

**MSIC Conditions of Use:**

You must keep your MSIC in a safe and secure location whilst not in use.

You must not alter or deface your MSIC.

Your MSIC is not transferable and can only be used by you.

You must return your MSIC within 30 days to the issuing body after it:

- expires;
- is cancelled;
- has been damaged, altered or defaced; or
- you no longer need to enter a maritime security zone.

If you change your name, you must notify the body that issued the MSIC within 30 days. You will be issued with a replacement MSIC.

If your MSIC is lost or stolen, you will need to provide a statutory declaration or police report or other information issued by the police before a replacement card can be issued by an issuing body.

You will have committed an offence if your MSIC is lost, stolen or destroyed and you do not advise your issuing body within 7 days.

**Form Instructions:**

Please complete this form starting at Part A. Once all information is complete, you may lodge the form and supporting documents in person at the Veritas Engineering Perth CBD office, or mail them to us at **Level 1, 68 King Street, Perth WA 6000**. Any original documents posted should be sent via registered post. Certified copies of supporting documents are preferred.

*Please Note: Lodgement of this form is not supported by Australia Post.*

**Part A: Purpose of Notification**

Change of Name (Tick this box and complete Parts B, C, D, F, and G)

Lost, damaged, stolen, or reissue MSIC (Tick this box and complete Parts B, C, E, F and G)

**Part B: Applicant Information**

**Personal details**

Surname (Present): \_\_\_\_\_

Given names: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Day Month Year

**All other surnames used** (Tick name used to apply for MSIC)

**Former Surname(s)**

\_\_\_\_\_  
 \_\_\_\_\_

**Home address**

\_\_\_\_\_  
 \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

**Contact details**

Home phone: ( \_\_\_\_ ) \_\_\_\_\_

Work phone: ( \_\_\_\_ ) \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**MSIC Number (if known):** VEP \_\_\_\_\_

**Tick Delivery Option:**

Pick up from Veritas Engineering's Perth office

Send to Postal Address (Registered Post)

**Postal address (if applicable, write 'same as home')**

\_\_\_\_\_  
 \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

**Part C: Declaration**

**Declaration:** The information that I have given in, or in connection with, this form is true and correct.

Printed Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Part D: Verification of Change of Name

If your name has changed, you will need to provide evidence of a change of name before an MSIC can be issued in your new name. Please provide the following originals or certified copies of original documents that explain all name changes. Examples of these documents include (tick appropriate):

- an amended full birth certificate or a change of name certificate issued by the Registrar or Births, Deaths and Marriages (RBDM)
- a marriage certificate issued by an RBDM (Registrar of Births, Deaths & Marriages)
- a divorce certificate issued by the appropriate authority
- other: \_\_\_\_\_

### Part E: Lost, Damaged, Stolen, or Reissued MSIC

Please provide answers to the following questions:

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| a) Have you lost your MSIC? *   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| b) Has your MSIC been damaged, defaced, or altered?                     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| c) Has your MSIC been stolen? *   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| d) Are you returning your MSIC from another provider to be reissued? ** | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

\* If you ticked 'Yes' to (a) or (c) above, you will need to provide a statutory declaration or a police report, clearly stating the loss of your MSIC card, before a replacement card can be issued by an issuing body.

\*\* If you ticked 'Yes' to (d) above, you will need to provide a statutory declaration stating that you are returning the MSIC to be reissued by Veritas Engineering.

Have you attached a copy of the declaration or police report which states the loss of an MSIC card?  YES  NO

### Part F: Sponsoring Organisation

If your employer has established an account with Veritas Engineering and has agreed to pay for your replacement MSIC, please list that organisation here. Processing shall not commence until verified:

Sponsoring Organisation: \_\_\_\_\_ Business Unit (if applicable): \_\_\_\_\_


### Part G: Payment Details

### TAX INVOICE

Veritas Engineering Pty Ltd ABN 57 107 945 988

**Total Amount Payable for Change of Name, Lost, Damaged, or Stolen MSIC: \$85.80 (Includes GST of \$7.80)**  
**Total Amount Payable for Reissued MSIC: \$105.60 (Includes GST of \$9.60)**

Submit this form and supporting documentation using one of the options listed below. If your employer requires you to make payment for your MSIC, payment options are also listed. The date signed by the interviewer on the reverse side of this form constitutes the date of form acceptance.

 **in person** Present completed application at our Perth office:  
 Veritas Engineering, Level 1, 68 King Street  
 Perth, WA 6000

Post applications and certified copies to the address above. If sending original copies of documentation, please send via Registered Post.

**For payment by credit card (VISA, MasterCard, AMEX):**

Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiry: \_\_\_\_ / \_\_\_\_ Amount: \_\_\_\_\_ CVV\*: \_\_\_\_\_  
 \*(3 digit for VISA/MC or 4 digit for AMEX)

Name on card: \_\_\_\_\_

Signature: \_\_\_\_\_

### Part H: Card Issue (Issuing Body Use Only)

**Authorisation to issue (Issuing Body Rep.)**

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

**Collected by (Applicant)**

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_