



BELFAST INTERNATIONAL AIRPORT

IDU2A: 2019 – APPLICATION FOR A VISITOR PASS

A Visitor pass will only be issued to an applicant who has a legitimate operational need to access the Security Restricted Area/Critical Part (SRA/CP) and access will only be given to relevant areas.

Visitor passes are for one off or infrequent visitors (such as, but not limited to: engineering, maintenance, work experience, school parties).

Staff beginning employment must apply for a Temporary Employment Pass – they are not classed as Visitors.

Visitor Passes can be issued up to 1-7 days (maximum). After this, a break of 3 calendar days between passes must be applied. Visitor Passes can only be issued for maximum of 14 days in a rolling calendar year for any individual.

Applicant's Personal Details

Surname:	Forename:
Date of Birth:	Company Name:

Reason for Issue of Visitor Pass

Reason e.g. Maintenance, work experience, school visit

Dates Visitor pass is required for

___/___/___ to ___/___/___ **TOTAL DAYS:**
 Dd/mm/yyyy format Dd/mm/yyyy format

Escort Declaration:

- ❖ I, as the Escort, declare that the applicant named on this Visitor Pass application form has a legitimate operational need to be issued with a Visitor pass, 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
- ❖ I understand that ID's are not transferrable and are specific to the individual
- ❖ If I have concerns of the escortee'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.

Escort details PLEASE PRINT	
Name:	Position:
Company Name:	BIA Pass Number:
Escort's signature:	Date:

Applicant's Declaration

Data Protection Act 2018 – Belfast International Airport is registered under the Data Protection Act. The information contained with this Visitor Pass application will be stored on a database and will be safeguarded against unauthorized 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 Visitor 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.
- ❖ I understand that my Visitor pass **MUST** be returned to my escort upon termination of my visit.

Applicant's signature:
Date:

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