

Application for ID card

(Use block capitals and complete all sections)

Request for new ID (full/permanent) Request for renewal ID (full/permanent) ID reactivation:

Request for new ID (temporary pass) Badge type:

Employee information (To be completed by applicant - not employer)

ID Pass No: Surname: Forename(s):

Sex M/F: Date of Birth: Place of Birth:

Height: Eye Colour: Hair Colour:

Nationality: Passport No: Drivers License No:

National Insurance No: Home Tel No: Mobile Tel No:

Home Address:

..... Postcode:

Company: Department: Job Title:

Please state any periods longer than 28 days spent abroad and give reasons why:

To be completed by the applicant at the time of issue of the Airport ID card

1. I have received a copy of the Security handout which explains the rules relating to the use of my ID card. I have read and understood the extract from the Aviation and Maritime Security Act 1990, which is reproduced overleaf. I confirm the details given above are true and accurate. I understand that making a false declaration will lead to my pass being withdrawn.
2. All Security restricted ID cards remain the property of Cardiff Airport Ltd and must be returned, either upon expiry or cessation of employment or when the job function no longer requires the issue of such an ID card.
3. The ID card must be clearly displayed on the person when working within the Restricted Areas of the Airport. Exemption from this rule, for safety reasons, is granted only in writing from the Security Manager.
4. The ID card is only to be used when the applicant is ON DUTY.
5. Notification of lost and stolen ID cards should be telephoned immediately to the Airport Security on 01446 712559 or 712619. Outside office hours telephone (01446 712502) and followed up in writing within 24 hours. The loss should be reported to the Police and a Crime Reference Number obtained.
6. Do you agree that the ID centre and employer may approach your former employers, education establishments, government agencies or personal referees to verify the information disclosed in your application for an ID pass.

Proof of identity will be required (photo drivers license or passport or EU/UK identity card) at the time of issue

Receipt of Airport ID card: Applicants signature..... Date:

Application for ID card

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Employee information (To be completed by the Authorising Officer)

Surname: Forename(s): Company name:

Company Address:

..... Postcode:

Department: Office Tel No: Email:

Access level required:

Blue: external SRA or internal SRA or both Red: all areas of SRA Yellow: non security restricted areas

Extract from Aviation and Maritime Act 1990 (21B)

1. Subject to subsection (4) below, a person commits an offence if:
 - a. for the purpose of, or in connection with an application made by him or another for the issue of an identity document to which the subsection applies, or
 - b. in connection with the continued holding by him or another of any such document which has already been issued, he makes to any of the persons specified in subsection (3) below, to any employee or agent of such a person or to a constable, a statement which he knows to be false in a material particular.
2. Subsection (1) above applies to any identity document which is to be or has been issued by any of the persons specified in subsection (3) below in accordance with arrangements the maintenance of which is required by a direction given by the Secretary of State under section 14 of this Act.
3. The persons referred to in subsection (1) above are:
 - a. the manager of an aerodrome in the United Kingdom
 - b. the authority responsible for an air navigation installation in the United Kingdom
 - c. the operator of one or more aircraft registered or operating in the United Kingdom, and
 - d. any person who is permitted to have access to a restricted zone of an aerodrome or air navigation for the purposes of the activities of a business carried by him.
4. Subsection (1) above does not apply in relation to any statement made by an authorised person in the exercise of the power conferred by section 20 (2) (aa) of this Act.
5. A person guilty of an offence under subsection (1) above shall be liable on summary conviction to a fine not exceeding level 5 on the standard scale.

Authorising officer statement

I have received written confirmation covering five years confirming employment or specific gaps. I have also checked evidence of identity via Birth Certificate Number..... Driving Licence Number..... Passport No. (one number must be given). I certify that the information overleaf is correct. I have read and understand the extract from the Aviation & Maritime Security Act 1990 (above). The applicant **does/does not** (delete where applicable) require access to the Security Restricted Area. The applicant **does/does not** (delete where applicable) require to carry tools of trade.

Authorised signature:

Office use only

Fire training completed: GSAT cert issued:

Disclosure issued: 5 year background check completed by: Type of identification:

No. of identification: Date of issue: Signature of Issuing Officer: