



Australian Government

# nvmc

## National Visits Media Card

A National Visits Media Card (NVMC) identifies the holder as a person with a legitimate media interest in the visits of foreign dignitaries.

Applicants for the NVMC must:

- be **certified by a registered media organisation** as being a person assigned to report on visits to Australia by foreign dignitaries
- lodge their application form and **undergo identity checking** at an Australia Post outlet offering the KeyPOST service
- **pay an administration fee** of \$30 (GST inclusive) when they lodge their form with Australia Post.

A minimum of **15 working days** is required to produce a NVMC from the time of lodgement at Australia Post. Applicants should be aware of the time required for processing when applying for cards prior to major visits.

Each NVMC will be valid for a maximum of **two years** provided employment is still current as per the original application. At the end of that time period a new NVMC must be applied for.

**Please note:** The card does **not** automatically entitle the holder to any special consideration or closer proximity to visiting dignitaries or access to associated events.

### Privacy

The NVMC is administered by Emergency Management Australia (EMA), a Division of the Attorney-General's Department. EMA collects the information on the application form in order to administer the NVMC scheme.

Information contained in this application will be kept in the strictest confidence and handled in accordance with the *Privacy Act 1988*.

The Attorney-General's Department's privacy statement is at [www.ag.gov.au/privacy\\_statement](http://www.ag.gov.au/privacy_statement)

Australia Post's privacy statement is at [www.auspost.com.au](http://www.auspost.com.au)

### Contacting EMA

If you have any queries about the content or application process, please contact EMA at the Attorney-General's Department:

Phone: (02) 6141 6666

Email: [nvmc@ag.gov.au](mailto:nvmc@ag.gov.au)

Or by mail addressed to:

National Visits Media Card  
SCB – Emergency Management Australia  
Attorney-General's Department  
3–5 National Circuit  
BARTON ACT 2600

### Conditions of issue and use of the NVMC

- The card is to be worn around the neck and prominently displayed on the outer clothing in the chest area at all times while participating in media activities for a major visit.
- The card may only be used in the course of the holder's official media duties. It does not constitute authority to enter secure areas or have close proximity to visiting dignitaries.
- An NVMC is issued on a personal basis and must not be transferred. Misuse of a NVMC will result in cancellation of the card.
- Loss of a NVMC is to be reported immediately to EMA at the Attorney-General's Department on (02) 6141 6666.
- The card remains the property of the Commonwealth at all times and must be presented for inspection on demand by State, Territory or Federal Police, or persons authorised by the governments or territories.
- The NVMC is to be surrendered immediately to EMA on expiry, transfer or termination of the holder's present employment, or on request by EMA.
- The NVMC is not transferable between media organisations. A new NVMC must be applied for on employment with a different media organisation.

### Lost or stolen NVMC

A lost or stolen NVMC is to be reported immediately to EMA at the Attorney-General's Department on (02) 6141 6666. A statutory declaration stating the circumstances of the loss/theft is to be forwarded to EMA (at the address shown under Contacting EMA).

Should the applicant require a replacement card, a new application must be lodged in accordance with the full application requirements. A fee of \$30 for the issue of a replacement card is required with the application.

Do not lodge this page with your form.  
Please keep it for future reference.

# How to apply

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## Preparation

1. Complete Part A.
2. Have Part B completed by the **News Editor** or **Chief of Staff** (or equivalent position) of the registered media organisation for which you are employed or that is using your freelance services. (You cannot certify your own application.)
3. Complete Section 1 of Part C. Do **not** complete or sign anything else in Part C at this stage.
4. Carefully read Section 2 of Part C to determine which **documents** are required as evidence of your identity. Gather the original documents you need to provide. **Then have the documents photocopied.** You will need to provide both the originals and the photocopies.

