

Form 8 - Application for a 1- 5 or a 30 Day Temporary Identity Pass



Please indicate which type of temporary escorted ID pass you are requesting:							
Tick	1-5 Day pass (Not to be used for planned works)		Days	Tick	30 Day pass (Short duration contract)		Days
<i>You are required to complete REASON FOR ISSUE SECTION by ticking the appropriate field.</i>			<i>Use application form 1 when applying for 30 day pass going to a full pass at the same time. (you are not required to complete reason for issue section for a 30 day pass application)</i>				

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 and must be carried at all times by the pass holder whilst inside Security Restricted Areas. Failure to supply, carry or produce on demand a recognised form of identification will result in the pass being refused or withdrawn.

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 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					Emergency maintenance					
Drivers making impromptu collections and deliveries					Short-term pharmacy cover					
Work experience, familiarisation, training and interviews					Controlled Area visit					
Other (please state reason and job title or duties)										
Permitted to carry "tools of the trade" for their duties							Yes		No	
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						

Section 1: Applicant's Information (must be completed in full)

Company prefix:				ID number:					
Surname:				Forenames:					
Other names:				Date of birth:	DD/MM/YY				
Company name:				Job title:					
Type of identity checked:				Identity serial number:					
Nationality:									
Required start date:	DD/MM/YY			Required end date:	DD/MM/YY				
Area to be visited:									
Reason for visit:									

Pass Issue Details (Office Use Only)

Hotstamp number:		Issue date and time:	
Access level:		Expiry date and time:	
Type of ID presented:		Serial number of pass issued:	
ID number:		Issuing IDC signature:	

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 ID pass holder at all times whilst in the security restricted areas and I have made the escort aware of their requirements.

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 and are only valid when presented with proof of identity.*

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.

The applicant (30 day temporary pass applicant only) has received a copy of the GSAT leaflet "Security is everyone's responsibility".

Signed		Date	DD/MM/YY
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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 security restricted area.

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 temporary passes are only valid when carried in conjunction with proof of identity*. I understand that I must present my pass in conjunction with my proof of identity for inspection at any time on request including at the entry and exit points of the security restricted area or airside areas. I understand that I must be escorted at all times by a full ID pass holder in the security restricted area and that I must remain within my escort's line of sight at all times.

Signed		Date	DD/MM/YY
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