

Form Ref: IDU10/2018

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

## Renewal/Change of ID Pass Details

### Section 1: 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:

**Please indicate change to the ID Pass or other details required (Tick as appropriate).**

Section 2: Change of ID	
Reissue of a full pass - 3 years	<input type="checkbox"/>
Reissue of Contractors' Pass – 1 year	<input type="checkbox"/>
TUPE transfer	<input type="checkbox"/>
Change of Company	<input type="checkbox"/>
Change of access	<input type="checkbox"/>
Change of name:	<input type="checkbox"/>
Damaged/replacement:	<input type="checkbox"/>
Other	<input type="checkbox"/>

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

<b>Section 3: Security Clearance/Training</b>			
GSAT Training Expiry Date.....	<input type="checkbox"/>	Fire Safety Awareness Training (if applicable)	<input type="checkbox"/>
CRC Issue No .....	<input type="checkbox"/>	Overseas - Security Clearance – CRC Issue No.....	<input type="checkbox"/>
Expiry date .....		Expiry date.....	

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

<b>Section 4: Access area(s) required:</b>					
<b>1</b>	Internal areas of the Critical Part (CP), excluding 2 and 3 below	<input type="checkbox"/>	<b>5</b>	Aircraft and their footprints	<input type="checkbox"/>
<b>2</b>	Baggage reclaim halls	<input type="checkbox"/>	<b>6</b>	All other external areas of the Critical Part	<input type="checkbox"/>
<b>3</b>	Baggage make-up areas	<input type="checkbox"/>	<b>7</b>	All areas with the Critical Part	<input type="checkbox"/>
<b>4</b>	Ramp	<input type="checkbox"/>	<b>8</b>	Landside	<input type="checkbox"/>

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

**Section 5: Authorising Officers declaration**

I, as the authorised Signatory, confirm that the **recruitment and interview procedures** adopted when employing the applicant named on this application form, complies with the requirements of the current EU & UK Aviation Regulation (SCD (A)) Chapter 11.1 & 2.

I agree that when the BIA security pass is no longer required, I shall notify the Airport ID Unit immediately and arrange for the return of the pass.

<b>Name of Authorised Signature:</b>
<b>Company Name:</b>
<b>Job title:</b>
<b>Date:</b>
<b>Authorising employee's signature:</b>

**Applicant's declaration**

**Please do not sign this form until instructed to do so by ID Unit staff.**

The information provided on this application form is required by Belfast International Airport in order to meet the requirements of the Aviation Security Act 1982, as amended by the Aviation and Maritime Act 1990, and government directions.

Do you currently have any pending criminal prosecutions? YES  NO   
If yes, can you give details of the offence you may be prosecuted for?

.....  
.....

**Please read the following and then sign and date the application form:**

- ❖ I confirm that the information supplied is complete and accurate.
- ❖ I agree to abide by the terms and conditions of being a BIA security pass holder, and have been made fully aware of my responsibilities.
- ❖ I understand that failure to comply with airport bylaws, Belfast International Airport instructions and security notices, may result in disciplinary action and/or the withdrawal of my security pass.
- ❖ I declare that if during the time I hold the BIA security pass I am convicted of any crimes, I notify both my company and the ID Unit as a matter of priority.
- ❖ I declare that if my Airport pass is lost or stolen, I will immediately contact the Security & Passes Office during normal working hours to advise them of this, or the Airport Police if the ID Unit is closed.

- ❖ **I confirm receipt of my BIA security pass and a copy of the Pass Holders Handbook** which explains the rules and regulations relating to the use of my pass and airport security zones. I understand that I am required to read this document and keep it safe, and that should I have any questions relating to the contents **I should contact the ID Unit staff immediately.**
- ❖ As a full pass holder I understand that at times I may be required to be an escort for a visitor, and that acting as an escort I must accompany visitors at all times while they are in the Critical Part. I understand that as an escort I am accountable for controlling Temporary Pass Holders under my supervision and must ensure they are kept in line of sight within close proximity whilst in the Critical Part.

<b>Applicant's signature:</b>
<b>Date:</b>

<b>For office use only</b>
<b>Pass Issued by:</b>
ID Validated:
Form Completed:
Evidence Checked:
<b>Proof of identity checked &amp; attached:</b>
<b>Identity serial number:</b>
<b>Date:</b>

**FOR AUDIT USE ONLY WHERE APPLICABLE**

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