



# AFP National Guideline on identity documents and access control

## 1. Disclosure and compliance

This document is marked **For Official Use Only** and is intended for internal AFP use.

Disclosing any content must comply with Commonwealth law and the [AFP National Guideline on information management](#).

### Compliance

This instrument is part of the AFP's professional standards framework. [The AFP Commissioner's Order on Professional Standards \(CO2\)](#) outlines the expectations for appointees to adhere to the requirements of the framework. Inappropriate departures from the provisions of this instrument may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth).

## 2. Acronyms

<b>AFP</b>	Australian Federal Police
<b>CCC</b>	Crisis Coordination Centre
<b>COMSO</b>	Communications intelligence security officer
<b>ICT</b>	Information and communications technology
<b>NHQ</b>	AFP National Headquarters
<b>PRS</b>	Professional Standards
<b>PRSOMC</b>	PRS Operations Monitoring Centre
<b>SECPASS</b>	AFP security pass

## 3. Definitions

Terminologies are defined in the [AFP Security Glossary of Terms](#).

## 4. Guideline authority

This guideline was issued by Manager Security using power under s. 37(1) of the [Australian Federal Police Act 1979](#) (Cth) as delegated by the Commissioner under s. 69C of the Act.

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FREEDOM OF INFORMATION ACT 1982  
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## 5. Introduction

This guideline details the obligations of AFP appointees for the issue, use and custody of AFP credentials and prescribes conditions of entry for all persons entering AFP facilities.

All AFP appointees who supervise or otherwise work with other personnel who are issued with AFP credentials must ensure those other personnel familiarise themselves and comply with this guideline.

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## Part A – Identity documents

### 6. Authorised AFP credentials

AFP identity certificates, AFP security passes, warrant badges, belt badges and retired/resigned identity cards are the only AFP credentials authorised for issue to an entitled holder within Australia.

The Manager Security must set and approve the specifications, and monitor the proper use, of AFP credentials and AFP access control security systems.

Document holders must ensure their AFP credentials are not used to provide unescorted access at AFP facilities, unless the entry is pursuant to exercising police or protective service powers.

Document holders are personally responsible at all times for the effective control, storage and security of any AFP credential issued to them, and must protect them from loss and inappropriate access.

Operations planners may include unique identity card solutions s47E(d)  
s47E(d) where they consider that these measures will enhance security of a specific AFP or joint operation. Before creation or issue, advice must be sought from Security via [Security Reporting and Referrals](#).

### 7. AFP identity certificate and badge

An AFP identity certificate may only be issued to an AFP:

- member
- protective service officer (PSO)
- special member
- special PSO

as formal identification in accordance with their official AFP role and duties.

An AFP badge and leather holder may only be issued to an AFP member or PSO.

### 8. Retired/resigned identity card

A retired/resigned identity card may only be issued in accordance with the [AFP National Guideline on separation](#).

Former AFP members are personally responsible at all times for the effective control, storage and security of any AFP credential issued to them, including the retired/resigned identity card, and must ensure that loss or inappropriate access by unauthorised persons is prevented.

## 9. AFP security pass (SECPASS)

SECPASSes may be issued to AFP appointees, other personnel or (under special circumstances) other persons to:

- provide photographic identity evidence and evidence of:
  - appointment
  - security vetting of an individual
- facilitate access at AFP facilities during the performance of official duties
- record the entry to and exit from designated AFP facilities and movement within those facilities.

Unescorted entry to AFP facilities/areas is permitted when a valid SECPASS is:

- produced to the security force upon entry
- is swiped on the entry reader, allowing access to the premises.

AFP appointees who cannot clearly see a SECPASS on an unescorted individual whilst on AFP premises must ask the individual to produce and clearly display their SECPASS. Where the individual fails to produce a valid SECPASS, the AFP appointee must ask the individual how they obtained access and then immediately report the incident to AFP Security.

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s47E(d) AFP Security may then request the individual to submit a Security Incident Report, in accordance with the [AFP National Guideline on security reporting](#).

SECPASSes must:

- be worn and clearly displayed at all times whilst on AFP premises
- be removed upon exiting AFP premises and not be worn outside of AFP premises unless required for official duties
- be kept in a secure location when not in use
- not, under any circumstances, be given to or used by any other person
- only be used to access AFP premises and for identification purposes when on AFP premises
- not be used for any other purpose than described in this guideline.

An AFP appointee who is required to identify themselves as an appointee and does not hold an AFP identity certificate may present their SECPASS for this purpose.

### 9.1 Types of SECPASS

AFP Security has authorised several types of SECPASSes and identity cards which may be used by AFP appointees, other personnel, and members of other government departments. All

SECPASSes and identity cards must be issued and used in accordance with this guideline and Attachment 1 to this guideline.

## 10. Issue and replacement of AFP credentials

### 10.1 Initial issue

To obtain an initial AFP credential, the requesting individual must:

- be an AFP appointee, other personnel or authorised by the Manager Security to receive an AFP credential
- have an AFP or AFP recognised security clearance
- only be issued with an AFP credential in accordance with the individual's AFP duties and level of security clearance

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### 10.2 Lost stolen or damaged AFP credentials

Recipients of AFP credentials must ensure that they are not lost, stolen or damaged by keeping the item(s) in a secure location when not in use.

Where AFP credentials or part thereof are lost, stolen or damaged beyond recognition, before a replacement credential will be issued the document holder must:

- report the incident as soon as practicable to:
  - s47E(d)
  - the Security Hotline s47E(d) and
  - AOCC and the nearest police station (excludes damaged credentials)
- submit, or cause to be submitted, a [Security Incident Report](#) to [Security Reporting and Referrals](#)
- resubmit an [AFP Pass, Identity Certificate and Badge Conditions of Use - Acknowledgement Form](#) (AFP Hub) or a Non-AFP appointee Identity Pass Acknowledgement Form (AFP Forms).

If an AFP credential is damaged but still recognisable, the document holder should present the item to Access Control who may issue a replacement AFP credential.

Additionally, where an identity certificate, leather holder or badge is lost, stolen or damaged, the document holder must submit a minute outlining the circumstances to their supervisor, as per the [AFP National Guideline on uniform and standards of dress](#).

## 10.3 Found or recovered AFP credentials

If an AFP credential is found, it must be returned to Access Control and a completed [Security Incident Report](#) submitted to [Security Reporting and Referrals](#).

## 10.4 Expired AFP credentials

When AFP credentials expire, before new credentials can be issued, the document holder must provide Access Control with:

- the expired AFP credential
- a completed [AFP Pass, Identity Certificate and Badge Conditions of Use - Acknowledgement Form](#) (AFP Hub) or Non-AFP appointee Identity Pass Acknowledgement form (AFP Forms)
- written confirmation from:
  - Personnel Security Vetting that the document holder's security vetting re-evaluation pack has been received
  - an AFP Communications Intelligence Security Officer of any compartmented briefings
  - contract renewals or extensions, see 10.1 above.

AFP appointees with an expired SECPASS and security clearance must not be issued with a Day Pass or new SECPASS without prior approval from Coordinator Personnel Security Vetting.

Other personnel with an expired SECPASS must not be issued with a new SECPASS without producing written confirmation to Access Control from Human Resources, Manager Volunteers in Policing program or an authorised delegate to appoint special members, confirming the appointment or extension of appointment and AFP identification number. Where other personnel have an expired security clearance, approval from the Coordinator Personnel Security Vetting must also be provided prior to issuing a new SECPASS.

## 11. Return of AFP credentials

AFP appointees and other personnel who no longer require access to AFP premises including those who:

- resign or are suspended from duty
- complete or conclude a contract or works
- undertake an extended absence of more than 3 months, regardless of the cause

must ensure that all AFP credentials are returned to Access Control, by hand or mail. Where the return method of a SECPASS is mail, the document holder must first email [Access Control](#) to advise of the return. Access Control must remove all swipe access from the SECPASS before the SECPASS can be returned.

AFP appointees who supervise (including contract managers) or otherwise work with other personnel must ensure that those other personnel who no longer require access to AFP premises return all AFP credentials to Access Control.

Where the document holder is unable to return their AFP credentials to Access Control, their supervisor or contract manager must ensure the documents are returned to Access Control as soon as practicable.

Access Control should retain the documents until the period of:

- suspension expires, the original document holder is otherwise reinstated or the documents are approved for destruction
- absence is concluded.

AFP appointees who cease employment with the AFP may retain their AFP badge by submitting an endorsed [Application to Retain AFP Accoutrements](#) (AFP Forms), to Professional Standards – [PRSOMC@afp.gov.au](mailto:PRSOMC@afp.gov.au).

## 12. Custody and inappropriate use

Document holders must protect their AFP credentials from loss and inappropriate use. Inappropriate use of AFP credentials may constitute a breach of AFP professional standards and be dealt with under Part V of the [Australian Federal Police Act 1979](#) (Cth). Inappropriate use includes, but is not limited to:

- using AFP credentials in a non-official capacity
- using AFP credentials to imply authority or status to gain or seek to gain, a benefit or advantage for themselves or another person
- using an identity certificate holder as a personal wallet
- giving AFP credentials to unauthorised persons
- knowingly allow another person to use AFP credentials not issued to them
- attempting to use AFP credentials not issued to them
- tampering with AFP credentials
- replicating AFP credentials
- any other purpose that is, or may be perceived as inappropriate.

A SECPASS must not be used for identification during the exercise of police or protective service powers. This is the function of an AFP identity certificate.

## Part B – Access control

### 13. Access to AFP facilities

Unescorted access to AFP facilities is restricted to AFP appointees, other personnel and members of other government departments who have:

- the appropriate security clearance level required for the premises, as per the AFP National Guideline on working in AFP's classified environment
- been issued with an enabled AFP security pass (SECPASS).

Uniforms, nameplates, AFP identity certificates or other forms of AFP or Australian Government identification are not an authority to be granted unescorted entry to an AFP premises, unless the entry is pursuant to exercising police or protective service powers, or a warrant.

#### 13.1 Entry

Document holders must only access AFP premises and areas within those premises to perform

official duties.

To enter an AFP premises a document holder must:

- submit to security screening, as per s. 16 below
- swipe their enabled SECPASS across the face of the card reader located adjacent to the access point
- clearly display their valid SECPASS at all times whilst within AFP facilities
- follow all reasonable directions from the security force
- comply with all security procedures.

Document holders must not access an area controlled by the Electronic Access Control System without first recording their entry. This is completed by swiping the card reader with their own enabled SECPASS. Tailgating is not permitted.

When accessing AFP controlled basements or car parks, AFP appointees and other personnel must ensure that vehicle entries are only used by motor vehicles. Pedestrians and cyclists must only use approved entry points, refer to local instructions. Where there is a requirement for pedestrians or cyclists to access AFP controlled basements or car parks, they must not enter via the automated bollards.

## 13.2 Access denied

Where access to a premises or area within that premises is required but the relevant SECPASS has not been enabled for the access, the document holder should contact the owner (responsible manager) of the premises or area to request access. Where deemed necessary, the owner of the premises/area should either:

- contact [Access Control](#) to seek access for the requesting document holder
- provide written approval to the document holder who should forward the approval to [Access Control](#) to grant access.

Where access to a premises or area should have been granted but the SECPASS fails to provide access, the document holder should contact [Access Control](#). Where Access Control is unavailable or unable to resolve the issue, the document holder may:

- **for a premises:** be issued a day pass in accordance with Attachment 1 to this guideline, then contact [Access Control](#) as soon as practicable.
- **for an area within a premises:** be admitted as an escorted visitor or act in accordance with the premises site security plan, then contact [Access Control](#) as soon as practicable.

## 13.3 SECPASS not available for presentation

If a SECPASS is not available to be presented for entry to an AFP premises, AFP appointees and other personnel must approach the guard service or relevant administrative personnel to obtain a day pass or visitor pass.

As per Part C below, where other personnel can provide one other suitably cleared AFP appointee or authorised contractor to verify their identity and security clearance, they should be issued with a visitor pass and permitted entry as an escorted visitor.



Where an AFP appointee can provide one other suitably cleared AFP appointee or authorised contractor to verify their identity and security clearance, they should be issued with either a:

- visitor pass and permitted entry as an escorted visitor (where the AFP appointee does not hold the appropriate security clearance for unescorted access to the premises, refer to the [AFP National Guideline on working in the AFP's classified environments](#))
- day pass, as per Attachment 1 to this guideline.

## 13.4 Physical inspection of SECPASS

Document holders must produce their issued SECPASS for security inspection at any time during entry, occupation or exit of an AFP premises when requested to do so by an AFP appointee or the guard service.

