



Australian Government

Department of Defence
Defence Support Group

Conditions of Use of a Defence Pass and Entry to Defence Buildings

I accept the following conditions upon issue of a Defence pass. I agree to:

1. Present my pass for inspection or electronic scanning on entering and leaving the area for which its use is valid or on demand.
2. Pass is to be handed in to the Defence Guards or a Defence Pass Office when it expires or expiration of contract with the Department.
3. Visibly wear it while in the area it is valid (unless I am engaged in tasks or duties where wearing a pass may be a safety hazard) and remove it when leaving the area.
4. Not alter, destroy or tamper with it in any way, transfer it to any person, nor use another person's pass.
5. Be personally responsible for its safe custody and take every precaution against its loss, theft or damage.
6. Report its loss in writing immediately to the Issuing Authority.
7. Surrender the pass to the Issuing Authority on cessation of employment or transfer or when I no longer need access to the area for which it was issued.
8. Be responsible for escorting visitors signed in under my pass **at all times**.
9. Be responsible for the safe custody of classified and sensitive material/materiel.
10. Be responsible for the safe custody of Defence keys and their surrender when no longer required.
11. Unless duly authorised, not introduce to or remove from Defence buildings:
 - a) Any photographic equipment or materials which are capable of recording images. This includes cameras (with or without lenses), video equipment or other photographic apparatus or material (eg film, plates, paper, video tape, etc.);
 - b) Any telescopes, binoculars or any other long range optical instruments;
 - c) Any explosives, ammunitions, or firearms;
 - d) Any material or equipment capable of being used for audio recording or transmitting. (Note that mobile telephones cannot be taken into some Defence controlled areas.)
 - e) Any bulk items such as computer equipment and furniture.
12. Be responsible for any mobile phone or devices with photographic capability and adhere to all local instructions regarding restrictions on their usage.

Under Defence Security Manual, Defence Instructions and Commonwealth Statutes you are required to comply and observe each of the conditions listed above.

Defence Support Group
16 September 2010

Receipt for Conditions of Use of a Defence Pass and Entry to Defence Buildings

I _____
(please print your full name clearly)

Date of Birth _____ PMKeyS Number _____
(or equivalent)

have read and understood a copy of the Conditions of Use of a Defence Pass and Entry to Defence Buildings, with which I agree to comply. I acknowledge receipt of my Defence pass. I understand that if I fail to comply with these conditions, my pass may be cancelled or suspended and I may be subject to possible legal action.

Signature (please sign above) (Date)

Witnessed by: _____
(Signature and full name) (Date)

Colour Series

Card Type
