

**Form 1 -Application for a full or 30 day temporary identity pass**

Full or 30 day temporary ID passes will only be issued to persons who require access to relevant areas of the restricted zone for legitimate operational reasons in connection with their terms of employment. Application forms and supporting documentation should be submitted in advance, to allow verification to take place.

**Which airport is the ID pass to be issued at?**

Aberdeen  Edinburgh  Gatwick  Glasgow  Heathrow  Southampton  Stansted

**Please indicate which type of ID pass you are requesting:**

<b>30 Day Pass</b> <i>(Short Duration Contract)</i>	Days	<b>Full Pass</b> <i>(Max 60 months/5 years)</i>	Months	<b>Landside Pass</b>	Months
Supply references covering the previous twelve month's employment history including any references covering employment and gap periods.		Supply references covering the previous five year's employment history including any references covering employment or education gap period, and a Form 3. For applicants who have previously held a pass issued since 1st March 2003 supply references from the last BAA employer to date and details of CRC/CTC if previously supplied.		You are not required to complete Section 2 nor submit a Form 3	

**To knowingly give false information in connection with this application for an ID pass, by either the authorised signatory, trained interviewer, ID pass applicant or anyone providing references for the applicant, is an offence under the Aviation Security Act 1982 as amended by the Aviation and Maritime Security Act 1990.**

**This application form must be completed in full by the authorised signatory. Failure to complete any part of this application form, or to provide the required supporting documentation, will mean that the ID pass cannot be issued.**

**Proof of identity**

A valid recognised form of identification from the following list must be provided when the ID pass is issued, together with proof of National Insurance number – either a **P60, P45 or National Insurance card** must be provided. If you are unable to supply this form of identification and proof of National Insurance number we will not be able to issue the pass.

**British Nationals**

- \* A valid full passport
- \* A valid UK photographic driving licence with its counterpart document
- \* A current valid UK Police, HM Immigration or HM Customs warrant or commission

**EEA Nationals**

- \* A valid full passport
- \* A valid national identity card

**Non EEA Nationals**

- \* A valid full passport along with an original Home Office document confirming the named individual's (ID pass applicant's) right to work and live in the UK

**Section 1: Applicant's information - please complete**

<b>Company prefix:</b>		<b>ID number:</b>								
<b>Surname:</b>	<b>Forenames:</b>									
<b>Other names:</b>	<b>Date of birth:</b>									
<b>Place of birth:</b>	<b>Sex:</b>									
<b>Home address:</b>	<b>Nationality:</b>									
	<b>National Insurance number:</b>									
	<b>Proof of identity checked:</b>									
<b>Post code:</b>	<b>Identity serial number:</b>									
<b>List all other names or alias you are known by</b>	<b>Date of fire training:(If applicable)</b>									
	<b>Company name if working on contract (i.e. agency name)</b>									
<b>Telephone number:</b>										
<b>Job title:</b>	<b>Is the applicant paid overseas? (please circle)      Yes    No</b>									
<b>Department:</b>	<b>Previous surname:</b>									

**Section 2: Reference details - Please complete unless asked NOT to do so by the ID Centre.**

- 1 References submitted for a full ID pass MUST cover the previous five (5) years' employment history without gaps.
- 2 References submitted for a 30 day temporary pass MUST cover a full twelve (12) months' employment history without gaps.
- Please continue on a reference details continuation sheet if needed.*

**Please list ALL references in chronological order (*most recent reference first*)**

<b>Date employment began with sponsoring company:</b>		<i>Day:</i>	<i>Month:</i>	<i>Year:</i>
<b>Name of referee 1:</b>		Period reference covers: (dd/mm/yy)		
<b>Occupation:</b>		<b>Date from:</b>	<b>Date to:</b>	<b>For office use only</b>
<b>Company name:</b>				
<b>Address:</b>				
<b>email address:</b>		<b>Fax no:</b>		
<b>Office telephone number:</b>		<b>Mobile:</b>		
<b>Date of reference:</b>		<b>Date received:</b>		
<b>Name of referee 2:</b>		Period reference covers: (dd/mm/yy)		
<b>Occupation:</b>		<b>Date from:</b>	<b>Date to:</b>	<b>For office use only</b>
<b>Company name:</b>				
<b>Address:</b>				
<b>email address:</b>		<b>Fax no:</b>		
<b>Office telephone number:</b>		<b>Mobile:</b>		
<b>Date of reference:</b>		<b>Date received:</b>		
<b>Name of referee 3:</b>		Period reference covers: (dd/mm/yy)		
<b>Occupation:</b>		<b>Date from:</b>	<b>Date to:</b>	<b>For office use only</b>
<b>Company name:</b>				
<b>Address:</b>				
<b>email address:</b>		<b>Fax no:</b>		
<b>Office telephone number:</b>		<b>Mobile:</b>		
<b>Date of reference:</b>		<b>Date received:</b>		

**Areas selected are for the issuing airport only (home airport)**

Card format: <i>(If known)</i>		Ops status required:	Yes	No		
CV level: <i>(If known)</i>		PIN number required:	Yes	No		
Staff car parking required:	Yes	Car park requested:				
LGW or STN Only	No	For office use: <i>(Staff car park allocated)</i>				

**General access :- All airports**

Please tick card format required		For green and blue passes please tick which zones are required			
Card format	Zones	Card format	Zones		
Landside - Yellow	None <input type="checkbox"/>	Internal Airside Green	1 Lounges and piers		<input type="checkbox"/>
Controlled/Leased Areas - Grey	None <input type="checkbox"/>		2 Baggage reclaim halls		<input type="checkbox"/>
Diplomats - Purple	1-2-4-5 <input type="checkbox"/>		3 Baggage make up		<input type="checkbox"/>
Landside cargo - Orange	None <input type="checkbox"/>	Internal & external airside Blue	1 Lounges and piers		<input type="checkbox"/>
Flying staff / Aircrew - Blue hatched	1-2-4-5 <input type="checkbox"/>		2 Baggage reclaim halls		<input type="checkbox"/>
All areas - Red (Restricted Issue)	6-7 <input type="checkbox"/>		3 Baggage make up		<input type="checkbox"/>
Control Tower	<input type="checkbox"/>		4 Ramp/Apron		<input type="checkbox"/>
Customs Hall only (MIB)	<input type="checkbox"/>		5 Aircraft & footprints		<input type="checkbox"/>
Fire Station	<input type="checkbox"/>		6 All other external areas		<input type="checkbox"/>
Fuel Farm Depot	<input type="checkbox"/>		of RZ i.e. Runways		<input type="checkbox"/>

**Airport specific access**

<u>Heathrow</u>	<u>Stansted</u>	<u>Gatwick</u>
Terminal 1 <input type="checkbox"/>	BAC North Side <input type="checkbox"/>	North Terminal <input type="checkbox"/>
Terminal 2 <input type="checkbox"/>	AVITAT Terminal <input type="checkbox"/>	South Terminal <input type="checkbox"/>
Terminal 3 <input type="checkbox"/>	Satellite I Departures <input type="checkbox"/>	<u>Scotland &amp;</u>
Terminal 4 <input type="checkbox"/>	Arrivals <input type="checkbox"/>	<u>Southampton</u>
Terminal 5 <input type="checkbox"/>	Satellite II Departures <input type="checkbox"/>	CHC Scotia <input type="checkbox"/>
D'Albiac House (Out of hours) <input type="checkbox"/>	Arrivals <input type="checkbox"/>	Broomfield <input type="checkbox"/>
CP 14 (GAT Terminal) <input type="checkbox"/>	Satellite III Departures <input type="checkbox"/>	Bristow's Leased Area <input type="checkbox"/>
Heathrow Points (East, West, North) <input type="checkbox"/>	Arrivals <input type="checkbox"/>	Commuter Walkway <input type="checkbox"/>
	Post Room <input type="checkbox"/>	
	<b><u>Access required to other BAA airports for company business</u></b>	
	Aberdeen <input type="checkbox"/>	Heathrow <input type="checkbox"/>
	Edinburgh <input type="checkbox"/>	Southampton <input type="checkbox"/>
	Gatwick <input type="checkbox"/>	Stansted <input type="checkbox"/>
	Glasgow <input type="checkbox"/>	
<b><u>Other areas not listed -please specify</u></b>		
<hr/>		
<b>Required to carry "tools of the trade"?</b>		
Yes <input type="checkbox"/>		
No <input type="checkbox"/>		
<b>Purchase order number (If known)</b> <hr/>		

**Section 4 - Authorised signatory's declaration** *(To be signed by the authorised signatory after the application form has been fully completed).*

As the authorised signatory, I confirm that the recruitment and interview procedures adopted when employing the person named on this application form comply with the current SDAM and the guidelines issued by BAA Ltd, and that satisfactory references have been received and submitted to the ID Centre. In the light of these references and the subsequent verification procedures I have followed, I confirm that the individual named is a suitable person to be issued with an ID pass to work unescorted in the restricted zones, controlled areas and/or landside areas of a BAA airport. I also confirm that, to the best of my knowledge, there is nothing known about the person named in this form which suggests a lack of integrity or otherwise reflects adversely upon their suitability to hold an airport pass allowing access to sensitive areas of BAA airports. I understand that all supporting documentation such as original references, and records regarding the issue of an ID pass, must be retained and are subject to BAA Security or Department for Transport audit.

I understand that BAA Ltd has the right to refuse the issue of an ID pass where the submitted documentation does not meet the required criteria. I request that access be given as indicated, and I confirm that the applicant is required to access these areas in order that he/she can carry out duties on behalf of the company or organization authorising the ID pass.

I agree that when the ID pass is no longer required for the given purpose I shall arrange for its return to the ID Centre within 60 days of the pass no longer being required, and that failure to do so may result in a further administration charge being made. By authorising the issue of this ID pass I agree that the company I am representing will pay the published charges associated with the issue of ID passes and staff car parking. I am aware of the health and safety and fire training requirements for persons employed within the airport environment, and will ensure that appropriate fire training is provided within one (1) month of ID pass issue, and annually thereafter. The applicant; has completed a recognised GSAT course within the last five years / has received or will receive training in accordance with Direction 12 (a-b or d-g) / is employed by an approved authority / has received a copy of the leaflet "Security is everyone's responsibility" in the last 5 years (Controlled Area/Landside pass only) *(Delete as appropriate).*

<b>Company name:</b>			
<b>Company address:</b>			
<b>Authorised signatory name:</b>			
<b>Job title:</b>			
<b>Contact telephone number:</b>		<b>Fax number:</b>	
<b>Authorised signature:</b>		<b>Date:</b>	

**Section 5 – Applicant's declaration**

**Please sign this declaration in the presence of the ID Centre staff.**

**Data Protection Act 1998 - BAA Ltd is registered under the Data Protection Act 1998**

The information provided on this application form is required by BAA Ltd to meet the requirements of the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990, and government directions. Checks will be made by the applicant's employer and BAA Ltd to verify the information provided. This will involve seeking additional information from third parties such as previous employers. The information provided along with a copy of your identity document will be stored on a database and will be safeguarded against unauthorised access.

Personal data may be disclosed to Police and other control authorities in the interest of national security and for the prevention and detection of crime. Information on ID pass use may be made available to the applicant's employer. Information provided may be analysed and used for research purposes, which may include, for example, surface transport opportunities, and you may be contacted at your home address for this purpose.

**Please sign this application form below in the presence of the ID Centre staff in order to confirm the following:**

1. I confirm that the information contained on this application form is complete and accurate.
2. I agree to abide by the terms and conditions of the issue of an ID pass and have been made fully aware of my responsibilities as an ID pass-holder. I understand that failure to comply with airport by-laws, BAA Directors' instructions, notices and security notices may result in disciplinary action or withdrawal of my ID pass.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

For Office Use Only	If the holder has held an ID pass before, record the prefix and number here:	
<b>Hotstamp no:</b> <i>(30 day pass)</i>		<b>Type of ID presented:</b>
<b>Card format:</b> <i>(30 day pass)</i>		<b>Serial no. of ID:</b>
<b>Access level:</b> <i>(30 day pass)</i>		<b>Issue date:</b>
<b>Finance code:</b> <i>(30 day pass)</i>		<b>Expiry date:</b>
<b>Staff signature:</b>		
<b>Hotstamp no:</b> <i>(full pass)</i>		<b>Full pass issue date:</b>
<b>Card format:</b> <i>(full pass)</i>		<b>Full pass expiry date:</b>
<b>Access level:</b> <i>(full pass)</i>		<b>Staff signature:</b>
<b>Finance code:</b> <i>(full pass)</i>		

ID prefix and no. \_\_\_\_\_ Authorisation \_\_\_\_\_