## 14. Use of electronic access control system data

Any information contained in the AFP's electronic access control system, including information regarding the use of security passes by document holders and photographs of current and former AFP appointees and other personnel, may be used for the purposes of, or related to:

- security, including alerting AFP appointees and other personnel to security risks and breaches or potential security risks and breaches
- investigation of breaches or suspected breaches of the [AFP Code of Conduct](#)
- confirming attendance on AFP premises
- health and safety management
- any other related purpose deemed necessary by the Manager Security or Security Coordinator.

A review of the information contained in the AFP's electronic access control system may be initiated:

- on request from a team leader or above in Professional Standards
- on request from a coordinator or above in all other business areas
- in the normal course of system maintenance
- in response to an assessment of a security incident or clearance review
- in any other circumstance deemed necessary by the Manager Security or their delegate.

Requests for an audit must be forwarded to [Security Reporting and Referrals](#) who must assess in accordance with the [Privacy Act 1988](#) (Cth). Any identified non-compliance with this guideline must be reported as a security incident in accordance with the [AFP National Guideline on security reporting](#).

## Part C – Visitor access

### 15. Conditions of entry to AFP premises

Prior to visitor access being provided to any person, the visitor escort must provide a reason for the visitor's access, which must be consistent with the AFP's need-to-know policy. Once visitor access is granted, visitor escorts and their managers become responsible for the actions of the



visitor(s) they have sponsored.

AFP appointees, authorised contractors and the guard service, responsible for a visitor(s) access to AFP premises must:

- if meeting the individual for the first time, ensure they provide photo identification
- once the individual has been identified, ensure the visitor is signed in on the [visitor register](#) (the visitor register may be managed by the guard service, local security officer, station assistant, or AFP appointee nominated by their respective manager to sign in visitors and present the approved visitor with a visitor pass to gain entry to the AFP premises)
- ensure the visitor is issued with a visitor pass
- ensure the visitor clearly displays the visitor pass at all times whilst on AFP premises
- escort or ensure the visitor is escorted by an appropriately cleared AFP appointee or authorised contractor at all times whilst on AFP premises (including courtyards, basements, car parks and any other area controlled by the AFP). The AFP appointee that signs in a visitor is responsible for that visitor and their conduct whilst on AFP premises. Where there is a requirement to change escorts, the [visitor register](#) must be updated (by the new escort) to reflect the details of the new escort.
- ensure the visitor is in the line of sight of the escort at all times (where a visitor requires the bathroom facilities, the escort must remain either inside or outside of the bathroom (where the bathroom door is in the line of sight) until the visitor exists)
- ensure the visitor pass is returned to the guard station at the conclusion of each day. Should the visitor leave the building during the visit (e.g. for lunch), the pass must be returned and collected upon re-entering the building with their visitor escort. Visitors attending over multiple days must sign in and be escorted each day
- comply with all security procedures and follow directions from AFP Security and the guard service
- ensure the visitor complies with all security procedures and follows directions from AFP Security and the guard service whilst on AFP premises. Such requirements may be altered dependent upon the [AFP security alert level](#).

Any person, including AFP appointees, must be treated as an escorted visitor unless they can produce a valid SECPASS, displaying the appropriate security clearance for unescorted access to the premises they wish to enter. Refer to the [AFP National Guideline on working in AFP's classified environments](#) for clearance requirements.

This requirement extends to zones within facilities where special access requirements and security clearances apply (e.g. Zones 4 and 5).

All visitors to AFP premises must comply with all security procedures and follow directions from AFP Security and the guard service. Such requirements may be altered dependent upon the [AFP security alert level](#).

## 16. Screening searches

As a condition of entry, all visitors, AFP appointee, other personnel, and other tenants of AFP facilities must submit to security screening when requested by the security force. The level of security screening, which may include searching accompanied items or metal detector screening, may be dictated by the [AFP security alert level](#) and the [AFP cyber security alert level](#).

## 17. Visitor escort requirement

Except for guard services (see **Exception** below), visitors must be signed in and escorted at all times by an AFP appointee or authorised contractor who holds a valid security clearance appropriate for the activities, facilities and information required to be accessed.

Other personnel seeking to undertake escorting duties must have their AFP supervisor or contract sponsor submit a request via an executive brief to the Manager Security which details:

- why escorting access is required
- the individual's level of security clearance and expiry date
- acknowledgement of the authorised contractor training pack.

**Exception:** escorting duties may be undertaken, at an additional cost paid by the requesting business area, by a guard service. Where there is a requirement for a guard service to undertake escorting duties, the coordinator of the requesting business area must arrange for the service through [National Procurements and Contracts](#).

Where there is a requirement for a group of Australian visitors to be received, there must be no more than 5 visitors for each visitor escort for the duration of the visit. Where the group of visitors are foreign citizens, there must be no more than 2 visitors for each visitor escort.

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## 17.2 Suspended AFP appointees and other personnel

Where an AFP appointee or other personnel have been suspended from duty but require access to AFP facilities, a visitor pass may be issued where an appropriately cleared AFP appointee or authorised contractor signs them in to the [visitor register](#).

A day pass must **not** be issued to AFP appointees who have had their access suspended.

### **AFP appointee**

Where the visitor is known to be an AFP appointee who has been suspended from duty,

Professional Standards (PRS) must be notified, through the [PRS Operations Monitoring Centre \(PRSOMC\)](#) prior to the visit. PRS will assess the requirements surrounding the visit and either:

- not approve the visit
- approve the visit
- approve the visit with restrictions.

Where the visit is unannounced, PRSOMC must be contacted via the internal hotline s47E(d) If the visit is after hours or over a weekend, the on-call PRS member must be notified, either directly s47E(d) or via the [AFP Operations Coordination Centre](#).

The PRS case officer must arrange for an AFP appointee to sign in and escort the suspended AFP appointee whilst at AFP facilities for PRS-related matters.

### **Other personnel**

Where the visitor is known to be other personnel, who has been suspended from duty, AFP Security must be notified, through [Security-](#) s47E(d) prior to the visit. AFP Security will assess the requirements surrounding the visit and either:

- not approve the visit
- approve the visit
- approve the visit with restrictions.

Where the visit is unannounced, AFP Security must be contacted s47E(d)

AFP Security must arrange for an AFP appointee to escort the suspended other personnel whilst at AFP facilities for Security-related matters.

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## 17.4 Visitors to Zone 5 areas

The visitor control requirements for entry to AFP Zone 5 areas are contained in the [AFP Practical Guide on the operation of Zone 5 areas](#).

## 18. Visiting AFP appointees

When AFP appointees visit an AFP premises to which they do not hold an appropriate security clearance, they must be treated as an escorted visitor per this guideline.

### 18.1 Ascertaining an AFP appointee's security clearance validity/level

To establish an AFP appointees security clearance, the AFP appointee or authorised contractor responsible for the visit should either:

- refer to the AFP appointee's profile within [Insight!](#)
- contact AFP Security through [Security-Reporting-and-Referrals](#) (e.g. where unable to obtain access to the AFP appointee's profile in Insight!, or should there be a need to verify the accuracy of that profile).

### 18.2 Ascertaining an AFP appointee's compartment briefs

To establish an AFP appointee's compartment briefs, the AFP appointee responsible for the visit should contact the Communications Intelligence Security Officer (COMSO) via [Security-Reporting-and-Referrals](#), with the following information:

- full name
- date of birth
- place of birth
- AFP number
- reason the information is required.

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## 20. Further advice

Queries about the content of this guideline should be directed to [Security Policy and Governance](#).

## 21. References

### Legislation

- [Australian Federal Police Act 1979](#) (Cth)
- [Privacy Act 1988](#) (Cth).

### AFP governance instruments

- [AFP Commissioner's Order on Administration \(CO1\)](#)
- [AFP National Guideline on assumed identities](#)
- [AFP National Guideline on personnel security vetting](#)
- [AFP National Guideline on security reporting](#)
- [AFP National Guide on separation](#)
- [AFP National Guideline on uniform and standards of dress](#).

### Other sources

- [AFP cyber security alert system](#) (AFP Hub)
- [AFP Operations Coordination Centre team contact details](#) (AFP Hub)
- [AFP Pass, Identity Certificate and Badge Conditions of Use - Acknowledgement Form](#) (AFP Hub)
- [AFP security alert system](#) (AFP Hub)
- [AFP Security – Foreign Visitor Notification form](#) (AFP Hub)
- [Insight! Portal](#) (via AFPNET)
- Non-AFP appointee Identity Pass Acknowledgement Form (AFP Forms)
- [Protective security policy framework – Glossary of security terms](#) (Attorney-General's Department).

## 21. Attachments

- [Attachment 1 – AFP security passes and identity cards](#)

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