

# Form 1 - Application for a Full or 30 Day Temporary Identity Pass



Full or 30 day temporary ID passes will only be issued to persons who require access to relevant areas of the security restricted area for legitimate operational reasons in connection with their terms of employment. Application forms and supporting documentation should be submitted in advance, to allow verification to take place.

## ID Application Cover Sheet

This form must be completed and attached to each full pass application form and signed by the Authorised Signatory before posting to the ID Security Department in Scotland. Failure to sign will result in the application form being returned to you unverified. Upon confirmation of verification, an appointment can be made on-line via the ID Centre website or authorised signatory login.

### Application Details (to be completed by the Authorised Signatory)

Airport the pass is to be issued at (please state one only):										
Name of applicant:										
Company prefix:										
Date submitted:		DD/MM/YY								
Has the applicant previously held an ID pass at any BAA airport? (please tick as appropriate)							Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If yes, please state the company prefix , ID pass number and airport										
Company prefix:				ID pass number:				*	Airport:	

### Application Checklist (to be completed by the Authorised Signatory)

Has the application form been fully completed and signed?							Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all the references attached that cover the previous 5 years? (For a Full Pass)							Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Is the proof of ID in line with BAA guidelines?							Yes <input type="checkbox"/>	No <input type="checkbox"/>
Has an Overseas CRC/s (original copy needed) been attached							Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
Has the CRC (original copy needed) /CTC been attached and is it in date?							Yes <input type="checkbox"/>	No <input type="checkbox"/>
Certificate number of the enclosed BASIC/ENHANCED CRC:								
Date on certificate:	DD/MM/YY							

The following documents must be submitted with every full pass application: (please tick to confirm)

Form 1	<input type="checkbox"/>	Relevant clearance/s	<input type="checkbox"/>	GSAT training has been completed (where necessary)	date of certificate
Declaration	<input type="checkbox"/>	All original references	<input type="checkbox"/>		DD/MM/YY
Where an ID pass applicant is exempt from GSAT training please indicate by writing the word "EXEMPT"					

Authorised Signatory's name:					
Signed:				Date:	DD/MM/YY

### Office Use Only (to be completed by BAA Audit Officer)

Criteria Check	Passed <input type="checkbox"/>	Failed <input type="checkbox"/>					
Reasons for Failure:							
Date returned to ID Centre (to be completed by Audit Officer):	DD/MM/YY	Criteria Reject	1	2	3	4	5
Date CRC valid till (10 weeks from issue)	DD/MM/YY		Initials				
Date returned to Authorised Signatory (to be completed by Audit Officer):	DD/MM/YY						

- ID pass numbers for Scottish Airports should only be 5 digits.

Please indicate which type of ID pass you are requesting:								
Tick	30 Day pass (Short duration contract)	Days	Tick	Full pass (Max 60 months/5 years)	Months	Tick	Landside pass (Max 60 months/5 years)	Months
You are not required to complete Section 2. No references are required			Supply references covering the previous 5 years employment history including any references covering employment or education gap periods.			You are not required to complete Section 2.		

Which Airport is the ID Pass to be Issued at?
_____

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

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 mean that the ID pass cannot be issued.

**Proof of identity**

A valid recognised form of identification from the following list must be provided when the ID pass is issued. If you are unable to supply this form of identification we will not be able to issue the ID pass.

**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.

**EU Nationals**

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

**Non EU Nationals**

- \* A valid full passport along with an original Home Office document confirming the named individual's (ID pass applicant's) right to work and live in the UK
- \* A valid national ID card issued by UK Home office

**Section 1: Applicant's Information**

Company prefix:				ID number:						*
Surname:				Forenames:						
Other names:				Previous surname:						
Place of birth:				Date of birth:	DD/MM/YY					
Gender:				Nationality:						
Home address:				Type of identity checked:						
				Identity serial number:						
				Date of fire training: (If applicable)	DD/MM/YY					
				Company name if working on a contract (i.e. agency name)						
Postcode:				Telephone number:						
Job title:				Department:						
Visa Type (if applicable):				Expiry Date of Visa (if applicable):						

\* ID pass numbers for Scottish Airports should only be 5 digits.

