

Form Ref: IDU5/2018

ID No. \_\_\_\_\_

## Reinstatement of Full Pass Request

Reinstatement of a full BIA Security Pass that has not been used in a 60 day period – PARKED.

### Applicant's Personal Details

Surname:	Forename:
Previous surname (if applicable):	Middle name(s):
Title: Mr / Mrs / Miss / Ms / other:	Company Name
Place of Birth:	Date of Birth:
National Insurance No.:	
Address:	Job Title:

### Reason for the security ID pass not being used in the preceding 60 days (or more) (Tick as appropriate)

Contractor carrying out a short-term work	<input type="checkbox"/>	Long Term Sick	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	Extended Leave	<input type="checkbox"/>
Has the applicant been continuously employed by the company during the period the security ID pass has not been used?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	
Was the applicant residing in the UK or Republic of Ireland during the period that the security ID pass was not used?	<b>YES</b> <input type="checkbox"/>	<b>NO</b> <input type="checkbox"/>	
If no, a reference is required to confirm the applicant's whereabouts and reason for leaving the UK			

<b>Authorised By (Pass Office Staff Print Name)</b>	<b>Signed</b>	<b>Date</b>

**Authorising Officer**

**Authorising Officer's Declaration**

I can confirm that .....(Name) requires continued access to the Security Restricted Area/Critical Part in order for them to complete their job. Please reinstate the security ID pass for this person.

Details	
<b>Name of Authorised Signature:</b>	
<b>Job Title:</b>	
<b>Company Name:</b>	
<b>ID No: (if applicable)</b>	
<b>Signature:</b>	<b>Date:</b>

For office use only
Application checked and pass unparked by:
Date:
Signature:
Identity serial number:
Was the security pass reinstated:

**FOR AUDIT USE ONLY WHERE APPLICABLE**

<b>Form Audited By</b>	
<b>Date</b>	
<b>Signed</b>	