

Form 3 - Security interview and criminal records check confirmation

This form must be submitted with Form 1 when applying for a full pass.

Which airport is the ID pass to be issued at?

Aberdeen Edinburgh Gatwick Glasgow Heathrow Southampton Stansted

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 pass applicant, is an offence under the Aviation Security Act 1982 as amended by the Aviation and Maritime Security Act 1990.

The Department for Transport (DfT) require that, all full identity pass-holders with access to the restricted zones of an airport must undergo a Criminal Record Check at the basic disclosure level.

It is the responsibility of the authorised signatory to ensure that the disclosure certificate does not contain any of the disqualifying offences as detailed in the current airport security notices. Where disqualifying offences are identified, the application must not be sent on to the ID Centre. If you do not provide the original disclosure certificate for the ID Centre to check (or if BAA Ltd are unable to confirm and verify the CRC), the ID pass application will be rejected.

For new ID pass applications - If the applicant keeps the disclosure certificate, the authorised signatory should make arrangements for the original document to be presented to the ID Centre before the ID pass is issued.

Proof of CRC/CTC or higher level of security clearance must be provided to the ID Centre by the authorised signatory if applicable.

To be completed by the authorised signatory or trained interviewer at the time of the security interview.

Section 1: Applicant's information - <i>please complete</i>										
Company prefix:				ID number:						
Surname:				Forenames:						
Other names:				Date of birth:						
Nationality:				National Insurance no:						
Proof of identity checked:				Identity serial number:						

Company name:			
Authorised signatory or trained interviewer name:			
Authorised signatory or trained interviewer job title:			
Contact telephone number:		Date of security interview:	
Authorised signature:			

Interview

A person who has been specifically trained for the task shall interview the candidate. The interviewer shall be required to:

- Check that the candidate understands the full implications of the questions in section 2 of this form;
- work through the employment record with the candidate, seeking to obtain any further information that may be relevant (for example reasons for leaving previous employers) and ensuring that no periods are unaccounted for;
- verify the National Insurance number, and;
- inspect proof of identity (and when applicable) documents that confirm the right to reside and work in the UK; you **must** photocopy and retain the copies of these documents;

To be completed by the applicant at the time of the security interview.

I have read and understand the requirements above and give consent for the ID Centre to see my disclosure certificate for the purpose of my application for, renewal, or reissue of a full identity pass.

Section 2:		
1	Have you ever been issued with an ID pass that allows access into the restricted zone of a BAA airport since March 2003? If yes please give the name of the issuing airport.	Yes No <i>Airport</i>
2	Have you submitted a CRC disclosure or details of higher clearance for verification at a BAA airport? If yes please state which airport.	Yes No <i>Airport</i>
3	For the purpose of the renewal or reissue of a full identity pass with access into the restricted zone of an airport, do you give consent for the authorised signatory, to retain your CRC disclosure certificate, for presentation to the ID Centre?	Yes No <i>(Please circle)</i>
3a	Do you hold a valid CTC or higher level of security clearance?	Yes No <i>(Please circle)</i>
3b	If yes, please note the date that CTC was issued.	<i>Issue</i>
3c	Date of CTC expiry	<i>Expiry</i>
4	Proof of CTC or higher level of security clearance must be provided to the ID Centre by the authorised signatory.	
5	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.	Yes No <i>(Please circle)</i>
6	I understand that any misrepresentation of the facts is a ground for refusal of issue, or the withdrawal of an ID pass, and may result in criminal charges being brought.	Yes No <i>(Please circle)</i>
7	I agree that my employer and BAA ID Centre staff, may approach my former employers, education establishments, government agencies and personal referees to verify the information provided.	Yes No <i>(Please circle)</i>
8	I have provided proof of my National Insurance number to my employer, and agree that I will present this same document to the ID Centre when my ID pass is issued to me. <i>(Please indicate which document was presented).</i>	National Insurance card P60 or P45 <i>(Please circle)</i>
9	I have also provided acceptable proof of identity, and agree that I will present the same document to the ID Centre when my ID pass is issued to me.	Identity shown
10	I confirm that I have the right to reside and work in the United Kingdom	Yes No <i>(Please circle)</i>

Applicant's Details

Holder's name: <i>(please print)</i>		Holder's signature:		Date:	
For office use only					
Date of disclosure issue:		Date disclosure valid until:			
Disclosure number :		Date ID Centre received disclosure:			
Disclosure passed: <i>(Please Tick or Cross)</i>		Disclosure failed: <i>(Please Tick or Cross)</i>			
Date checked By ID Centre staff:		Checked by: <i>(ID Centre staff signature)</i>			