**Section 2: Reference Details - Please complete for a security restricted area ID pass**

1 References submitted for a full ID pass MUST cover the previous 5 years employment/educational history without any gaps.  
 Please continue on a **reference details continuation sheet** (Form 2) if needed.  
**Please list ALL references in chronological order (most recent first)**

**Date employment began with sponsoring company:** DD MM YY  
 Please note: All applicant's must have a start date in order to process the application. There should only be a maximum of 28 days between the date of the last reference and the applicant's start date with sponsoring company.

<b>Name of referee 1:</b>		<b>Period reference covers:</b>		
<b>Occupation:</b>		<b>Date from:</b>	<b>Date to:</b>	<b>For office use only</b>
<b>Company name:</b>		DD/MM/YY	DD/MM/YY	
<b>Address:</b>				
<b>Email address:</b>		<b>Fax no:</b>		
<b>Daytime telephone number:</b>		<b>Mobile:</b>		
<b>Date of reference:</b>		<b>Date received:</b>	DD/MM/YY	
<b>Type of reference:</b> (Employment/Gap/ Personal/Educational)				

<b>Name of referee 2:</b>		<b>Period reference covers:</b>		
<b>Occupation:</b>		<b>Date from:</b>	<b>Date to:</b>	<b>For office use only</b>
<b>Company name:</b>		DD/MM/YY	DD/MM/YY	
<b>Address:</b>				
<b>Email address:</b>		<b>Fax no:</b>		
<b>Daytime telephone number:</b>		<b>Mobile:</b>		
<b>Date of reference:</b>		<b>Date received:</b>	DD/MM/YY	
<b>Type of reference:</b> (Employment/Gap/ Personal/Educational)				

<b>Name of referee 3:</b>		<b>Period reference covers:</b>		
<b>Occupation:</b>		<b>Date from:</b>	<b>Date to:</b>	<b>For office use only</b>
<b>Company name:</b>		DD/MM/YY	DD/MM/YY	
<b>Address:</b>				
<b>Email address:</b>		<b>Fax no:</b>		
<b>Daytime telephone number:</b>		<b>Mobile:</b>		
<b>Date of reference:</b>		<b>Date received:</b>	DD/MM/YY	
<b>Type of reference:</b> (Employment/Gap/ Personal/Educational)				

## Reference Details Continued

<b>Name of referee 4:</b>		<b>Period reference covers:</b>		
<b>Occupation:</b>		<b>Date from:</b>	<b>Date to:</b>	<b>For office use only</b>
<b>Company name:</b>		DD/MM/YY	DD/MM/YY	
<b>Address:</b>				
<b>Email address:</b>		<b>Fax no:</b>		
<b>Daytime telephone number:</b>		<b>Mobile:</b>		
<b>Date of reference:</b>		<b>Date received:</b>	DD/MM/YY	
<b>Type of reference:</b> (Employment/Gap/ Personal/Educational)				

<b>Name of referee 5:</b>		<b>Period reference covers:</b>		
<b>Occupation:</b>		<b>Date from:</b>	<b>Date to:</b>	<b>For office use only</b>
<b>Company name:</b>		DD/MM/YY	DD/MM/YY	
<b>Address:</b>				
<b>Email address:</b>		<b>Fax no:</b>		
<b>Daytime telephone number:</b>		<b>Mobile:</b>		
<b>Date of reference:</b>		<b>Date received:</b>	DD/MM/YY	
<b>Type of reference:</b> (Employment/Gap/ Personal/Educational)				

