

Form 16 - BAA Airport ID Scheme Authorised Signatory Form



This form should be used when companies are looking to add to or update their list of Authorised Signatories for full, temporary passes or airside vehicle permits.

Please Send This to:		
By post to: ID Security Department, BAA Business Support Centre, Carlson House, Mossland Road, Hillington, Glasgow G52 4XZ	By email to: ID_Security@baa.com	By fax to: to: 0141 570 4222

All Authorised Signatory nominations must be accompanied with references as follows:

If the applicant already holds a BAA security restricted area ID Pass, no references are required. Please list your company prefix and the applicant's ID number where indicated below.

If the applicant does not hold a BAA security restricted area ID Pass, one or more references must be supplied on the standard aviation proformas, covering the 5 years immediately preceding the date of application. Please also supply an Overseas CRC (if applicable) and/or a current UK Criminal Records Check Certificate.

Which BAA airports do you require to be an Authorised Signatory at?											
Aberdeen		Edinburgh		Glasgow		Heathrow		Southampton		Stansted	

Nominated By (all fields must be completed where applicable)					
Company name:					
Company Prefix:				Nominator's Name:	
Company Address:					
Telephone Number:				Email Address:	

Proposed Authorised Signatory's Details (all fields must be completed)			
Name:			
Position in company:			
Department:		Telephone number:	
Email address:		Fax number:	

BAA ID Pass Details (must be completed where applicable)			
Has the proposed Authorised Signatory held a full security restricted area Pass before?	Yes		No
If yes, which airport was the pass issued at?			
If yes, please complete pass details below:			

Company Prefix				ID Number						*
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* ID pass numbers for Scottish Airports should only be 5 digits.

Type of Signatory			
Full ID		Temporary ID	
		Full Airside Vehicle Pass	Temporary Airside Vehicle Pass
<p>Note: To enable the authorisation of vehicle passes, your company must be issued with an operational licence from the operations department at the relevant BAA Airport where access is required.</p>			

Proposed Authorised Signatory's Home Address	
<p>For the purpose of security checks, nominated Authorised Signatories are required to provide their home address and post code.</p>	
Home Address:	

Proposed Authorised Signatory's Sample Signature
<p>Please provide a sample signature below:</p>

Proposed Authorised Signatory's Declaration			
<p>I, the undersigned, acknowledge receipt of the Security Information Pack. I have read and understood the information pack provided to me and fully understand my responsibility as an Authorised Signatory on the BAA Airport Scheme. In particular, I understand rules regarding referencing, checking of criminal records and security administration process associated with ID pass authorisation.</p>			
<p>I have been made aware of, and understand, my obligations as an Authorised Signatory and certify that to the best of my knowledge and belief, the persons for whom I will authorise the issue of Identity Passes, will be of suitable character and integrity to be employed in the security restricted areas of BAA Airports.</p>			
<p>I further confirm that I will only authorise the issue of identity passes for persons whose presence in the areas requested is required for their employment. I am aware that it is an offence under the Aviation Security Act 1982 as amended by the Aviation and Maritime Security Act 1990 to give false information, either for the purpose of, or in connection with, an application for an identity pass.</p>			
Signature:		Date:	DD/MM/YY

Nominator's Declaration			
<p>I, the undersigned, confirm that this request is accompanied with references and a CRC/overseas CRC certificate (where applicable) for the nominated Authorised Signatory listed OR the proposed Authorised Signatory already holds an airside pass and details are provided</p>			
Nominator's Name		Date:	DD/MM/YY
Nominator signature:			