

Sponsor User Guide

Visitor Management System

Mobile Devices

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Introduction

Visitors to Perth Airport who have an operational need to enter a secure area (Terminal Sterile, Airside and/or SRA) of the Airport, are required to apply for a Visitor Identification Card (VIC) or an Extended Visitor Identification Card (EVIC). A VIC/EVIC holder must be always sponsored and escorted by a valid ASIC holder.

VIC type and Cost

There are two types of VICs:

- VIC - available daily for a 24-hour period and issued at no cost to the applicant
- EVIC - EVIC's are issued at the Airport Services Office by appointment. They are valid for a maximum of 28 days. \$30 payable at the time of issue plus a \$50 deposit which is payable by the cardholder and refunded when the EVIC is returned to the Airport Service Office (ASO).

Application requirements

Before lodging an application, please ensure you are aware of the following requirements:

- Application sponsor (an ASIC holder pre-registered with a VMS Sponsor account)
- Category B ID document - Government issued with photo and signature
- Visitors must provide details of a Category B ID document (Government issued with photo and signature) such as
 - Current and valid Australian or International Passport
 - Current and valid Firearms Licence
 - Current and valid Australian Drivers Licence / Learner's Permit
 - Current and valid High Risk Work Licence
- A digital photo of passport quality (from shoulders up, front facing, neutral expression and no more than 6 months old)
- Know the VIC issuing location you will be collecting your VIC pass from:
 - Perth Airport Precinct (Airside Gates) Gate 01, Gate 04 & Gate 14
 - Perth Airport (Terminals) T1 Domestic & T3 Domestic
 - Perth Airport Precinct (General Aviation) Airflite Pty Ltd, National Jet Express, Jet Aviation Australia & Skippers Aviation Pty Ltd
 - Perth Airport Service Office (ASO) - Ground Floor, 2 George Wiencke Drive
EVIC's only by appointment

Terms and Conditions

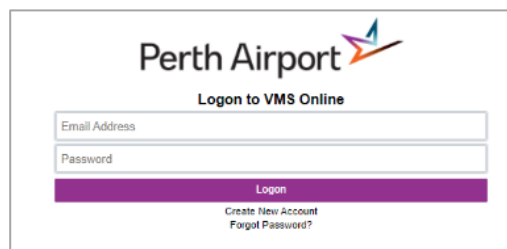
Full terms and conditions related to a VIC holder's responsibilities are located within the application form.

Register for a VMS account

To sponsor a VIC application, sponsors require a Visitor Management System (VMS) account. If this is the first time sponsoring an application, complete the steps 1 - 3 to register an account. **This process must be completed on a PC.** Returning sponsors can login to their VMS account via the Perth Airport website mobile link and follow step 4. Follow the prompts for forgotten passwords.

1. Creating a VMS account - must be completed on a PC

- 1.1. On the Perth Airport website, follow the pages Corporate/Work with us/Visitor Passes (VICS) and click on the link Perth Airport Visitor Management System (VMS).
- 1.2. On the login page, select Create New Account



- 1.3. Complete the form with the required information as per your identification, noting the email address supplied will become the User ID and will be the first point of contact for your VMS account.

VMS Registration Form

First Name	Middle Name's	Surname	Date of Birth - DD/MM/YYYY
Email Address		Verify Email Address	
Office Number		Mobile Number	
Submit		Cancel	

- 1.4. Submit when complete
- 1.5. Once you have created an account, you will receive an email from VMS services, confirming your User ID, a temporary password, and a link to the VMS login page.

Dear Lucy Vilama

Notice from Perth Airport VIC Management System

Your Profile has been approved in VMS, the Email Address entered is Registered to this account within VMS. Please log in with the following details to access your account:

USER ID: lv@email.com

PASSWORD: Mky%Ug7C

Please login to the VMS Online portal by clicking the following link. <https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvms-tst.perthairport.com.au%2FTotal/>

- 1.6. When prompted, create a new password, ensuring it is:

- Between 10-30 characters
- One (or more) upper- and lower-case characters
- One (or more) numbers
- One (or more) symbols

Change Password

To change your password, follow the prompts and submit when completed.

Submit
Cancel

1.7 Click submit to change the new password.

1.8 Re login using your User ID and new password.

2. Creating a VMS Profile

2.1. Enter your information noting that address' must be entered through the Address Lookup function

Complete Profile

Address Search

Enter your current residential address by clicking 'Address Search'

Complete your employment details


Unit Number	Street Number	Street Name	Street Type
Post Code	Suburb	State	Country
Company <input type="checkbox"/> Company Not in List		Position Title	

Complete
Cancel

2.2. Enter the details and follow the prompts to search

2.3. To select an address, highlight the correct information and hit confirm

Lookup Address ⊗



2	George Wiencke	Drive	6105
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Search
Confirm

Manual Address Input

Unit Num...	Street Nu...	Street Name	Street ...	Suburb	State	Postcode
	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
1	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
12	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
10	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
13	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
14	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
11	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
15	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
16	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105
2	2	GEORGE WIENCKE	DR	PERTH AIRPORT	WA	6105

2.3.1. Click Manual Address Input if your address does not appear or you have an international address

Lookup Address ✕



Street Number / Unit Number Street Name Type of Street (St, Ave, Way, ... Post Code

Search **Confirm**


Manual Address Input

Unit Num...	Street Nu...	Street Name	Street ...	Suburb	State	Postcode
-------------	--------------	-------------	------------	--------	-------	----------

2.3.2. For International addresses, ensure the Overseas Address box checked

2.3.3. Complete the remainder of the form, and click confirm

Lookup Address ✕



International Address

Unit ?

Street Number

Street Name

Street Type

Suburb

Post Code

State ▾

Confirm

Manual Address Input

2.4. To enter the Company name, use the drop-down menu to search. Ensure the correct company is selected as there may be multiple entries for similar companies

2.4.1. If a company is not in this menu, tick the Company not in List checkbox and manually enter the company name, ensuring the full business name is entered, as per the ABN listing. If unsure, applicants are advised to contact their company to confirm the full business trading name.

Company Details

▾ 

Company Name

Company Details

Add Company Name

Company Name not in List

poker player

Office Number

2.5. Enter your position title and select Complete once all fields have been completed

Complete Profile

[Address Search](#)

Enter your current residential address by clicking 'Address Search'

Complete your employment details

Unit Number	109	TRIBUTE	ST
6148	RIVERTON	WA	Australia
Em Airways	<input checked="" type="checkbox"/> Company Not in List	CEQ	

[Complete](#) [Cancel](#)

2.6. Confirm your completed profile by clicking OK on the pop-up box

Company Not in List Big Blogger

[Complete](#) [Cancel](#)

Profile Complete!


Profile Complete!

[OK](#)

VMS Sponsor Registration

3. Profile update - this process must be completed on a PC

3.1. To change a profile from a visitor to a sponsor, on the profile homepage, use the drop-down menu in Access Level to select Become Sponsor.

Perth Airport 

[Log Off](#) [Account Settings](#) [Applications](#) [Access Level](#) [User Guides](#)

My Profile – Visitor [Become Sponsor](#)

3.2. Complete the form using your ASIC details

ASIC Details

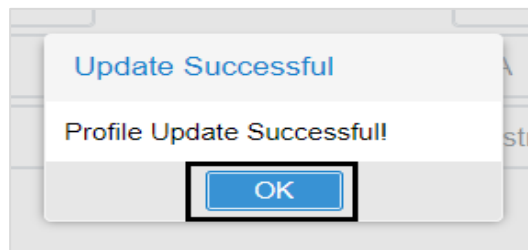
ABC	
123456	
ASIC Expiry Date - MM/YYYY	06/2024
<input checked="" type="checkbox"/> I agree to my Name and Company Name being available for search and selection by VIC applicants	

3.3. Click Update to save the information



My Profile – Visitor

3.4. Click ok to finalise the profile update. To confirm your status has changed, it will now say Sponsor instead of Visitor



3.5. **Please Note:** *it is the responsibility of the Sponsor to keep your profile up to date every 2 years when your ASIC is renewed. To make changes, go to the “My Profile” page, make any necessary changes and click “Update” to confirm.*



My Profile – Sponsor

Review a Pending Application

As a sponsor, you will receive an email when an applicant has nominated you to sponsor their VIC/EVIC application.

Dear Bill PEET

Notice from Perth Airport VIC Management System

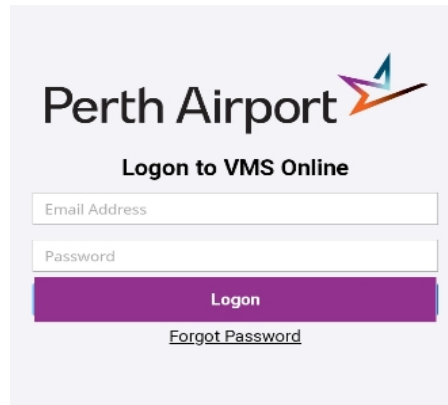
A Visit Request has been sent to you From Don PEET within VMS for Approval.

Perth Airport VMS

4. View & Approve a Visit Request using mobile functionality

With a completed VMS Profile, a VIC application can now be approved using your phone and the mobile VMS link.

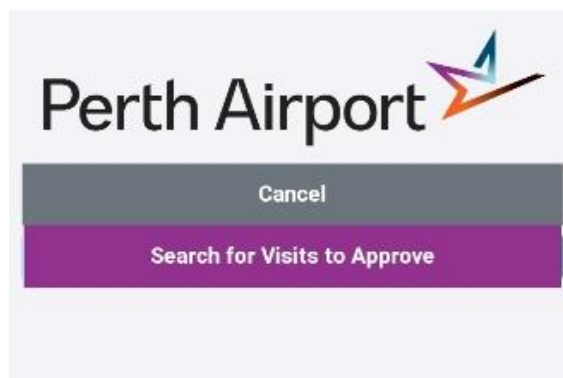
4.1. Log into your VMS account using your email address and password.



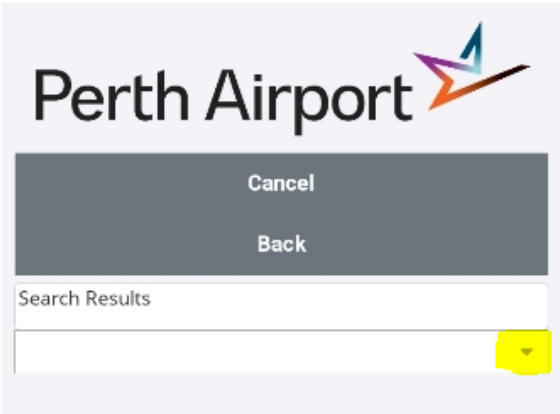
4.1.1. You will be directed to the Sponsor Home Page. Click Approve Visit Request



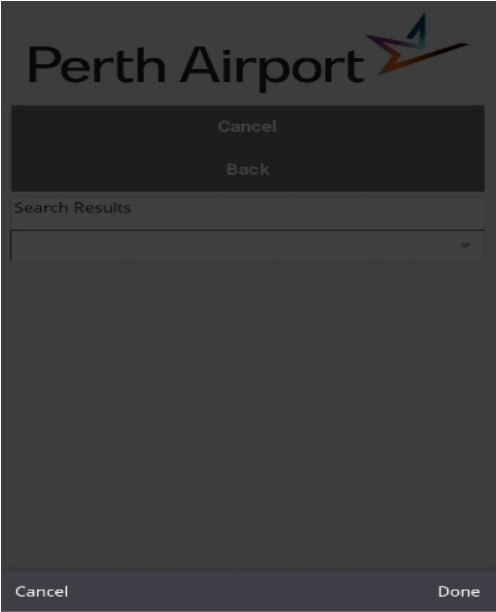
4.1.2. Click Search for Visits to Approve



4.1.3. Click the down arrow to show Search results

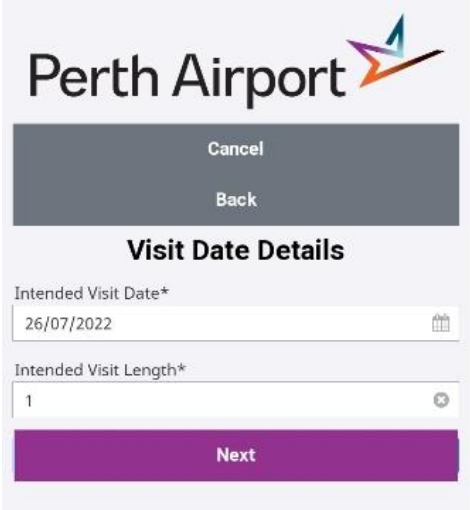


4.1.4. Select the visit to approve and select Done.

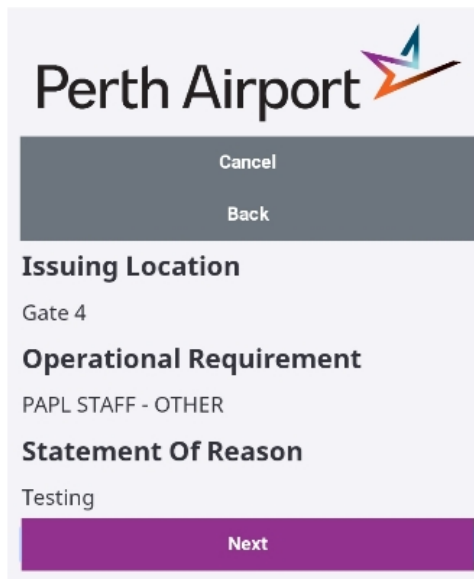



Oliver Florent

4.1.5. Visit Date Details will display. Review and click Next.



4.1.6. Further Visit information will display. Review and click Next.



Perth Airport 

Cancel
Back

Issuing Location
Gate 4

Operational Requirement
PAPL STAFF - OTHER

Statement Of Reason
Testing

Next

4.1.7. ID Document Details will display. Click Next.



Perth Airport 

Cancel
Back

Identity Document Details

Document Type
Australian Passport

ID Document Number
testing testing

ID Issuing State / Country
tester

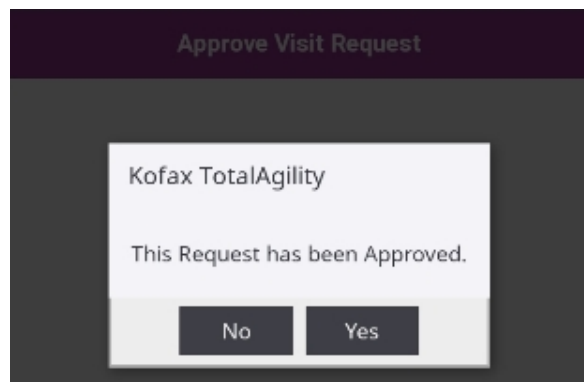
ID Expiry Date
26/07/2025

Next

4.1.8. Approve/Decline Visit Request



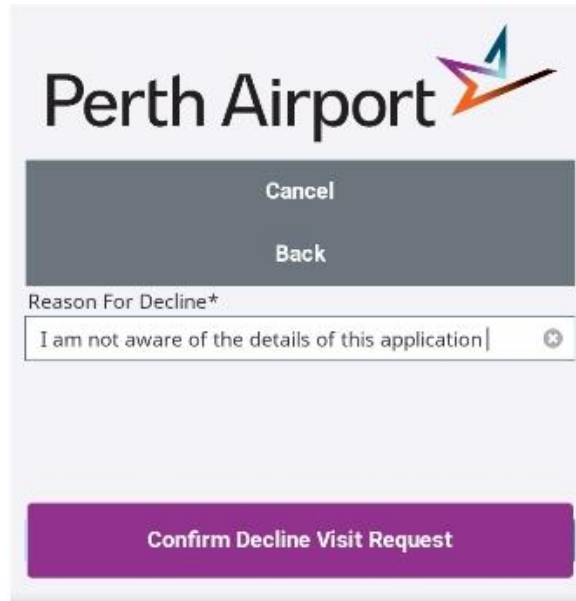
4.1.9. If you approve the Visit Request this message will appear. Click Yes



4.1.10. Once approved you will be directed back to the Sponsor Home Page. Click Log Off



4.1.11. If you decline the Visit Request, please enter a reason.



The screenshot shows the Perth Airport mobile app interface. At the top, the Perth Airport logo is displayed. Below the logo, there are two buttons: "Cancel" and "Back". A text input field labeled "Reason For Decline*" contains the text "I am not aware of the details of this application". At the bottom of the screen, there is a prominent purple button labeled "Confirm Decline Visit Request".

4.1.12. Click Confirm Decline Visit Request.

4.1.13. The reason you give will be forwarded to the applicant in an email

Your VIC application for 29/07/2022 has been denied by Test User.

Your Sponsor has provided the following information regarding the reason for this:

I am not aware of the details of this application

Please contact the sponsor nominated on your application for further information

Perth Airport VMS

For further information regarding Visitor Identification Cards, please contact the Airport Services Office on (08) 9478 8454 or refer to the Aviation Transport Security Regulations 2005 (via the Federal Government website).