<b>Name of referee 6:</b>		<b>Period reference covers:</b>		
<b>Occupation:</b>		<b>Date from:</b>	<b>Date to:</b>	<b>For office use only</b>
<b>Company name:</b>		DD/MM/YY	DD/MM/YY	
<b>Address:</b>				
<b>Email address:</b>		<b>Fax no:</b>		
<b>Daytime telephone number:</b>		<b>Mobile:</b>		
<b>Date of reference:</b>		<b>Date received:</b>	DD/MM/YY	
<b>Type of reference:</b> (Employment/Gap/ Personal/Educational)				

**Section 3: Access Requirements - please complete in full & indicate requirements with a tick**

**Areas selected are for the issuing airport only (home airport)**

Card format: (If known)		Ops status required:	Yes		No	
CV level: (If known)		PIN number required:	Yes		No	
Staff car parking required:	Yes		No		Car park requested:	
STN Only		For office use: (Staff car park allocated)	Yes		No	

**General Access :- All Airports (please tick card format required)**

For green and blue passes please tick which areas are required

Card format	Areas	Card format	Areas
Landside ID pass	None	1	Lounges and piers
Airside Areas	None	2	Baggage reclaim halls
Diplomats - Purple	1-2-4-5	3 *	Baggage make up
Flying staff / Aircrew - Blue hatched	1-2-4-5	1	Lounges and piers
All areas - Red (Restricted Issue)	7	2	Baggage reclaim halls
Control Tower		3 *	Baggage make up
Customs Hall only (MIB)		4	Ramp/Apron
Fire Station		5	Aircraft & footprints
Fuel Farm Depot		6	All other security restricted areas i.e. Runways

\* If Area 3 access is required please provide detailed reason for access requirement ("Operational requirement" is NOT sufficient). Reason:

**Tools of the Trade - for categories definition please download form 25 from the ID Centre website**

Heathrow ONLY Tools of the Trade	Category A	Category B	Category C	Category D	Category E
	Category F	Category G	If category A, B or F is requested, a written approval must be sought from the ID Centre before pass issue.		
Stansted & Edinburgh	Please download relevant airport tools of the trade form			Southampton, Glasgow & Aberdeen	Please contact relevant ID Centre for an application form
<b>Airport Specific Access</b> (If not listed below please specify)					
Scotland & Southampton	CHS Scotia	Broomfield	Bristow's Leased Area	Commuter Walk	
Stansted	BAC/AVITAT Terminal	Undercroft SVS Tunnel	Satellite I Departures	Satellite I Arrivals	
	Satellite II Departures	Satellite II Arrivals	Satellite III Departures	Satellite III Arrivals	
Heathrow	T1	T2	T3	T4	T5
	D'Albiac House (Out of hours)				

**Which BAA Airports does the Applicant Require Access to for Company Business?**

Aberdeen	Edinburgh	Glasgow	Heathrow	Southampton	Stansted
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**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 guidelines issued by BAA Ltd, and that satisfactory references have been received and submitted to the ID Security Department. 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 security restricted areas, airside 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 organisation 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 1 month of ID pass issue, and annually thereafter.

The applicant; has completed a recognised GSAT course within the last 5 years / has received or will receive training in accordance with Direction 12 (a-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)

<b>Company name:</b>		<b>Authorised Signatory's name:</b>	
<b>Company address: (address application will be returned to if necessary)</b>		<b>Authorised Signature:</b>	
		<b>Job title:</b>	
<b>Contact telephone number:</b>		<b>Date:</b>	DD/MM/YY
<b>Fax number:</b>		<b>Email address:</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:**

- 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.

<b>Signed</b>	
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<b>Date</b>	DD/MM/YY
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<b>For Office Use Only</b>	<b>If the holder has held an ID pass before, record the prefix and number here:</b>		
<b>Hotstamp no</b> (30 day pass)		<b>Type of ID presented:</b>	
<b>Card format:</b> (30 day pass)		<b>Serial no. of ID:</b>	
<b>Access level:</b> (30 day pass)		<b>Issue date:</b>	DD/MM/YY
<b>Finance code:</b> (30 day pass)		<b>Expiry date</b>	DD/MM/YY
<b>Staff signature:</b>			
<b>Hotstamp no</b> (full pass)		<b>Full pass issue date:</b>	DD/MM/YY
<b>Card format:</b> (full pass)		<b>Full pass expiry date:</b>	DD/MM/YY
<b>Access level:</b> (full pass)		<b>Finance code:</b> (full pass)	
<b>Staff signature:</b>			

## Security Interview and Criminal Records Check Confirmation

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

For a security restricted area ID pass, the applicant must provide criminal records from all states of residence during the last 5 years preceding the date of the application.

A state of residence is defined as any country in which the person has been resident continuously for 6 months or more.

By signing the declaration on section 4 of this application form, the authorised signatory is confirming that the UK CRC or Higher clearance if appropriate, and the Overseas CRCs where applicable, are genuine and do not contain any of the disqualifying offences as detailed in the current ID Standard document.

**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 or the BAA ID Security team before the ID pass is issued.

**To be completed by the Authorised Signatory or trained interviewer at the time of the security interview.**

<b>Section 6: Authorised Signatory's or Trained Interviewer's Information (must be completed)</b>			
<b>Company name:</b>			
<b>Name of Authorised Signatory or trained interviewer:</b>			
<b>Job title of Authorised Signatory or trained interviewer:</b>			
<b>Contact telephone number:</b>			
<b>Authorised signature:</b>		<b>Date of security interview:</b>	DD/MM/YY

**Interview**

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

- a) Check that the candidate understands the full implications of the questions in section 2 of this form;
- b) Work through the employment record with the candidate, seeking to obtain any further information that may be relevant (for example reasons for leaving previous employment) and ensuring that no periods are unaccounted for;
- c) Inspect proof of identity (and where applicable) documents that confirm the right to reside and work in the UK; you **must** photocopy and retain the copies of these documents.
- d) Photocopy of proof of identification document seen during the security interview should be included with this application when submitting an application for a security restricted area ID pass.
- e) To book an appointment, please allow 2 working days after notification before booking an appointment. All appointments are to be booked on-line.

## Section 7: Applicant's Declaration

To be completed with the applicant during the security interview

		Please tick as appropriate			
1	Have you ever been issued with an ID pass that allows access into security restricted areas of a current BAA airport?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
1b)	If yes, please give the name of the issuing airport.	_____			
1c)	If yes, please state what type of pass you held.	Full ID	<input type="checkbox"/>	Temporary ID	<input type="checkbox"/>
2	Have you previously submitted a CRC or details of higher clearance for verification by the BAA ID Security Team?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3	For the purpose of the issue of a full ID pass with access into the security restricted area of an airport, do you give consent for the Authorised Signatory, to retain your CRC/OCRC disclosure certificate, for presentation to the ID Centre?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3a	Do you hold a valid Counter Terrorist Check (CTC) or higher level of security clearance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3b	If yes, please note the date that CTC was issued:				
3c	Date of CTC expiry:				
4	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.	tick to confirm <input type="checkbox"/>			
5	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.	tick to confirm <input type="checkbox"/>			
6	I agree that my employer and ID Security Department staff, may approach my former employers, education establishments, government agencies and personal referees to verify the information provided.	tick to confirm <input type="checkbox"/>			
7	I have also provided acceptable proof of identity, and agree that I will present the <u>same</u> document to the ID Centre when my ID pass is issued to me.	Identity Shown:			
8	I confirm that I have the right to reside and work in the United Kingdom.	tick to confirm <input type="checkbox"/>			

## Applicant's Details

Applicant's name (please print)		Applicant's signature:		Date:	DD/MM/YY
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## For Office Use Only

Date disclosure issued	DD/MM/YY	Date disclosure valid until	DD/MM/YY
Disclosure number:		Date ID Centre received disclosure:	DD/MM/YY
CRC transfer (please tick)		Disclosure failed: (reason)	
Disclosure passed: (please tick)		Checked by: (ID Centre staff signature)	
Date checked by ID Centre staff:	DD/MM/YY		