



Form Ref: IDU10/2019

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"/> |

| | | |
|---|---------------|-------------|
| Authorised By (Pass Office Staff Print Name) | Signed | Date |
| | | |

| Section 3: Security Clearance/Training | | | |
|---|--------------------------|--|--------------------------|
| 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..... | |

| | | |
|---|---------------|-------------|
| Authorised By (Pass Office Staff Print Name) | Signed | Date |
| | | |

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

| | | |
|---|---------------|-------------|
| Authorised By (Pass Office Staff Print Name) | Signed | Date |
| | | |

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.

As Authorised Signatory, I will ensure all full pass holders are aware there may be times when they are required to escort Visitors and Temporary Employment pass holders as part of their duties. As such, I will ensure this full pass holder is fully aware of their escorting responsibilities.

| |
|--|
| Name of Authorised Signature: |
| Company Name: |
| Job title: |
| Date: |
| Authorising employee's signature: |

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 or Temporary Employment pass holder, and that acting as an escort I must adhere to my escort responsibilities, which include:
 - I, as the Escort, declare that the applicant named on the Visitor 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).
 - Should the escort change during the Visitor's time in the CP (i.e. shift changes, absence etc), I, as the original escort will ensure that the new escort is aware of their responsibilities by signing, dating and recording the time and pass ID number on the back of the Visitor pass when they take over escorting duties.
 - I confirm that the escorted person/s are in direct line of sight at all times when in the SRA/CP.
 - I understand that it is the escort's responsibility to return the pass, and failure to do so will result in a fine of £20 charged to the escort. Passes can be returned to Security & Passes office, or returned to Post Box affixed to wall outside the office.
 - I will adhere to escorting ratios, which for Visitor Passes is 1:6 and for Temporary Employment pass holders is 1:3.
 - I understand that ID's are not transferrable and are specific to the individual
 - If I have concerns of the escorted person's actions or behavior, I will report it immediately to the nearest relevant authority e.g. Security Personnel or Airport Police
 - I accept Belfast International Airport reserves the right to refuse any application or withdraw any Security Pass once issued.

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|-------------------------------|
| Applicant's signature: |
| Date: |

| For office use only |
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| Pass Issued by: |
| ID Validated: |
| Form Completed: |
| Evidence Checked: |
| Proof of identity checked & attached: |
| Identity serial number: |
| Date: |