

Form 4 - Change of ID pass details

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

Please indicate which airport the ID pass was originally issued at:

Aberdeen Edinburgh Gatwick Glasgow Heathrow Southampton Stansted

Please indicate change to the ID pass or other details required.

5 year re-issue Revalidation Change of signature Change of photo
 Change of logo Change of access requirements Change of details Length of validity

For 5 year re-issues please complete all boxes below. Applicants for a 5 year re-issue must produce a recognised valid form of identity when attending the ID Centre. For all other changes complete only the sections relevant to the change.

Section 1: Applicant's information - <i>please complete</i>											
Company prefix:				ID number:							
Current surname:				Forenames:							
New surname:				Other names:							
New home address:				New telephone number:							
				Post code:							
New job title:				New department:							

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 in order to meet the requirements of the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990, and government directions. The information provided 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, travel to work opportunities, and you may be contacted at your home address for this purpose.

Applicant: - Please sign this application form below in order to confirm the following:

- I confirm that the information contained on this application form is complete and accurate.
- 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.
- For the purpose of a 5 year re-issue with access into the restricted zone, I give consent for the authorised signatory to retain my CRC disclosure certificate for presentation to the ID Centre.
- I declare that I have no disqualifying criminal convictions other than any that are treated as spent, under the Rehabilitation of Offenders Act 1974, and those declared to my employer.

Signed: _____

Dated: _____

Access requirements - <i>please complete in full, indicate requirement with a tick or cross</i>			
<u>Areas to be selected are for issuing airport only - (home airport)</u>			
Card format: <i>(if known)</i>		Ops status required: <i>(for lobby door operation)</i>	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>	

Access requirements - please complete in full, indicate requirements with a tick or a cross

Areas to be selected are for the issuing airport only (home airport)

General access :- All airports

For green and blue passes. Please tick which zones are required

Card format - please tick format required

Card format	Zones	
Landside - Yellow	None	<input type="checkbox"/>
Controlled/Leased Areas - Grey	None	<input type="checkbox"/>
Diplomats - Purple	1-2-4-5	<input type="checkbox"/>
Landside cargo - Orange	None	<input type="checkbox"/>
Flying Staff / Aircrew - Blue hatched	1-2-4-5	<input type="checkbox"/>
All areas - Red (Restricted issue)	6-7	<input type="checkbox"/>
Control Tower		<input type="checkbox"/>
Customs Hall only (MIB)		<input type="checkbox"/>
Fire Station		<input type="checkbox"/>
Fuel Farm Depot		<input type="checkbox"/>

Card Format

Card Format	Zones	
Internal Airside Green	1 Lounges and piers	<input type="checkbox"/>
	2 Baggage reclaim halls	<input type="checkbox"/>
	3 Baggage make up	<input type="checkbox"/>
Internal & external airside Blue	1 Lounges and piers	<input type="checkbox"/>
	2 Baggage reclaim halls	<input type="checkbox"/>
	3 Baggage make up	<input type="checkbox"/>
	4 Ramp/Apron	<input type="checkbox"/>
	5 Aircraft & footprints	<input type="checkbox"/>
	6 All other external areas 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 &</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"/>
<u>Other areas not listed- please specify</u>	Post Room <input type="checkbox"/>	
	<u>Access required to other BAA airports for company business</u>	
	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"/>	
Required to carry "tools of the trade"	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	No <input type="checkbox"/>	
Purchase Order Number (If known) _____		

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

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 understand that all supporting documentation 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 have 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. **5 year pass renewals only:** 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)**.

Print name: _____

Job title : _____

Company name: _____

Telephone no: _____

Authorised signature: _____

Date: _____

For Office Use Only			
Hotstamp no:		Type of ID presented:	
Card format:		Serial no. of ID:	
Access level:		Pass issue date:	
Finance code:		Pass expiry date:	
Date of disclosure:		Date disclosure received:	
Date disclosure valid until:		Disclosure number:	
Disclosure pass or fail	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	Staff signature:	