### Important:

- Check that you have a **primary document**. Check that the details on the document match your details in Section 1 of Part C.
  - If a document has your **change of address** shown on the back (such as a driver's licence) make sure you also photocopy the back of the document.
  - If your name is different to that shown on your primary document, provide supporting documentation (e.g. marriage or name change certificates).
5. Obtain two identical **colour photographs** of yourself, of passport quality (complying with the Department of Foreign Affairs and Trade passport specification as detailed on passport application forms or at <http://www.passports.gov.au/web/requirements/photos.aspx>).
  6. Have your credit/charge card, money order or cash ready for payment of the **fee** (\$30.00).

Please note: Cheques are not accepted for this transaction.

## Lodgement

1. Lodge the application at any Australia Post outlet offering the KeyPOST service. A list of those offices can be found at [www.auspost.com.au/keypost](http://www.auspost.com.au/keypost)
2. Present yourself in person with:
  - your form (Parts A, B and C)
  - evidence of your identity (original documents) and **photocopies** of those documents
  - your colour photographs
  - the payment.
3. When you lodge, Australia Post will:
  - check that the form has been completed
  - verify your evidence of identity
  - sign and date the back of your colour photographs
  - ask you to sign Section 3 of Part C in their presence (Step 6)
  - give you a receipt.

## Following acceptance by Australia Post

Once Australia Post has completed the lodgement process, the application form will be sent to EMA who will issue the NVMC. The NVMC will be sent directly to the certifying media organisation for delivery to the applicant. This will take at least fifteen working days.

Do not lodge this page with your form.



Australian Government

# Application for National Visits Media Card (NVMC)

## PART

# A

## Applicant's information

Surname

Given names

Your name as you want it to appear on the NVMC

Sex

Date of birth

Place of birth City   
Country

Residential address

State  Postcode

Home phone

Work phone

Email

Your position or title (or indicate if freelance)

### Declaration

I have read and agree to be bound by the 'Conditions of issue and use of the NVMC' described in the notes attached to this form.

Your signature

Date

## PART

# B

## Certification by News Editor or Chief of Staff (or equivalent position)

### Certifier's information

Surname

Given names

Position

Work phone

Fax number

Email

Name of media organisation

Address of media organisation  
(the NVMC will be delivered to this address)

State  Postcode

### Certification

I certify that the applicant named in Part A has been assigned by this media organisation to report on visits to Australia by foreign dignitaries.

Signature

Date

**Please note:** The certifier will be contacted to verify the assignment of the applicant.



## PART



## KeyPOST Identity Authentication

For Part C, you only need to complete Section 1 and refer to Section 2 before lodging this form with Australia Post.

### Section 1 — Customer Details

Surname \_\_\_\_\_

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

Date of birth \_\_\_\_\_

Residential address

\_\_\_\_\_

\_\_\_\_\_

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

AUSTRALIA POST USE — instructions to retail counter staff: Please read and complete Steps 1 – 11 carefully. Tick each box on completion.

#### Step 1 Transaction details

KeyPOST — Identity Authentication Application No. 2914

Principal ID 005 – NVMC Fee payable \$30.00



**AUSTRALIA POST \*2914 005 123456 \$30.00**

#### Step 2

This KeyPOST Identity Authentication is performed on behalf of the Attorney General's Department.

##### Check that:

- Parts A and B have been completed
- Section 1 — Customer Details (above) has been completed
- 2 passport quality colour photographs have been provided
- ID documents — evidence of their identity — original documents plus photocopies have been provided.

Please note: Your role is NOT to advise the customer how to complete Parts A and B. If the customer has any queries in this regard, you must refer them to EMA on (02) 6141 6666.

#### Step 3

- Check** that the person lodging is the person shown in the photographs and named in Section 1 (not a representative)
- Endorse** both photos — on the back of each photo, print the applicant's name, sign and date.

## Section 2 — Documents for identity authentication

From the list below, you **must** provide:

- one (and only one) primary document, and
  - one or more secondary documents
- with a total value of **more than 100 points**.

