

Form 8 - Application for a 1 to 5 Day Temporary Identity Pass



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 result in the issue of the ID pass being refused.

To knowingly give false information in connection with this application for an ID pass, by either the Authorised Signatory or ID pass applicant, is an offence under the Aviation Security Act 1982 as amended by the Aviation and Maritime Security Act 1990.

Proof of Identity

A valid, recognised form of identification from the following list must be provided at the time of the pass issue. Failure to supply a recognised form of identification will result in the issue of this pass being refused.

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 card.

EEA Nationals

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

Non EEA Nationals

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

| Reason for Issue (tick as appropriate) | | | |
|---|--------------------------|---------------------------|--------------------------|
| Contractor carrying out short term essential work | <input type="checkbox"/> | Emergency maintenance | <input type="checkbox"/> |
| Drivers making impromptu collections and deliveries | <input type="checkbox"/> | Short-term pharmacy cover | <input type="checkbox"/> |
| Work experience, familiarisation, training and interviews | <input type="checkbox"/> | Controlled Area visit | <input type="checkbox"/> |
| Other (please state reason and job title or duties) | | | |
| Permitted to carry "tools of the trade" for their duties | | Yes | No |

| Escorting Ratio: | | | |
|------------------------------|--------------------------|------------------------------|--------------------------|
| 1:3 (working at the Airport) | <input type="checkbox"/> | 1:6 (visiting the Airport) | <input type="checkbox"/> |
| | | 1:20 (controlled area visit) | <input type="checkbox"/> |

| Section 1: Applicant's Information (must be completed in full) | | | | | | | |
|---|----------------------|----------------------|----------------------|-------------------------|----------------------|----------------------|----------------------|
| Company prefix: | <input type="text"/> | <input type="text"/> | <input type="text"/> | ID number: | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Surname: | <input type="text"/> | | | Forenames: | <input type="text"/> | | |
| Other names: | <input type="text"/> | | | Date of birth: | DD/MM/YY | | |
| Company name: | <input type="text"/> | | | Job title: | <input type="text"/> | | |
| Type of identity checked: | <input type="text"/> | | | Identity serial number: | <input type="text"/> | | |
| Nationality: | <input type="text"/> | | | | | | |
| Required start date: | DD/MM/YY | | | Required end date: | DD/MM/YY | | |
| Area to be visited: | <input type="text"/> | | | | | | |
| Reason for visit: | <input type="text"/> | | | | | | |

| Pass Issue Details (Office Use Only) | | | |
|--------------------------------------|----------------------|-------------------------------|----------------------|
| Hotstamp number: | <input type="text"/> | Issue date and time: | <input type="text"/> |
| Access level: | <input type="text"/> | Expiry date and time: | <input type="text"/> |
| Type of ID presented: | <input type="text"/> | Serial number of pass issued: | <input type="text"/> |
| ID number: | <input type="text"/> | Issuing IDC signature: | <input type="text"/> |

Data Protection Act (BAA Airports 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. BAA reserve the right to conduct checks with third parties to verify the authenticity of information contained in this application. The information provided and a copy of your identity document may 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.

Authorised Signatory's Details (must be completed in full)

| | | | |
|-----------------|--|------------------------------|--|
| Company name | | Name of Authorised Signatory | |
| Company address | | Contact number | |
| | | Contact email | |

Section 2 - Authorised Signatory's Declaration

Declaration to be signed by the Authorised Signatory ONLY after the application form has been completed.

I request that the applicant is given airside access as indicated in this application.

I confirm that the applicant is required to carry out duties for, or on behalf of, our company or organisation or that the applicant has been invited to visit the airport for a specific purpose and is sponsored by our company or organisation.

I understand that BAA Airports Ltd has the right to refuse to issue an ID pass when the documents submitted do not meet the criteria that are published in current security notices.

I understand that temporary pass holders must be escorted by a permanent identity pass holder at all times whilst in the Restricted Zone and that the escort ratios are one permanent pass holder to six temporary pass holders for visitors, and one permanent pass holder to three temporary pass holders for those employed at the airport.

I agree that when the ID pass is no longer required or has expired we shall arrange for its return to the ID Centre or its point of issue within five working (office) days.

I understand that by authorising the issue of this pass I am entering into an agreement that the company or organisation I represent will pay the published charges for ID passes as advised from time to time. I further understand that BAA reserve the right to pass on charges to cover administration and replacement costs if I fail to return the pass by the due date.

I understand that ID passes are not transferable.

I am aware of the health and safety and fire training requirements and agree that appropriate training will be provided to the temporary pass holder.

| | | | |
|--------|--|------|----------|
| Signed | | Date | DD/MM/YY |
|--------|--|------|----------|

Section 3 - Applicant's Declaration

The applicant must sign this declaration in the presence of ID Centre personnel to confirm agreement and consent to the following:

I confirm that the information contained in this application form is complete and accurate.

I agree to abide by the terms and conditions of 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 against the company or organisation sponsoring this application or the withdrawal of my temporary ID pass.

I agree to undergo security search as a condition of entry into the Restricted Zone.

I understand that to obstruct security staff whilst they are carrying out their duties is an offence, and may result in access being denied.

I understand that I must present my pass for inspection at the entry and exit points of the Restricted Zone or controlled areas.

I understand that I must be escorted at all times by a full ID pass holder in the Restricted Zone and that I must remain within my escort's line of sight at all times.

| | | | |
|--------|--|------|----------|
| Signed | | Date | DD/MM/YY |
|--------|--|------|----------|