



Australian Government

National Passenger Processing Committee

National Passenger Processing Committee

Complete National Passenger Processing Committee Application

This Quick Reference Guide (QRG) provides the steps to apply to the National Passenger Processing Committee (NPPC) application for arrival into/departure from a non-international Airports, using the Air and Sea Approval Portal (ASAP).

Audience

- Captain
- Owner
- Operator
- Handling Agent.

Prerequisites

Prior to commencing this procedure, the following prerequisites must exist:

- Users have the appropriate access to the portal
- The user is already registered in the ASAP Portal. Refer to ***Request ASAP Account – QRG*** for details
- Users possess the required information to complete the NPPC Application, including flight schedule in Australia, airport departure and arrival details, and number of travellers on board.

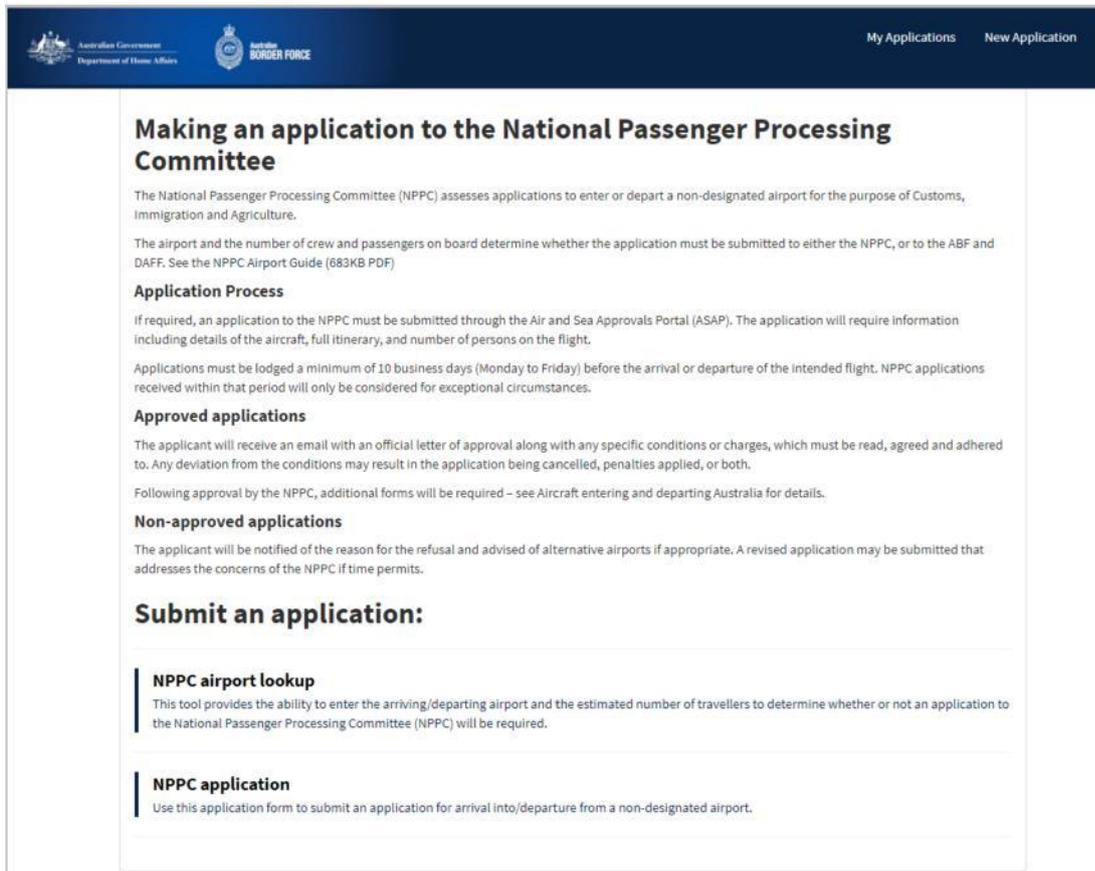
NPPC Airport Lookup

Procedure

Perform the following steps to use the NPPC airport lookup form to determine if approval from the National Passenger Processing Committee (NPPC) will be required for arrival into and / or departure from an Australian airport.

1. Launch the **NPPC** portal (<https://asap.homeaffairs.gov.au/asap>).
2. Log in using your registered credentials.

The **Making an application to the National Passenger Processing Committee** screen displays.



3. Select the **NPPC airport lookup** link.

The **National Passenger Processing Committee Airport Lookup** displays.

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Australian Government
Department of Home Affairs

Australian BORDER FORCE

My Applications New Application NPPC individual applicant

National Passenger Processing Committee Airport Lookup

National Passenger Processing Committee

Use the form below to determine if approval from the National Passenger Processing Committee (NPPC) will be required for arrival into and / or departure from an Australian airport.

* Airport
Alice Springs

* Arriving or departing?
Arriving

* Total number of travellers (including passengers and crew)
5

NPPC approval?
Not required

Outcome
You do not require an NPPC application as you are not arriving at or departing from a non-designated airport AND/OR the number of travellers aboard the aircraft is below the NPPC application threshold.

Back Clear form Proceed to application

Note: Throughout the application, mandatory fields will be indicated by a red asterisk (*), based on your selections.

4. Complete all the mandatory **Airport lookup** fields:

- Airport
- Arriving or departing?
- Total number of travellers (including passengers and crew)

Note: Upon entering the information, the NPPC approval and outcome results will be displayed:

Australian Government
Department of Home Affairs

Australian BORDER FORCE

My Applications New Application

National Passenger Processing Committee Airport Lookup

National Passenger Processing Committee

Use the form below to determine if approval from the National Passenger Processing Committee (NPPC) will be required for arrival into and / or departure from an Australian airport.

* Airport
Alice Springs

* Arriving or departing?
Arriving

* Total number of travellers (including passengers and crew)
5

NPPC approval?
Not required

Outcome
You do not require an NPPC application as you are not arriving at or departing from a non-designated airport AND/OR the number of travellers aboard the aircraft is below...

Back Clear form Proceed to application

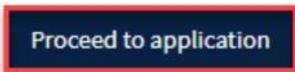
Note: You may perform multiple searches by selecting the '**Clear form**' button to remove all the information in all the fields.

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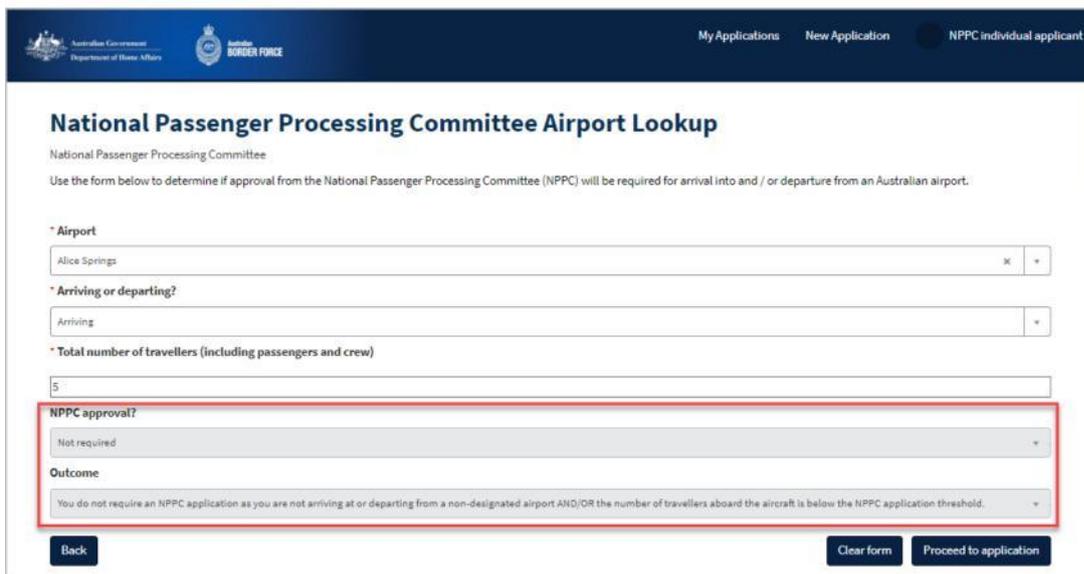
5. Depending on the search, the outcome will provide recommendations in the outcome field:
 - a. *You do not require an NPPC application as you are not arriving at or departing from a non-designated airport AND/OR the number of travellers aboard the aircraft is below the NPPC application threshold.*

OR

- b. *Based on the information entered your flight will require approval from the NPPC. Click Proceed to application to start your application.*
6. If the NPPC approval is 'Required', the outcome will recommend that you proceed with your application.
7. Select the **Proceed to application** button.

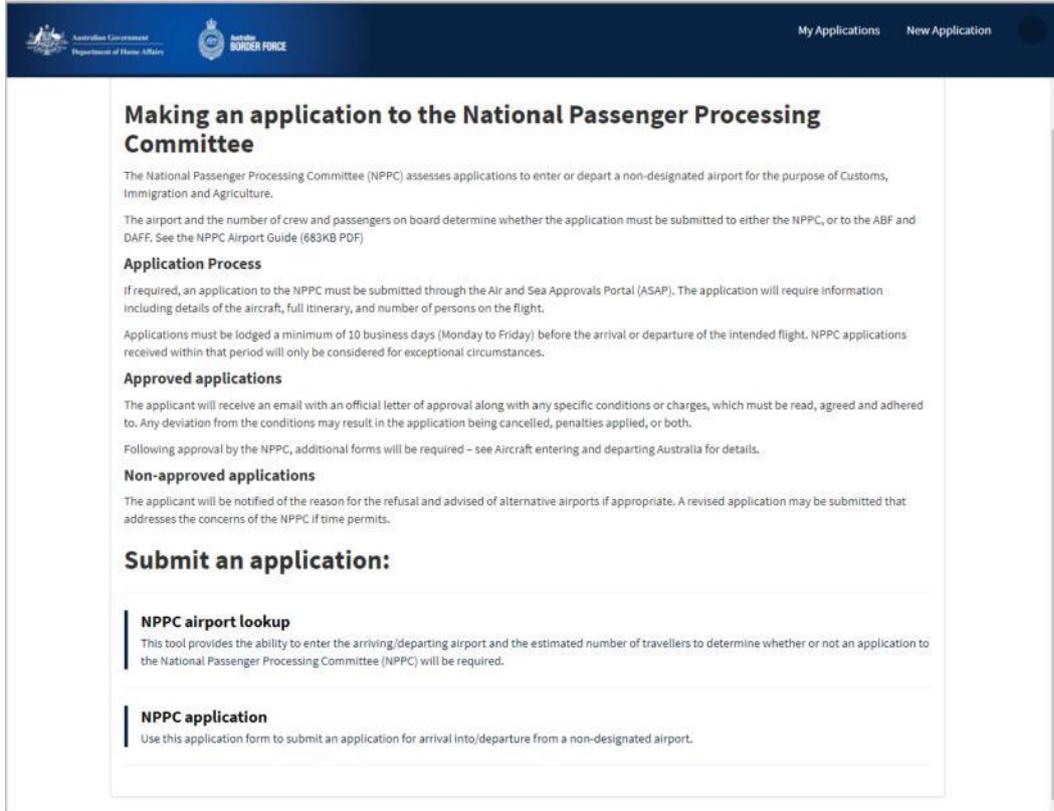


8. This will launch the application form for you to complete.

A screenshot of a web application interface. At the top, there is a dark blue header with the Australian Government and Border Force logos, and navigation links for "My Applications", "New Application", and "NPPC individual applicant". The main content area is titled "National Passenger Processing Committee Airport Lookup" and includes a sub-header "National Passenger Processing Committee". Below this, there is a brief instruction: "Use the form below to determine if approval from the National Passenger Processing Committee (NPPC) will be required for arrival into and / or departure from an Australian airport." The form contains several input fields: "Airport" (with "Alice Springs" entered), "Arriving or departing?" (with "Arriving" selected), and "Total number of travellers (including passengers and crew)" (with "5" entered). A red box highlights the "NPPC approval?" dropdown menu, which is currently set to "Not required". Below this, the "Outcome" field displays the text: "You do not require an NPPC application as you are not arriving at or departing from a non-designated airport AND/OR the number of travellers aboard the aircraft is below the NPPC application threshold." At the bottom of the form, there are three buttons: "Back", "Clear form", and "Proceed to application".

