

Proof of identity

You are required to bring the correct forms of Identification to your appointment, failure to do so will result in your ID Pass not being issued.

Forms of identification

- Only original documents will be acceptable
- British nationals must provide a current 10 year passport or a British photographic driving licence with counterpart (full or provisional)
- EU nationals must provide a full EU member state passport or a national identity card
- Non EU nationals must present a full passport together with an original Home Office document confirming the right to work and live in the UK

Home office travel document will not be accepted.

Proof of National Insurance number

This is no longer required

Important; You will need to present the same documents you presented to your authorised signatory during the security interview otherwise the ID pass will not be issued.

Example; If you have presented a passport as a proof of identification and during the security interview, you are required to present the same document to the ID Centre. If instead you present a driving licence as a proof of identity to the ID Centre while collecting your ID pass it will be rejected and your pass will not be issued.

Type of ID Pass	Form	Supporting documents required
Full airside pass	Form will be in the ID Centre	<ul style="list-style-type: none"> • Proof of Identification: Either a valid passport; photographic UK driving licence (both parts); or EU National ID Card
Reissue of a full airside pass	Form 4	<ul style="list-style-type: none"> • Form 4 completed by an authorised signatory • CRC Disclosure certificate • Proof of Identification: Either a valid passport; photographic UK driving licence (both parts); or EU National ID Card
Landside pass	Form 1	<ul style="list-style-type: none"> • Form 1 completed by an authorised signatory • Proof of Identification: Either a valid passport; photographic UK driving licence (both parts); or EU National ID Card
Reissue of a landside pass	Form 4	<ul style="list-style-type: none"> • Form 4 completed by an authorised signatory • Proof of Identification: Either a valid passport; photographic UK driving licence (both parts); or EU National ID Card

30 day temporary pass	Form 1/8	<ul style="list-style-type: none"> • Form 1 or 8 completed by an authorised signatory • Proof of Identification: Either a valid passport; photographic UK driving licence (both parts); or EU National ID Card
1-5 day temporary pass	Form 8	<ul style="list-style-type: none"> • Form 8 completed by an authorised signatory (Heathrow only) • All other airports, completed 1-5 day booklet slip • Proof of Identification: Either a valid passport; photographic UK driving licence (both parts); or EU National ID Card
Diplomatic ID cards	n/a	<ul style="list-style-type: none"> • Proof of Identification: A valid passport <p><i>Please note: We cannot accept FCO cards.</i></p>
TUPE	Form 4	<ul style="list-style-type: none"> • Form 4 fully completed by an authorised signatory • A declaration letter by the authorised signatory that all references have been received and checked and that they accept them in support of the transfer of an ID pass. • Proof of Identification: Either a valid passport; photographic UK driving licence (both parts); or EU National ID Card
Change of photograph	Form 4	<ul style="list-style-type: none"> • Form 4 only, completed by an authorised signatory
Change of access	Form 4	<ul style="list-style-type: none"> • Form 4 only, completed by an authorised signatory

Change of logo	Form 4	<ul style="list-style-type: none"> Form 4 only, completed by an authorised signatory
Change of details (i.e. job)	Form 4	<ul style="list-style-type: none"> Form 4 only, completed by an authorised signatory
Damaged/Faulty ID card	n/a	<ul style="list-style-type: none"> Advisory notice from BAA Security <i>or</i> Form 4 from your line manager <p><i>Please note: A charge may be made to your company at the discretion of the ID centre.</i></p>
Replacement of lost/stolen cards	Form 6	<ul style="list-style-type: none"> Form 6 completed by an authorised signatory <p>Proof of Identification: Either a valid passport; photographic UK driving licence (both parts); or EU National ID Card</p>
Change of name	Form 4	<ul style="list-style-type: none"> Proof of Identification: Either a valid passport; photographic UK driving licence (both parts); or EU National ID Card Marriage/Divorced deed or Deed of Poll

This list is not exhaustive and can be changed at any time. Therefore please check with your authorised signatory as they will be informed of all changes.