

#### 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 & 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>			