9. If the NPPC approval is 'Not required', the outcome will recommend no further action is required.
10. Select the **Back** button to return back to **The Making an application to the National Passenger Processing Committee** screen.



A screenshot of a web page titled "Making an application to the National Passenger Processing Committee". The page header includes the Australian Government Department of Home Affairs and the Australian Border Force logos, along with navigation links for "My Applications" and "New Application". The main content area contains the following sections: "Making an application to the National Passenger Processing Committee" (title), an introductory paragraph about the NPPC's role, a paragraph about the airport and passenger details, an "Application Process" section detailing submission via the ASAP portal and a 10-business-day deadline, an "Approved applications" section about receiving an official letter and adhering to conditions, a "Non-approved applications" section about notification of refusal and alternative airports, and a "Submit an application:" section. Below this are two tool links: "NPPC airport lookup" (described as a tool to determine if an application is required based on airport and passenger count) and "NPPC application" (described as a form to submit an application for arrival into/departure from a non-designated airport).

This concludes the steps to perform an airport lookup.

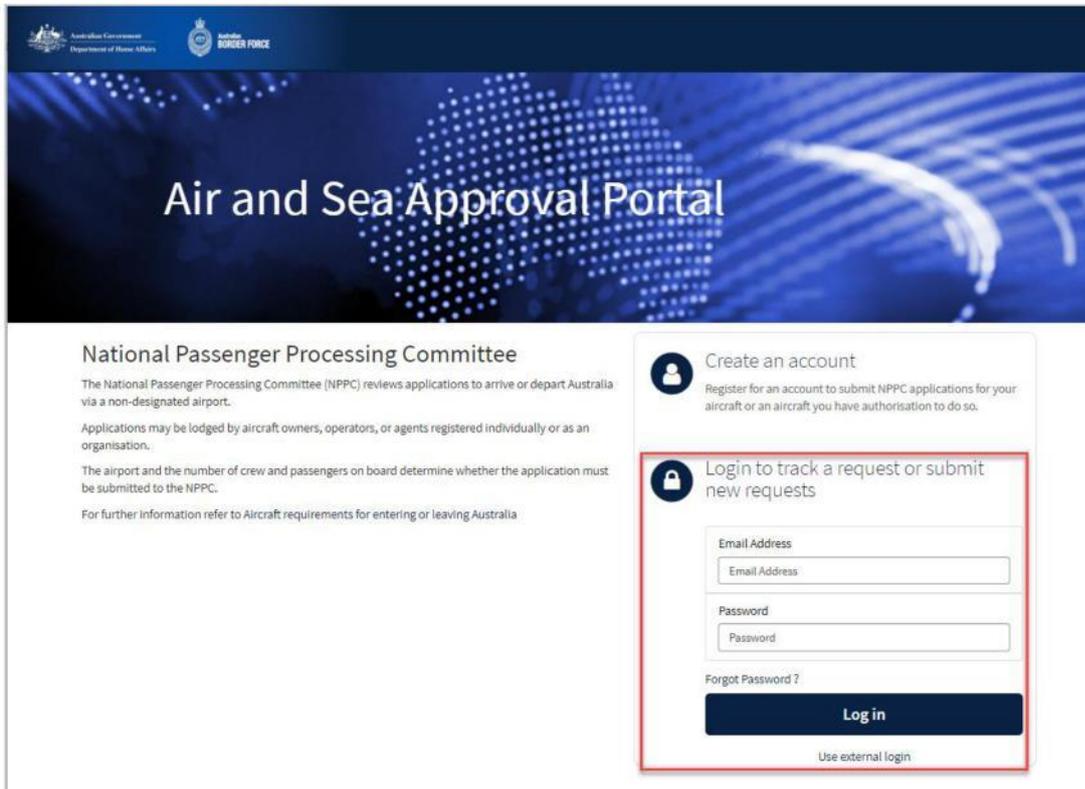
For assistance or enquiries regarding this procedure, please contact the NPPC Secretariat at: nppc@abf.gov.au.

Complete National Passenger Processing Committee Application

Procedure

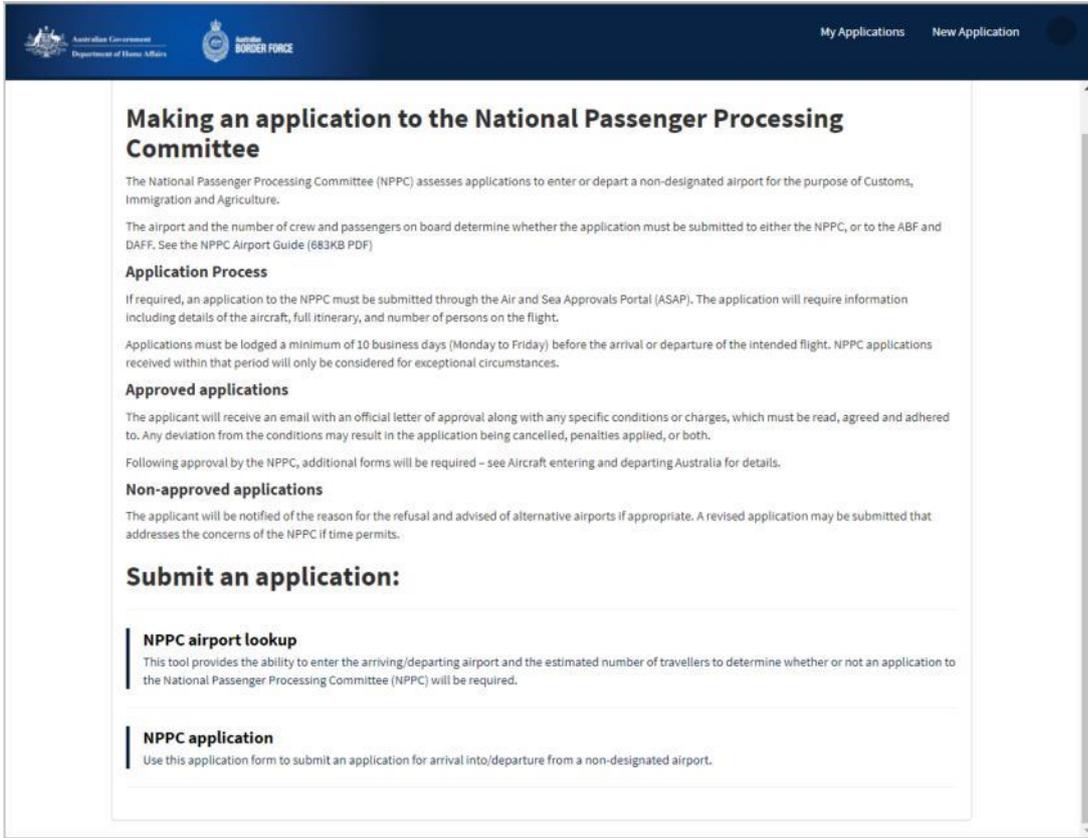
Perform the following steps to complete a NPPC Application:

1. Launch the **NPPC** portal: (<https://asap.homeaffairs.gov.au/asap>).

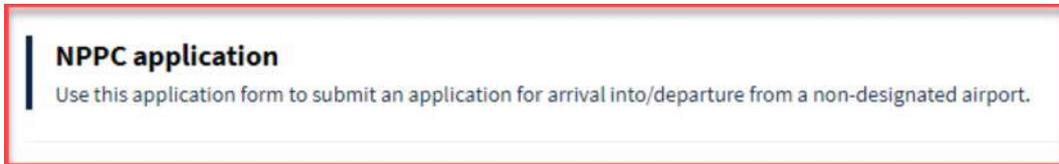


2. Log in using your registered credentials.

The **Making an application to the National Passenger Processing Committee** screen displays.



3. Select the **NPPC application** link.



The **National Passenger Processing Committee Application** displays.

The screenshot shows the 'National Passenger Processing Committee Application' form. At the top, there are logos for the Australian Government and the Australian Border Force, along with navigation links: 'My Applications', 'New Application', and 'NPPC individual applicant'. The breadcrumb trail shows 'Home > National Passenger Processing Committee Application'.

The main heading is 'National Passenger Processing Committee Application' with the subtitle 'National Passenger Processing Committee'. Below this, there is a note: 'Some flights may require additional approvals from partner agencies. Ensure that you review the information contained on the Australian Border Force webpage: Aircraft entering and departing Australia (abf.gov.au) to assist in understanding your obligations. Use the application form below to submit your application to the National Passenger Processing Committee for processing.'

The 'Applicant details' section includes:

- * Applicant: A dropdown menu with 'NPPC individual applicant' selected.
- Applicant name: 'NPPC'
- Applicant surname: 'individual applicant'
- Contact phone: 'marc@nppctest.com.au'
- Contact email: '0411222333'
- Are these details correct?: A dropdown menu with 'Yes' selected.

The 'Alternate contact details' section includes:

- Alternate contact first name: [Empty field]
- Alternate contact last name: [Empty field]
- Alternate phone: [Empty field]
- Alternate email: [Empty field]

The 'Australian contact details' section includes:

- * Australian based contact name: [Empty field]
- * Australian based contact number: [Empty field]

On the right side, there is a 'Submit' button and a 'Required information' section with a scrollable list containing:

- Australian based contact name
- Australian based contact number
- Manufacturer

Note: Throughout the application, mandatory fields will be indicated by a red asterisk (*), based on your selections. Additional fields may be displayed on drop-downs as they are answered.

4. Complete the **Applicant details** section. Check if your contact details are correct.

Note: If the details are incorrect and need updating, select 'No' and update alternative contact details.
5. **Alternate contact details** field. This should be provided in case the applicant is not contactable.
6. Complete **Australian contact details**. Enter Australian based contact name and phone number.
7. Complete the **Aircraft details** section.

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Aircraft details

Aircraft ⓘ

Select from your favourites or add new aircraft details in the form below ✕

* Manufacturer

* Aircraft type / model

* Aircraft country of registry

* Is the aircrafts registration number currently known? ⓘ

If you are not sure of which aircraft is travelling select no ✕

* Registration number

Is the aircrafts call sign currently known?

* Call sign / flight number

Save aircraft to favourites?

8. Click into the **Aircraft** field to select an aircraft that you or your organisation has previously used in an application.
9. If there are no aircraft listed, then enter the Manufacturer, Aircraft type/model, Aircraft country of registry.
10. Enter the **aircrafts registration number**. If the aircrafts registration isn't currently known, then select 'No' from the drop-down.

* Is the aircrafts registration number currently known? ⓘ

If you are not sure of which aircraft is travelling select no ✕

* Registration number

11. Enter the aircrafts **Call sign / flight number**. If unknown, select 'No' from the drop-down.

Is the aircrafts call sign currently known?

* Call sign / flight number

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12. You may save the aircraft details by selecting 'Yes' from 'Save aircraft to favourites?'.



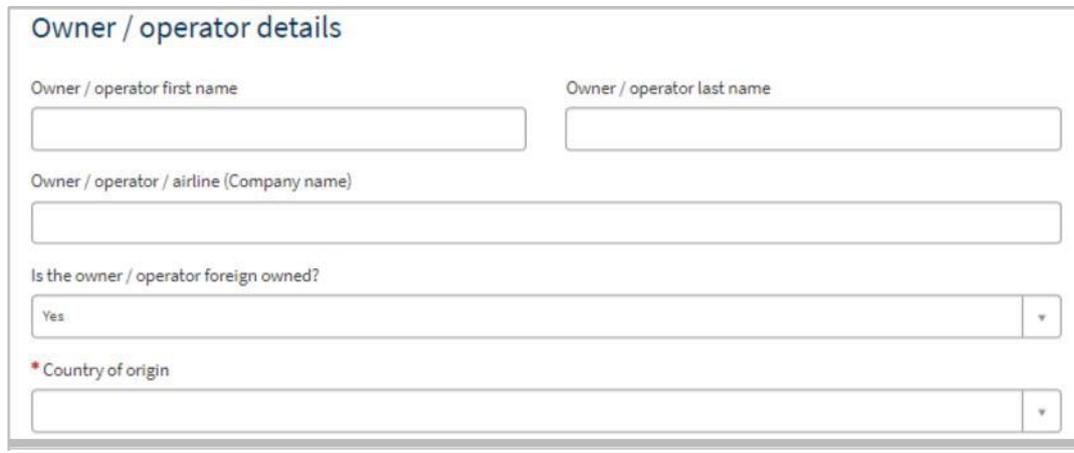
Save aircraft to favourites?

Yes

* label

13. If you want to use the aircraft details for future applications, add a **label** name to identify it as a favourite for future applications. The details of this aircraft will be available on the next application you lodge.
14. Complete the **Owner / operator details** section. Either provide the Owner / operator first and last name, or the Owner / operator / airline (Company name).
15. If the owner / operator is foreign owned, select 'Yes' and then select the Country of origin.

Note: If the Owner / operator first and last name fields *and* the company name fields are blank, you will receive an error when attempting to submit the application.



Owner / operator details

Owner / operator first name

Owner / operator last name

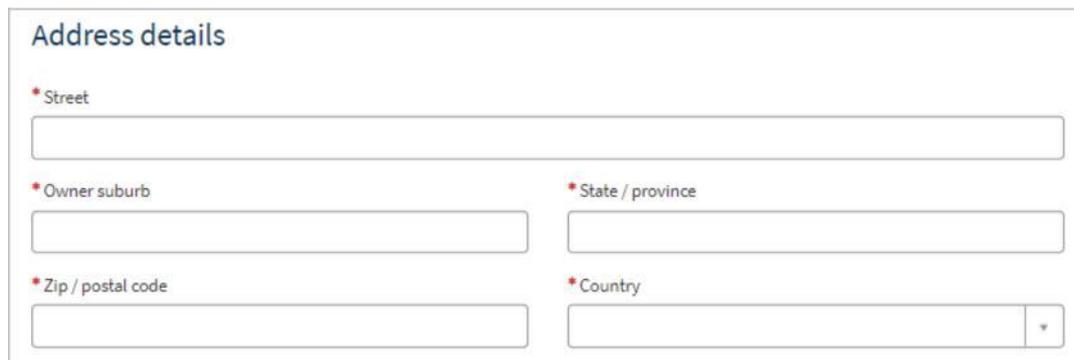
Owner / operator / airline (Company name)

Is the owner / operator foreign owned?

Yes

* Country of origin

16. Complete the **Address details** section, and ensure the address details are correct.



Address details

* Street

* Owner suburb

* State / province

* Zip / postal code

* Country

17. Complete the **Captain details** section, and provide captain details if known.

Note: If the captain details are unknown, select 'No', these details will need to be added at a later date.



Captain details

* Is the captain currently known?

Yes

* First name

* Last name

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18. Complete the **Flight details** section, including arrival and departure from Australia details.

Flight details

* Has this aircraft ever departed Australia?
Yes

* Last date of departure from Australia? ⓘ
If exact date is not known, provide approximate date. ✕
DD-MM-YYYY

19. Complete the **prior travel to Australia** questions.

20. If the aircraft is travelling outside of Australia within the 7 days prior to arrival in Australia, select 'Yes' and continue to enter the details by selecting the **Add** button.

* Will this aircraft be travelling outside of Australia within the 7 days prior to arrival in Australia?
Yes

* Prior travel

Add Remove All

Actions	Country	Date	Airport
No data to display			

21. The **Add Row** pop-up window is displayed. Enter the details of the aircraft movements by selecting the Country, Date, and Airport.

Add Row

* Country
Country

* Date
DD-MM-YYYY

Airport
Airport

Cancel Add

22. Select **Add** when completed. This will display the Country, Date and Airport details into the **Prior travel** table.

23. If necessary, repeat the steps to add more aircraft movements.

* Prior travel

Add Remove All

Actions	Country	Date	Airport
✕	Albania	01-06-2023	Rinas Mother Teresa

24. To amend or remove an entry, select the **Actions** buttons. Click the pencil icon to edit and the cross to remove the entry.

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Note: Only a maximum of 4 prior travel dates may be entered.

- 25. Complete the **After travel from Australia** section.
- 26. If the aircraft is travelling outside of Australia within the 7 days prior to departure in Australia, then select 'Yes' from the drop-down field.

- 27. Select **Add** button. Enter the details of the aircraft movements.

Note: Only a maximum of 4 travel dates may be entered.

- 28. Select **Add** when completed. This will display the Country, Date and Airport details in the **After travel** table.

- 29. Complete remaining flight details.

Note: If this application is within the ten (10) business day requirement due to extenuating circumstances, please enter additional information. These circumstances will be considered by the Committee, however, will not guarantee approval.

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* Flight type
-- None --

* Transport Security Protocol (TSP) status
-- None --

* Will you be loading or offloading cargo?
-- None --

* Is this request due to extenuating circumstances?
Yes

* Provide details ⓘ
You have indicated that your dates for travel are within the minimum lodgement timeframes. You must provide additional information to support your application. Please outline the extenuating circumstances related to this application and add any supporting evidence as an attachment. ✕

30. Complete the **Declaration** section, by selecting an applicant type and enter any additional information to support your application.

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Declaration

* Applicant type
-- None --

Applicant declaration

Is there any additional information you would like to provide to support your application?

Declaration

The undersigned applies for NPPC approval at a non-international airport. The undersigned certifies that the facts in this application and any attachments are complete and correct. Further the undersigned acknowledges that they will receive formal notification from the NPPC of approval or refusal of the application and until such notification is received permission has not been granted by the NPPC for the requested flight.

* Do you accept the above?
-- None --

* Declaration accepted by

Declaration date

The Department of Home Affairs (the Department) is required under the Customs Act 1901 to collect certain personal information regarding passengers and crews of aircraft, and cargo carried on the aircraft. This information will be used by the Department to administer the customs, immigration, excise and currency laws of Australia. If you fail to provide some or all of the personal information required in this form, the Department will be unable to process your border clearance request.

The Department will disclose your personal information to Commonwealth, State and Territory agencies who administer Australia's statistical, quarantine, health, wildlife laws, where that agency requires this information to carry out its functions and activities. Further information about the Department's personal information handling practices is accessible from the Department's website: <https://immi.homeaffairs.gov.au/form-listing/forms/1442i.pdf>

 Add attachments

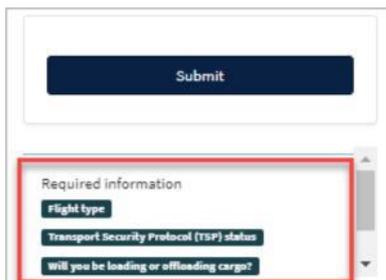
31. If you accept the details of the **Declaration**, select 'Yes' from the drop-down field.

32. Enter your name in the **Name** field.

Note: The application will not proceed if you do not accept the declaration.

33. Prior to submitting your application, check to see you have completed all the required fields.

Note: Any incomplete fields will be displayed in the required information section located under the 'Submit' button. By selecting the text it will take you to the required field to be completed.



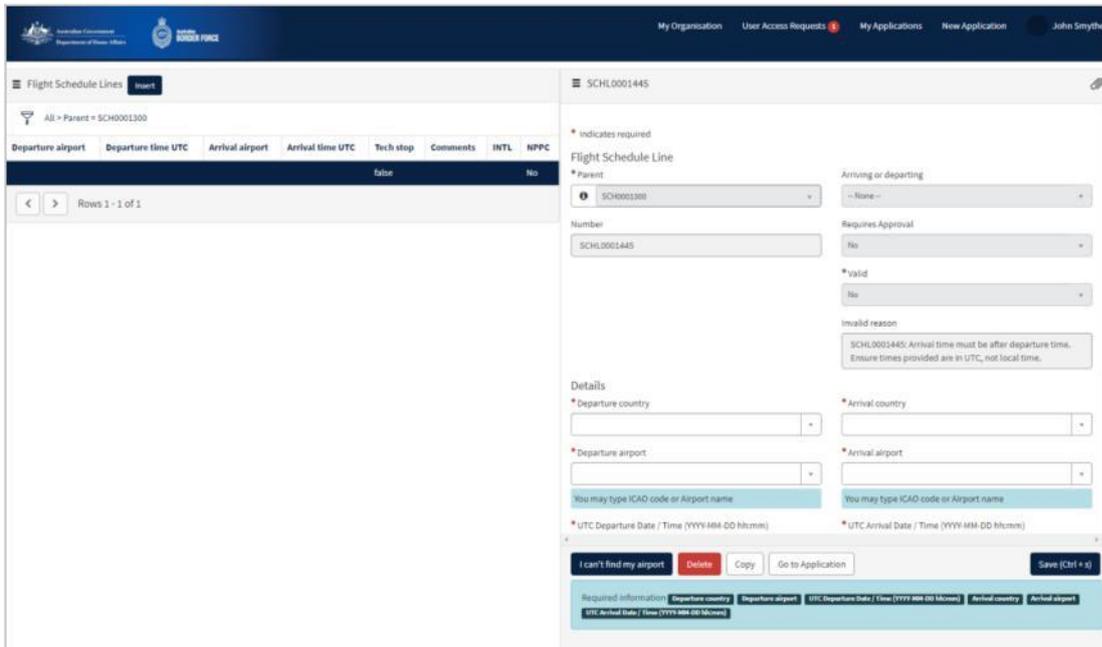
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34. Select the **Submit** button at the top right of the screen. You will be redirected to a new page to complete the Scheduled Flights associated with the application.



35. The **Flight Schedule Lines** form displays on the left of the window, with the details of the selected Flight Schedule Line on the right.

Note: There should be a Flight schedule line record already generated and selected to enter the detail of the first schedule line.

A screenshot of a web application interface for "Flight Schedule Lines". The interface is split into two main sections. On the left, there is a table with columns for "Departure airport", "Departure time UTC", "Arrival airport", "Arrival time UTC", "Tech stop", "Comments", "INTL", and "NPPC". Below the table, it shows "Rows 1 - 1 of 1". On the right, there is a form for "SCHL0001445". The form includes fields for "Parent" (SCH0001300), "Number" (SCHL0001445), "Arriving or departing" (No), "Requires Approval" (No), and "Valid" (No). There is an "Invalid reason" section with a message: "SCHL0001445: Arrival time must be after departure time. Ensure times provided are in UTC, not local time." Below this, there are "Details" sections for "Departure country", "Arrival country", "Departure airport", and "Arrival airport". Each of these has a dropdown menu and a text input field. At the bottom, there are fields for "UTC Departure Date / Time" and "UTC Arrival Date / Time". A "Save (Ctrl + S)" button is visible at the bottom right. At the bottom left, there is a button labeled "I can't find my airport" with a red border.

36. Complete **Details** section. If you're unable to find the airport, you can specify the airport by its International Civil Aviation Organisation (ICAO) code.
37. If your unable to find the airport then select **I can't find my airport** button.



This will launch a **Request a new airport** window.

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Request a new airport

If you are unable to find your airport in the system you can request a new airport record via this form.

Please verify the details of the airport as it may be known by another name. If the airport is still not found, please complete the details below for review.

After submitting your request for a new airport listing you will be able to select the requested airport in your flight schedule lines and complete your application.

Once submitted, your request for a new airport listing will be reviewed by the NPCC Secretariat and if confirmed will be approved.

NOTE: If the request cannot be validated or reconciled the application may be rejected.

* Country * Name

ICAO code

Provide additional details

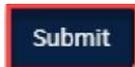
Include any supporting information that may assist in determining the outcome of this unlisted airport request.

38. Complete the new airport request fields. Include the Country, Name, ICAO code (if known), and include any supporting information to support the request.

Note(s):

- Submitting a request for an unlisted airport will result in a review of the airport details and possible rejection of any applications that use the airport you have requested.
- Once the airport has been submitted, you may complete the flight schedule form.

39. Select the **Submit** button to save the details and return to the **Flight Schedule form**.



Note: Selecting the cancel button will also return you to the Flight Schedule form.

40. Complete the **Details** section. Provide the Departure / Arrival details of the country and airport of the aircraft will be visiting, UTC Departure Date/Time, UTC Arrival Date/Time, and total of passengers and crew on the flight.

Note: The format for entering the **UTC Departure/Arrival Date/Time** is by Year (YY)-Month (MM)-Day (DD), followed by 24-hours and minutes (hh:mm).

Details

* Departure country <input type="text"/>	* Arrival country <input type="text"/>
* Departure airport <input type="text"/>	* Arrival airport <input type="text"/>
* UTC Departure Date / Time (YYYY-MM-DD hh:mm) <input type="text"/>	* UTC Arrival Date / Time (YYYY-MM-DD hh:mm) <input type="text"/>
Traveller count (PAX/Crew) <input type="text"/>	
Estimated total of passengers and crew	

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41. Complete the **Airport details** section. If required, select the **Technical stop** checkbox and add additional comments.
42. Select the **Save** button. The itinerary will be added and displayed to the **Flight Schedule Lines** section.

Save (Ctrl + s) is a technical stop

43. The Flight Schedule will now display in the **Flight Schedule Lines** window. You will need to add any other movements to or from non-designated airports.

Flight Schedule Lines Insert

All > Parent = SCH0001180

Departure airport	Departure time UTC	Arrival airport	Arrival time UTC	Tech stop	Comments	INTL	NPPC
				false			No
LATI-Albania-Rinas Mother Teresa	2023-10-01 10:30:00	FNAM-Angola-Ambriz	2023-10-02 11:30:00	true	test		No

Rows 1 - 2 of 2

44. If multiple itineraries are required, select the **Insert** button.

Flight Schedule Lines Insert

Note: A new Schedule Line will be created. The Departure airport field is prefilled from the previous schedule line entry for the arrival.

45. Complete the form in the same manner as the first schedule line record.
46. Select the **Save** button to include the details of the Flight Schedule line with the application.

Save (Ctrl + s)

47. Select the **Go to Application** button to preview the application before submitting.

Go to Application

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The application is displayed.

The screenshot shows the NPPC application form for application NPPC0001192. The form is titled "Application state" and includes the following sections:

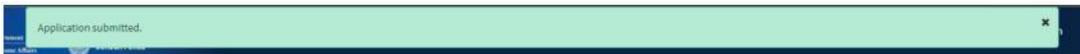
- Application state:** State (Draft)
- Invalid flight schedule:** Valid (No), Valid reason (empty)
- Applicant details:** Applicant (NPPC individual applicant)
- Contact information:** Business phone (041222333), Email (marc@nppctest.com.au), Alternate contact first name (Nicole), Alternate contact last name (Test), Alternate contact phone (024564577), Alternate contact email (empty)
- Australian contact details:** Australian contact (Joe Smith), Australian contact number (0123456)

48. Review the application and make any necessary corrections.

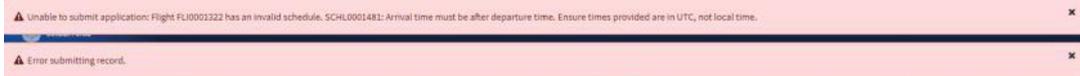
49. Select the **Submit** button.



50. A message will appear noting that the Application has been successfully submitted.



51. If any required information is missing from the application, the following message will appear.



Note: If you receive any errors during your submission, please contact the NPPC Secretariat.

52. Make note of the NPPC reference number for your records.

This concludes the steps to complete and submit an application.

Note(s):

- The request will now commence its review by the NPPC and other relevant authorities.
- If your request is approved, you will receive an approval email with a **copy of the approval letter and conditions in PDF format** attached (example shown below).

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Australian Government

National Passenger Processing Committee

Dear Marc OrgPrimaryContact3

Application outcome:

The National Passenger Processing Committee (NPPC) has approved APPR0001216.

Please find attached NPPC approval letter for your records. This letter contains the details of any approval conditions specific to your application.

As per condition (a) of the attached document, this approval will be effective upon acknowledgment of your receipt and acceptance of the conditions. Acceptance must be provided within 2 business days of approval being provided.

Please review the approval letter and record your acceptance by selecting this link:

[Click here to confirm receipt and acceptance of application approval NPPC0001338](#)

If you do not accept any of the conditions, please Access the Air and Sea Approvals Portal directly to record this decision:

[NPPC0001338](#)

Kind regards,

Secretariat on behalf of
National Passenger Processing Committee
Australian Border Force
P: +61 2 6275 6876
E: nppc@abf.gov.au

Australian Border Force • 3 Molonglo Drive Canberra ACT 2609
Telephone: 02 6264 1111 • Fax: 02 6275 6750 • www.abf.gov.au

- Observe any conditions of the approval for your acknowledgement.
- Email notifications will be sent to you as the request progresses through the reviews.

For assistance or enquiries regarding this procedure, please contact the NPPC Secretariat at:
nppc@abf.gov.au.

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Copy application

If you need to create multiple application, the copy function enables you to copy and modify an existing application record for reuse.

To copy an application to be modified, complete the following steps:

Note: The itinerary details will need to be updated and reviewed once copied.

1. Select the **Copy** button.



2. A new application record will load pre-filled with the same details from the prior application record.
3. Make any necessary changes. Click the **Save** button to set these changes.



4. Select the **Application flight schedule** button to load the screen to review the Flight Schedule Lines.



5. Update each schedule line record with new schedules for departures and arrivals to suit a future arrival and/or departure. Save each schedule line record to keep these changes.
6. Select the **Go to Application** button to return to the application record.
7. Make note of the NPPC reference number for your records.
8. Select the **Submit** button to complete the application.



This completes the steps to copy and modify an existing itinerary record for reuse.

This concludes the procedure for **completing an NPPC Application Request**.

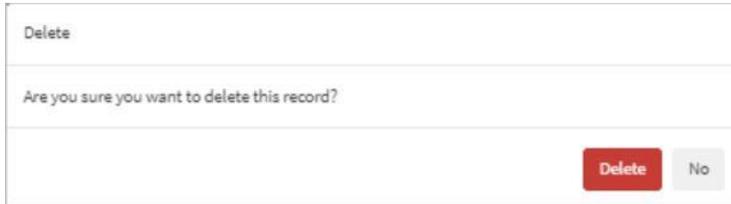
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Delete application in Draft

Prior to submission while the application is in draft, the application may be removed by completing the following steps:

1. Select the **Delete** button.

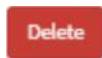
A confirmation to delete the record is displayed.



The screenshot shows a confirmation dialog box with the following elements:

- Header: Delete
- Question: Are you sure you want to delete this record?
- Buttons: Delete (red) and No (grey)

2. Select the **Delete** button to confirm your action. Selecting the 'No' button will return to the previous screen.



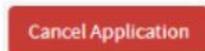
This completes the steps to delete an application record.

Cancel Application

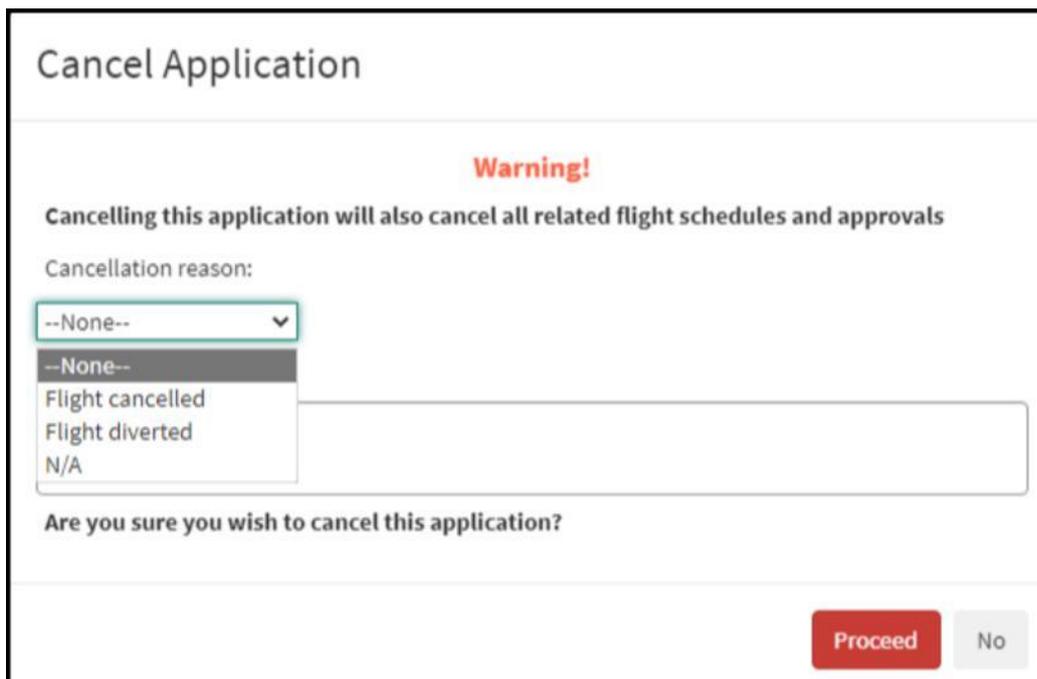
Applicants can cancel their submitted application if it's no longer required.

To delete an application, complete the following steps:

1. Access the application record via the application confirmation email notification
2. Select the application record reference link to launch the application page.
3. Navigate to the end of the application form, and select the **Cancel Application** button.



Note: A warning message appears to confirm the cancellation of the application.



The screenshot shows a warning dialog box with the following elements:

- Header: Cancel Application
- Warning: **Warning!**
- Text: Cancelling this application will also cancel all related flight schedules and approvals
- Text: Cancellation reason:
- Drop-down menu: --None-- (with a dropdown arrow)
- Dropdown options: --None-- (highlighted), Flight cancelled, Flight diverted, N/A
- Text: Are you sure you wish to cancel this application?
- Buttons: Proceed (red) and No (grey)

4. Select a cancellation reason from the drop-down and enter cancellation reasons.

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5. Select the **Proceed** button to continue.

Note: If you choose to proceed, all related flight schedules and approvals will be cancelled. If selecting 'No' this will return back to the application screen.

This completes the steps to cancel an application record.

For assistance or enquiries regarding this procedure, please contact the NPPC Secretariat at: nppc@abf.gov.au.