



Form Ref: IDU3/2019

ID No. \_\_\_\_\_

## Application form for a Permanent Pass

**Applicant's Personal Details**

Surname:	Forename:
Previous surname (if applicable):	Middle name(s):
Title: Mr / Mrs / Miss / Ms / other:	Company Name
Place of Birth:	Date of Birth:
National Insurance No.:	
Address:	Job Title:

**Vehicle Details:**

Reg. No. \_\_\_\_\_ Make \_\_\_\_\_ Colour \_\_\_\_\_

Reg. No. \_\_\_\_\_ Make \_\_\_\_\_ Colour \_\_\_\_\_

Access level required: Pass Office ONLY			
All Areas	<input type="checkbox"/>	Critical Part Internal only	<input type="checkbox"/>
Critical Part Internal and External	<input type="checkbox"/>	Landside	<input type="checkbox"/>

Authorised By (Pass Office Staff Print Name)	Signed	Date

Validity Period			
3 years (36 months)	<input type="checkbox"/>	1 Year (12 months)	<input type="checkbox"/>

For Contractor Passes, please confirm duration of contract			
Full Year	<input type="checkbox"/>	Other period (please state)	<input type="checkbox"/>

Authorised By (Pass Office Staff Print Name)	Signed	Date

Security Clearance/Training			
GSAT Training Expiry Date.....	<input type="checkbox"/>	Overseas - Security Clearance – CRC Issue No..... Expiry date.....	<input type="checkbox"/>
CRC Issue No ..... Issue date .....	<input type="checkbox"/>	Fire Safety Awareness Training (where applicable)	<input type="checkbox"/>

Authorised By (Pass Office Staff Print Name)	Signed	Date

Employment Reference Information	
<b>Full ID Pass - Airside</b>	References must cover previous 5 years
<b>Full ID Pass – Landside</b>	References must cover previous 2 years
<b>Dates</b>	References must be listed in chronological order ( <b>most recent first</b> )
<b>Type of References</b>	Employment – Gap – Personal – Education – Benefit / Inland revenue etc

**To be completed prior to the application being submitted to the ID Unit**

Full and continuous employment and educational details covering the last 5 years. Please give company name, address of employers/educational establishments with specific start and finish dates. If there are any gaps over 28 days, these must be accounted for by completing the IDU13 form and providing references to cover these periods.

Type of Reference	Date from: <b>DD/MM/YY</b>	Date to: <b>DD/MM/YY</b>
Name of Referee:		
Job Title:		
Company Name:		
Address:		
Phone:		
Email:		

**FOR PASS OFFICE USE ONLY**

<b>Information Checked By</b>	
<b>Date</b>	
<b>Evidence Provided Y/N</b>	
<b>Reference Validated By (Email/letter etc)</b>	
<b>Additional Comments/Observations</b>	

Type of Reference	Date from: <b>DD/MM/YY</b>	Date to: <b>DD/MM/YY</b>
Name of Referee:		
Job Title:		
Company Name:		
Address:		
Phone:		
Email:		

**FOR PASS OFFICE USE ONLY**

<b>Information Checked By</b>	
<b>Date</b>	
<b>Evidence Provided Y/N</b>	
<b>Reference Validated By (Email/letter etc)</b>	
<b>Additional Comments/Observations</b>	

Type of Reference	Date from: <b>DD/MM/YY</b>	Date to: <b>DD/MM/YY</b>
Name of Referee:		
Job Title:		
Company Name:		
Address:		
Phone:		
Email:		

**FOR PASS OFFICE USE ONLY**

<b>Information Checked By</b>	
<b>Date</b>	
<b>Evidence Provided Y/N</b>	
<b>Reference Validated By (Email/letter etc)</b>	
<b>Additional Comments/Observations</b>	

Type of Reference	Date from: <b>DD/MM/YY</b>	Date to: <b>DD/MM/YY</b>
Name of Referee:		
Job Title:		
Company Name:		
Address:		
Phone:		
Email:		

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**FOR PASS OFFICE USE ONLY**

<b>Information Checked By</b>	
<b>Date</b>	
<b>Evidence Provided Y/N</b>	
<b>Reference Validated By (Email/letter etc)</b>	
<b>Additional Comments/Observations</b>	

## Authorised Signatory Declaration

I, as the Authorised Signatory, confirm that the **recruitment and interview procedures** adopted when employing the applicant named on this application form, complies with the requirements of the current EU & UK Aviation Regulation (SCD (A)) Chapter 11.1 & 2. I also confirm that **satisfactory references have been received and have been submitted** to the Airport ID Unit. Any gaps over 28 days have been accounted for and a suitable reference provided.

