

**Application for a Landside Pass for Belfast City Airport**

<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 overleaf will be employed 'landside' at Belfast City Airport, and
2. The person will require access to 'Staff Only' areas of the airport terminal, and
3. Evidence of the person's identity has been supplied to me, and
4. The pass will be retrieved from the pass-holder and returned to BCA upon termination of employment at the airport, and
5. Formal disciplinary action will be taken where the pass-holder, or another person, misuses the pass.

**Authorising Officer**

Authorised Signature	Surname
Forenames	Office Telephone Number
Address	
Postcode	

**Staff Car Park**

<input type="checkbox"/> Required (additional Charge)	Authorising Officer's Signature
<input type="checkbox"/> Not Required	

**Application for a Landside Pass for Belfast City Airport**

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.
- 2) The airport pass will remain the property of Belfast City Airport and must be returned upon termination of employment.
- 3) The Airport Pass must be displayed while the pass holder is on duty at Belfast City Airport.
- 4) The Landside pass is not transferable and miss-use by the pass-holder, or other person, may result in the removal of the pass.
- 5) Notification of loss or theft of the Airport Pass must be telephoned immediately to BCA Security Control (028 9093 5105)

**Pass Holder's Declaration**

I hereby declare that:

1. I have read, understood and accept the Conditions of issue listed above.

Signature	Date
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**FOR PASS OFFICE USE, ONLY**

**Evidence of Identity**

<input type="checkbox"/> Birth Certificate	Pass No.	<input type="text"/>
<input type="checkbox"/> NI Driver's Licence	Issued By	<input type="text"/>
<input type="checkbox"/> Passport	Access Zone	<input type="text"/>
<input type="checkbox"/> Other	Date	<input type="text"/>