The documents **must** include:

- your name on **all** the documents
- your date of birth on at least one of the documents
- your **current** residential address on at least one of the documents
- your signature on at least one of the documents
- a recognisable photograph of yourself on at least one of the documents.

		Point value
<b>Primary documents</b> You <b>must</b> provide one (and only one) of these documents.	Passport (current or expired within the last 2 years, but not cancelled)	70
	Birth certificate	70
	Citizenship certificate	70
<b>Secondary documents</b> You <b>must</b> provide one or more of these documents with your primary document so that your total score is more than 100 points.	Identification cards (with your name and photograph or signature)	40
	Driver's licence	40
	Public service employee ID card	40
	Social security card	40
	Tertiary education student ID card	40
	Documents with your name and address	35
	Mortgage documents	35
	Letter from employer (current or within last 2 years)	35
	Rating authority document (e.g. land rates)	35
	A utility bill (e.g. electricity, gas, telephone)	25
Documents with your name	Credit card or bank passbook	25
	Council rates notice	25
	Medicare card	25
	Marriage certificate	25

AUSTRALIA POST USE

### Step 4 Record the documents sighted

DOCUMENT TYPE	DOCUMENT NUMBER	DATE OF ISSUE	EXPIRY DATE	PLACE OF ISSUE	ORIGINAL DOCUMENT SIGHTED (INITIAL)	POINT VALUE
EXAMPLE: DRIVER'S LIC.	6427Db	28 NOV 2005	28 NOV 2010	SYDNEY NSW	RJL	40
<b>TOTAL</b> (must be more than 100 points)						

- Only one primary document presented
- Name (as shown in Section 1) on all documents
- Date of birth (as shown in Section 1) on at least one of the documents
- Current address (as shown in Section 1) on at least one of the documents
- Signature on at least one of the documents
- Recognisable photograph on at least one of the documents

**Step 5**  **Date stamp** the photocopy of each document submitted as evidence of identity, then **endorse** each one as a true copy (by writing or stamping the words "This is a true copy of the original sighted by me") and sign.

AUSTRALIA POST USE

**Step 6** Ask the customer to read and sign Section 3

## Section 3 — Authorisation for Australia Post to access personal information

**Privacy Notice**  
 We collect personal information so we can authenticate your identity particulars. Without your personal information we cannot validate your identity particulars and as a consequence your transaction cannot be completed. You may request access to your personal information while we hold it and we will assess your request as required by law. If access is denied, we will tell you why.

**Acknowledgement and consent to Australia Post**  
*Australia Post plays a strictly limited role in processing my application for a National Visits Media Card and forwarding that application to EMA.*  
*To the extent permitted by law, Australia Post will not be liable for any loss I may suffer whether arising from negligence, breach of contract, breach of statutory duty or otherwise in respect of Australia Post actions or omissions in relation to this application.*

Customer's signature \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Step 7** Interviewing officer's details

Signature \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_

Office name and Workcentre Code \_\_\_\_\_

**Step 8** Have a second officer countersign that the photo ID is a recognisable photograph of the customer.

**Countersigning officer's details**

Signature \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_

**Step 9** Transaction details

KeyPOST — Identity Authentication    Application No. 2914  
 Principal ID 005 – NVMC                      Fee payable \$30.00



**AUSTRALIA POST \*2914 005 123456 \$30.00**

**Step 10**

- Give the original receipt to the customer.
- Generate a duplicate receipt and attach it to this form.

**Step 11**

- Forward:
  - this form (Parts A, B and C)
  - the duplicate customer receipt
  - photocopies of the ID documents
  - the colour photos

To:  
 KeyPOST Service Centre  
 GPO Box 5091  
 MELBOURNE VIC 3001

**BY CLOSE OF BUSINESS TODAY  
 — it is crucial that the documents are  
 forwarded the same day.**

HQ – KeyPOST Service Centre use only

**First checking officer**

Signature \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_

**Second checking officer**

Signature \_\_\_\_\_  
 \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Name \_\_\_\_\_