

Pass No.: _____

Form Ref: IDU19/2019 Pass Application/Renewal for Members of Recognised Bodies

Employer Details

Employer Name	
Employer Address	
Contact Phone Number	
Email (if applicable)	

Reason applicant requires to be issued with an Airport Security Pass:

Applicant Details

Surname:	Forename:
Date of Birth:	Rank/Title:
Service No.:	

Authoriser Declaration

As you are nominating this person to be a full pass holder, please be aware there may be times when they are required to escort Visitors and Temporary Employment pass holders as part of their duties. As such, you MUST ensure this full pass holder is fully aware of their escorting responsibilities detailed below.

- I confirm that as Authorised Signatory I will fully brief and make all full pass holders aware of their responsibilities whilst escorting an individual in possession of a Visitor or Temporary Employment pass. This will include:
 - Ensuring the pass holder is aware that any Visitor/Temporary Employment pass holder/s 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).
 - The requirements for picking up a Visitor or Temporary Employment pass

- Escorting ratios are adhered to, which for Visitor passes are 1:6 and for Temporary Employment pass holders are 1:3, a
- Ensuring appropriate actions are taken when the escortee is handed over to another escort
- Reporting procedures if escort has concerns over an escortee's actions or behaviour
- Ensuring escortee/s are in direct line of sight at all times when in the SRA/CP
- I will ensure that escorts are aware the Visitor and Temporary Employment Passes must be returned to the Security & Passes Office once they are no longer required.
- I will ensure escorts understand that IDs are not transferrable and are specific to the individual
- I accept Belfast International Airport reserves the right to refuse any application or withdraw any Security Pass once issued.

Authoriser's Details

Name:	Position:
Pass No: (if applicable):	Signature:
Date:	

For office use only
Pass Authorised & Issued by:
ID Validated:
Form Completed:
Evidence Checked:
Appropriate ID warrant card original seen:
Identity serial number:
Date: