

Form 4 - Change of ID Pass Details



This form should only be used for; application for 5 year reissue, revalidation, TUPE transfer, change of signature, change of photo, change of logo, change of details, change of access requirements, updating period of validity or applying for a tools of the trade card to accompany an airport ID card.

Full ID passes will only be issued to persons who require access to relevant areas of the security restricted areas for legitimate operational reasons in connection with their terms of employment. Application forms and supporting documentation should be presented at the ID Centre by the applicant on the appointed day. Appointment can be made on-line via the ID Centre website.

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

Which BAA Airport is the applicants pass to be issued at ("home airport")?											
Aberdeen		Edinburgh		Glasgow		Heathrow		Southampton		Stansted	

Please indicate the Change to the ID Pass or other details required (please tick one box only)									
5 year reissue		Revalidation		TUPE transfer		Change of signature		Change of photo	
Change of logo		Change of access requirement		Tools of the trade required * LHR only		Change of details		Period of validity	

For 5 year re-issues please complete all boxes below. Applicants for a 5 year reissue must produce a recognised valid form of identity when attending the ID Centre, Original CRC/*OCRC/Proof of CTC and a declaration by the authorised signatory GSAT training has been attended. For all other changes complete only the sections relevant to the change. Evidence of the change must accompany the form.

For tools of the trade applications please complete Section 1 and Section 3 – Tools of the Trade.

Section 1: Applicant's Information - (please complete where relevant)											
Company prefix:				ID number:							**
Current surname:				Forenames:							
Other name:				Date of birth:	DD/MM/YY						
Date of GSAT training: (must be completed)	DD/MM/YY			Nationality:							
				New telephone number: *							
If a pass holder is exempt from GSAT training please indicate by word "EXEMPT"											
New surname: *				New job title: *							
New home address: *				New department: *							

BAA are required under the Data protection Act to keep up to date records of operational ID Pass holders and to ensure we are not in breach, the authorised signatories are required to complete these form whenever there is a change of address and submit to the ID Centre to effect change. ID Pass holders are NOT required to attend the ID Centre in this instance.

- * OCRC – Overseas CRC
- * if applicable

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

Section 2 Applicant's Declaration – To be completed 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 in order to meet the requirements of the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990, and government directions. The information provided 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, travel to work opportunities, and you may be contacted at your home address for this purpose.

Applicant: - Please sign this application form below 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.
3. For the purpose of a 5 year re-issue with access into the security restricted area, I give consent for the Authorised Signatory to retain my CRC/*OCRC disclosure certificate for presentation to the ID Centre.
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.

Signed	
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Date	DD/MM/YY
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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: <i>(If known)</i>		Ops status required:	Yes		No	
CV level: <i>(If known)</i>		PIN number required:	Yes		No	
Staff car parking required:	Yes		No		Car park requested:	
STN Only		For office use: <i>(Staff car park allocated)</i>	Yes		No	

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

For green and blue passes please tick which areas are required (must be completed or pass will not be issued)

Card format	Areas	Card format	Areas
Landside ID pass	None	Security Restricted Area - Internal Airside - Green ID Pass	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	Security Restricted Area - Internal & External Airside areas - Blue ID Pass	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 areas 3 access is required please provide detailed reasons 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, advance approval must be sought from the ID Centre via email: idcentresurgery@baa.com		
Stansted & Edinburgh	Please download relevant airport tools of the trade form		Southampton, Glasgow & Aberdeen	Please contact relevant ID Centre for an application form	
Airport Specific Access (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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Authorised Signatory's Declaration

(To be signed by the Authorised Signatory after the application form has been fully completed).

I, the undersigned, 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 understand that all supporting documentation regarding the issue of an ID pass must be retained and is subject to BAA Security or Department for Transport audit. I understand that BAA Airports Ltd have 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.

5 year pass renewals only: 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 (Airside Area/Landside pass only).

Authorised signature:			
Authorised Signatory's name			
Company Name			
Contact telephone number:		Date:	DD/MM/YY

For office use only			
Date of disclosure issued		Date disclosure valid until	DD/MM/YY
Disclosure number:		Date ID Centre received disclosure:	DD/MM/YY
CRC transfer (please tick)		Disclosure failed: (please tick)	
Disclosure passed: (please tick)		Type of ID produced:	
Date checked by ID Centre staff:	DD/MM/YY	Checked by: (ID Centre staff signature)	