

Application for a Security Pass

Pass No.

(Must be completed in BLOCK CAPITALS and black/blue ink)

 Re-issue

 SPONSORING
 COMPANY OR
 DEPARTMENT

 JOB TITLE OF
 PASS HOLDER

NATIONALITY

PLACE OF BIRTH

DATE OF BIRTH

SURNAME

FORENAME(S)

 FULL
 ADDRESS
 WITH
 POST CODE

TELEPHONE NO

CERTIFICATE (for completion by Applicant's Organisation)

VALID FROM

TO

We/I hereby authorise Jersey Airport Authority to issue our employee/visitor named above with a Security Pass. We/I undertake to return this pass to the issuing authority when the said employee/visitor, either ceases to be employed by us, or ceases to have the cause to enter any Restricted Area(s). To the best of our/my knowledge and belief there is no reason why the person named hereon should not be given access to Restricted Area(s) at this Airport and we/I confirm that such access is required in connection with the business of this Company for the period and area stipulated.

Name of Person Sponsoring Application:

Signature of Sponsor:

Date

Contact Tel

NOTE: CRC valid only for 10 weeks from date of issue

I confirm that I have seen a Basic Disclosure or Criminal Records Bureau Certificate (or higher form of clearance) in the form of a criminal records check and a General Security Awareness Certificate (both Restricted Area Application only).

(Restricted Area Application only).

Initialed by Jersey Airport Pass Issuing Office

CRC Disclosure No.

Date of Issue

GSAT Certificate No.

Date of Issue

PRIMARY AREAS OF ACCESS Please ✓ (Tick)

- | | |
|--|---|
| <input type="checkbox"/> RED All Areas (CRC) | <input type="checkbox"/> YELLOW Landside Only (controlled areas) |
| <input type="checkbox"/> BLUE Restricted Area - Critical Part Internal and external airside (CRC) | <input type="checkbox"/> BROWN *Airside Restricted Areas / other (CRC) |
| <input type="checkbox"/> GREEN Restricted Area - Critical Part Internal Airside only (CRC) | <input type="checkbox"/> PURPLE Diplomatic |
| <input type="checkbox"/> AIRCREW (CRC) | |

(CRC) - requires criminal records checked. *Airside Restricted Areas / other includes, JAL, AVB, Freight and Aero Club.

Pass Type	Temporary (1 - 5 days)	Temporary (6 - 60 days)	Tick	Full (Maximum 5 years)	Tick
Required to attach with application:	No other documentation is required	Sponsors supporting letter giving reasons to request an extended pass		Criminal Record Check (as above)	
				GSAT Certificate	
				Preceding 5-year Employment History	
				5-year Character References(s)	
				Completed Application Check Sheet	

JERSEY AIRPORT PASS AUTHORITY

I have checked the details supplied and authorise the issue of the pass requested.

Signature

Name

Date

Your information is collected by Jersey Airport for security verification purposes only, and may be shared with our appointed security contractor in compliance with current data protection requirements.

Version:- JASP - September 2015 - Version 002

 See terms and conditions over
 (page 1 of 2)

Terms & Conditions

- The completion of this form is mandatory under the Jersey Airport Security Programme. It is an offence under the Aviation Security (Jersey) Order 1993 to make a false declaration for the issue of security pass. Offenders may be prosecuted.
- The application is made on the appropriate forms with supporting documentation and signed by a recognised sponsor of the applicant's company/employer.
- The applicant will have supplied to the sponsor photographic evidence of identity, which must be provided at the time of the issue of the pass
- The applicant will have supplied to the sponsor **full** details of their education, training and employment in the form of References during the preceding 5 years or since they reached the age of 16, whichever is the shorter period.
- The attachment of the **original Basic Disclosure Certificate** in the form of a criminal records check from Disclosure Scotland or a higher form of clearance and the GSAT certification.
- The applicant when in the Restricted Area (RA) will at all times have their security pass displayed in a conspicuous position at chest or shoulder height, so that it is visible at all times. Failure to do so will result in that person's exclusion from the RA.
- Any security pass not used within 60 days will be timed out, thereby preventing the pass holder from entering the RA.
- Jersey Airport and/or its appointed security contractor reserves the right to refuse an application, or withdraw the pass once issued without prior notice for whatever reason.
- A security pass is a form of identification and does not confer a right of entry to the RA at Jersey Airport.
- The Sponsor has complied in **Full** with the requirements of the Jersey Airport Security Programme for the issuing of a security pass.
- An application deficient in information will be returned to the applicant's sponsor forthwith. No pass will be issued.

Charges for Security Passes

The following charges / penalties will apply to the Authorised Sponsor:

Temporary Pass (1 to 5 days, issued on paper)	FREE
Temporary Pass (6 to 60 days, issued on plastic)	£10
Full Pass (up to 5 years)	£30

The following penalties will apply to the sponsoring company / undertaking:

Loss of ID	Inclusive of replacement pass	£50
Failure to return on expiry	After a period of 7 days	£30

G4S ID Pass Office Opening Hours

Monday - Saturday	09:00 - 16:00
Sunday	CLOSED

Security passes will only be issued outside of these hours for operational emergency issues.

G4S ID Pass Office Address

ID Pass Office
G4S Secure Solutions
Jersey Airport
St Peter
Jersey
JE1 1BY

Tel: +44 (0) 1534 499620
Fax: +44 (0) 1534 499621
E-mail: admin.airport@je.g4s.com

Identification The pass holder named above produced the following photo evidence of his/her identity:

- | | |
|---|--|
| <input type="checkbox"/> Jersey/Guernsey/UK Driving Licence | <input type="checkbox"/> Passport |
| <input type="checkbox"/> National Identity Card | <input type="checkbox"/> Military ID |
| <input type="checkbox"/> Approved DCA, DFT or CAA Pass | No other form of identification is acceptable. |

For Completion by Pass Holder

I hereby acknowledge receipt of:-

- My Airport Security Pass
- Jersey Airport's Security Briefing

I understand and accept that failure to comply with Jersey Airport Laws and Regulations and all current security regulations may result in the withdrawal of my security pass.
I confirm that my personal information is current complete and correct.

Signature	<input type="text"/>
Name	<input type="text"/>
Date	<input type="text"/>

For Completion by Pass Issuing Office

Pass Number	<input type="text"/>
Expiry Date	<input type="text"/>
Issuing Officer	<input type="text"/>
Date	<input type="text"/>
Signature	<input type="text"/>