

Application for Airport Pass for unescorted access to Critical Part

Type of Pass

Full Airport Pass to all Airside Areas (including CP)

Limited Airport Pass to CP within terminal only

<input type="checkbox"/>	Initial Issue
<input type="checkbox"/>	Renewal
<input type="checkbox"/>	Replacement for damaged pass
<input type="checkbox"/>	Replacement for lost pass

Authorising Officer's Declaration

I hereby declare that:

1. The person described overleaf requires unescorted access to the Critical Part in conjunction with his/her terms of employment, and
2. Evidence of the person's identity has been supplied to me, and
3. I have received written confirmation from two referees that this person is known to them and is of good character, and
4. The above references will be retained by me and will be available to Belfast City Airport for Audit, and
5. Formal disciplinary action will be taken where a pass-holder misuses the pass, or fails to observe a requirement to wear or carry the pass, and
6. The pass will be retrieved from the pass-holder and returned to BCA upon termination of employment or cessation of the requirement for access to the Critical Part, and
7. A charge will apply if the pass is not returned, and
8. I accept that it is an offence under the Aviation Security act 1982 (as amended by the Aviation and Maritime Security Act 1990), to knowingly provide false information for the purpose of obtaining and Airport Pass which could result in prosecution.

Authorising Officer

Authorised Signature	Surname
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Forenames	Office Telephone Number
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Address

Postcode

Staff Car Park

Required (additional Charge)

Not Required

Authorising Officer's Signature

Application for Airport Pass for unescorted access to Critical Part

Surname	Forenames
Date of Birth	Home Telephone Number
Home Address	
Email Address	
Company / BCA Department	Job Title

Conditions of Issue

- 1) The Airport Pass will only be issued upon production of evidence of identity and two references addressed to the Authorising Officer.
- 2) The Airport Pass will remain the property of Belfast City Airport and must be returned upon termination of employment or cessation of requirement for access to the Critical Part,
- 3) Notification of loss or theft of the Airport Pass must be telephoned immediately to BCA Security Control (028 9093 5105)
- 4) The Airport Pass must be displayed in accordance with the Security Briefing sheet. Failure to observe the requirement for display may lead to disciplinary action.
- 5) To gain access to the Critical Part the Airport Pass must be presented to a Security Operative for visual confirmation of identity and electronic validation.

Pass Holder's Declaration

I hereby declare that:

1. I have read, understood and accept the Conditions of issue listed above.
2. I have received a Security Briefing Sheet

Signature	Date
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FOR PASS OFFICE USE, ONLY

Evidence of Identity

<input type="checkbox"/> NI Driver's Licence	<input type="checkbox"/> Two references	Pass No.	<input type="text"/>
<input type="checkbox"/> Passport	<input type="checkbox"/> 5-year background check	Issued By	<input type="text"/>
<input type="checkbox"/> Other	<input type="checkbox"/> GSAT Training	Access Zone	<input type="text"/>
		Date	<input type="text"/>