



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?	YES <input type="checkbox"/> NO <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?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
If no, a reference is required to confirm the applicant's whereabouts and reason for leaving the UK			

Authorised By (Pass Office Staff Print Name)	Signed	Date

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	
Name of Authorised Signature:	
Job Title:	
Company Name:	
ID No: (if applicable)	
Signature:	Date:

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

Form Audited By	
Date	
Signed	