

ID No. _____



IDU2/2018 – APPLICATION FOR A TEMPORARY 6-60 DAY PASS

A 6- 60 day Temporary pass will only be issued to an applicant who has a legitimate operational need to access the Security Restricted Area/Critical Part and access will only be given to relevant areas.

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:

Vehicle Details:

Reg. No. _____ Make _____ Colour _____

Reg. No. _____ Make _____ Colour _____

Reason for Issue of 6- 60 Temporary Pass

Work experience		Training/Familiarisation	
Contractor carrying out a short term essential work Work experience		Other (Please state below)	

Authorised By (Pass Office Staff Print Name)	Signed	Date

PROOF OF IDENTITY - A valid recognised form of identification will need to be provided by the applicant upon issue of their pass. Failure to supply proof of identification will result in the pass not being issued. See Recognised proofs of identity below:

Accepted Proof of Identity			
Valid 10 Year UK Passport		Valid Non-EEA National full Passport With Permit to Work	
Valid Full UK photo card driving licence		Valid National Identity Card (EU Members state)	
Valid Full EEA Passport			

FOR OFFICE USE ONLY

Authorised By (Pass Office Staff Print Name)	Colour Copy of ID Attached	Original Seen	Signed	Date

Authorised Signatory Details	
Name:	Position:
Company Name:	ID Number (if applicable):
Authorised Signatory's signature:	Date:

Authorised Signatory's Declaration

- ❖ I, as the Authorised Signatory, declare that the applicant named on this 6-60 day Temporary Pass application form, has a legitimate operational need, and I understand that access will only be given to relevant areas.
- ❖ I confirm the applicant will be escorted by a nominated Full Pass holder at all times whilst in the Security Restricted Area (SRA)/Critical Part (CP) and that the escort will be held accountable for escorting the visitor(s).
- ❖ I confirm that the escorted person or person are in direct line of sight at all times when in the SRA/CP.
- ❖ I will ensure that the 6-60 day Temporary Security ID Pass will be returned to the Security & Passes Office.
- ❖ I accept Belfast International Airport reserves the right to refuse any application or withdraw any Security Pass once issued.

Applicant's Declaration

Data Protection Act 1998 – Belfast International Airport is registered under the Data Protection Act. The information contained with this 6-60 Day Temporary Pass application will be stored on a database and will be safeguarded against unauthorised access.

Any of your personal and/or sensitive data you have supplied may be disclosed to the Police or Control Authorities in the interest of national security and for the prevention and detection of crime.

Please read the following and then answer the question, sign and date the application form:

- ❖ I confirm that the information supplied is complete and accurate.
- ❖ I agree to remain under the supervision and within sight of my nominated escort at all times whilst in the SRA/CP.
- ❖ I understand that failure to comply with airport bylaws, Airport instructions and security notices may result in the withdrawal of my Temporary Security ID Pass.
- ❖ I agree to the use of any of my personal data and or sensitive personal data supplied by me for the purposes set out above.

Applicant's signature:
Date:

For office use only
Authorised & Issued by:
Proof of identity checked:
Date:
Identity Serial Number:

FOR AUDIT USE ONLY WHERE APPLICABLE

Form Audited By	
Date	
Signed	