I can confirm I have seen **proof of ID, National Insurance Number and applicant's home address**.

In light of these references and the subsequent verification procedure I have followed, I confirm that the applicant named is a suitable person to be issued with a permanent BIA security pass.

I understand that all supporting documentation, such as original references, and records regarding this application, must be retained and are subject to Belfast International Airport and Civil Aviation Authority audits.

I agree that when the BIA security pass is no longer required, I shall notify the Airport ID Unit immediately and arrange for the return of the pass.

As Authorised Signatory, I will ensure all new full pass holders are aware there may be times when they are required to escort Visitors and Temporary Employment pass holders as part of their duties. As such, I will ensure this full pass holder is fully aware of their escorting responsibilities.

<b>Name of Authorised Signature:</b>
<b>Company Name:</b>
<b>Job title:</b>
<b>Date:</b>
<b>Authorised Signatory's signature:</b>

**Applicant's Declaration**

**Please do not sign this form until instructed to do so by ID Unit staff.**

The information provided on this application form is required by Belfast International Airport in order to meet the requirements of the Aviation Security Act 1982, as amended by the Aviation and Maritime Act 1990, and government directions.

Do you currently have any pending criminal prosecutions? YES  NO

If yes, can you give details of the offence you may be prosecuted for?

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**Please read the following and then sign and date the application form:**

- I confirm that the information supplied is complete and accurate.
- I agree to abide by the terms and conditions of being a BIA security pass holder, and have been made fully aware of my responsibilities.
- I understand that failure to comply with airport bylaws, Belfast International Airport instructions and security notices, may result in disciplinary action and/or the withdrawal of my security pass.
- I declare that if during the time I hold the BIA security pass I am convicted of any crimes, I notify both my company and the ID Unit as a matter of priority.
- I declare that if my Airport pass is lost or stolen, I will immediately contact the Security & Passes Office during normal working hours to advise them of this, or the Airport Police if the ID Unit is closed.
- **I confirm receipt of my BIA security pass and a copy of the Pass Holders Handbook** which explains the rules and regulations relating to the use of my pass and airport security zones. I understand that I am required to read this document and keep it safe, and that should I have any questions relating to the contents **I should contact the ID Unit staff immediately.**
- As a full pass holder I understand that at times I may be required to be an escort for a Visitor or Temporary Employment pass holder, and that acting as an escort I must adhere to my escort responsibilities, which include:
  - I, as the Escort, declare that the applicant named on the Visitor Pass application form, has a legitimate operational need, and I understand that access will only be given to relevant areas.
  - I confirm the applicant will be escorted by a nominated Full Pass holder at all times whilst in the Security Restricted Area (SRA)/Critical Part (CP) and that the escort will be held accountable for escorting the visitor(s).
  - Should the escort change during the Visitor's time in the CP (i.e. shift changes, absence etc), I, as the original escort will ensure that the new escort is aware of their responsibilities by signing, dating and recording the time and pass ID number on the back of the Visitor pass when they take over escorting duties.
  - I confirm that the escorted person/s are in direct line of sight at all times when in the SRA/CP.
  - I understand that it is the escort's responsibility to return the pass, and failure to do so will result in a fine of £20 charged to the escort. Passes can be returned to Security & Passes office, or returned to Post Box affixed to wall outside the office.
  - I will adhere to escorting ratios, which for Visitor Passes is 1:6 and for Temporary Employment pass holders is 1:3.
  - I understand that ID's are not transferrable and are specific to the individual
  - If I have concerns of the escorted person's actions or behavior, I will report it immediately to the nearest relevant authority e.g. Security Personnel or Airport Police
  - I accept Belfast International Airport reserves the right to refuse any application or withdraw any Security Pass once issued.

**Applicant Signature:**

**Date:**



For office use only	
<b>Pass Issued by:</b>	
ID Validated:	
Form Completed:	
Evidence Checked:	
<b>Proof of identity checked &amp; attached:</b>	
<b>Identity serial number:</b>	
<b>Date:</b>	

***FOR AUDIT USE ONLY WHERE APPLICABLE***

<b>Form Audited By</b>	
<b>Date</b>	
<b>Signed</b>	