always current. These responsibilities and obligations include criminal history, employment status and change of address plus others. The full list of responsibilities and obligations as an MSIC holder can be found on the Department of Infrastructure's website at:

<http://www.infrastructure.gov.au/transport/security/maritime/index.aspx>.

Should you have any questions, please feel free to contact us on 1300 666 910 or 07 3844 4623. Alternatively any enquires can be emailed to [msic@multicard.com.au](mailto:msic@multicard.com.au).

All documentation needs to be posted to:

**Multicard**  
**PO Box 3888**  
**South Brisbane QLD 4101**