Form 6 – Notification of a Lost or Stolen ID Pass

BAA

This form should be used to notify the BAA ID Centre of the loss or theft of an airport ID pass after reporting it to airport security and the police as required by your home airport. A replacement ID pass will not be issued unless this notification form has been completed in full and authorised by a recognised Authorised Signatory. Whenever a replacement pass is required, the applicant must produce a recognised valid form of identity when attending the ID Centre to collect the replacement pass.

To knowingly give false information in connection with this form 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 was the ID Pass First Issued at? (tick one box only)											
Aberdeen		Edinburgh		Glasgow		Heathrow		Southampton		Stansted	

Type of Pass					
Full		30 Day		1 to 5 Day	

Section 1: Pass Holder's Information

Company prefix:				ID number:							*

Surname:		Forenames:	
Other names:		Previous surname:	
Home address:		Date of birth:	DD/MM/YY

Is the applicant still employed by your company?	Yes		No	
If no, date employment was terminated:	DD/MM/YY			
Is a replacement ID pass required?	Yes		No	

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

Authorised Signatory Declaration

I, the undersigned, confirm that the above details are correct and authorise the reissue or cancellation of the ID pass.

Authorised signature:		Date:	DD/MM/YY
Authorised Signatory's name:		Company name:	
Job title:		Contact number:	

Section 2: Details of Loss or Theft (to be completed by the ID pass holder)

Was the ID pass lost or stolen?		When did the theft occur?	DD/MM/YY
How did the loss or theft happen?			
Have you lost an ID pass before?		If yes, how many?	
Was the loss or theft reported to BAA Security, your Authorised Signatory or the Police?	If yes, please provide details and if applicable a police reference number:		
When were these details reported?	DD/MM/YY		

ID Holder's Declaration

I declare that the above information is true. I understand that obtaining a replacement ID pass by means of false statement or withholding the return of an ID pass is fraudulent and could result in criminal proceedings against me. I also confirm that if the lost or stolen ID pass is returned to me I will return it to my home airport's ID Centre immediately.

Holder's signature:		Date:	DD/MM/YY

Office Use Only			
IDC staff member form received by:		Date:	DD/MM/YY