

## Edinburgh Airport - Applicant ID Pass Declaration and Security Interview

Security Interview Declaration for an Airport ID Pass at Edinburgh Airport  
Must be fully completed, signed and dated .

As the applicant named on this form, I confirm the following:

**Applicant Name (Print):**

**Company Name:**

**Mark box to complete**

1. Have you previously been issued a pass from Edinburgh Airport?

Yes ☐ No ☐

2. If yes, please specify which company ID was issued to:  
*(If you will be working for more than one company and require holding dual passes, we will require written authorisation from your existing ID sponsor.)*

3. I confirm the information given in support of the application for an Airport ID Pass is complete and accurate.

Yes ☐ No ☐

4. I understand that that it is an offence, under the Aviation Security Act 1982 as amended by the Aviation and Maritime Security Act 1990, to knowingly give false information, either for the purpose of, or in connection with, an application for an Airport Security ID Pass.

Yes ☐ No ☐

5. I have provided proof of identity to my employer and my eligibility to work in the UK. I understand that I must present the same identity document to the ID Centre at the time of the ID Pass issue.

Yes ☐ No ☐

6. I give my authorisation for approaches to be made to former employers, education establishments, professional bodies, government agencies and personal referees for verification of the information provided. I consent to information relating to my ID pass application being shared and uploaded onto IDGateway™.

Yes ☐ No ☐

7. I confirm that, prior to the issue of an Airport ID Pass, I will complete all mandatory training requirements and, thereafter, maintain compliance with any ongoing training obligations required as a condition of holding and retaining an Airport ID Pass.

Yes ☐ No ☐

8. I declare that I have no **current or pending** disqualifying criminal convictions other than any that are treated as spent under the Rehabilitation of Offenders Act 1974 and have no criminal convictions outside of the UK.

Yes ☐ No ☐

9. I declare that I will notify my employer and the Airport Security Compliance and Assurance Manager within 14 days of any new criminal offence or subsequent criminal charges that may disqualify me from holding an airport ID pass.

Yes ☐ No ☐

10. I understand that Law Enforcement agencies may disclose any relevant criminal charges to the Airport Security Compliance Manager in relation to holding a full pass at this airport

Yes ☐ No ☐

11. I agree to abide by the terms and conditions of the issue of an airport ID pass and am fully aware of my responsibilities as an airport ID Pass holder. I also confirm I have received a copy of the Airport's Chief Executive's Directive on Responsibilities of an

Yes ☐ No ☐

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| ID Pass Holder. I understand that an ID pass does not confer right of access and remains the property of Edinburgh Airport Ltd.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                          |
| 12. I understand that failure to comply with a verbal or written instruction (including the airport by-laws, Chief Executive's instructions and security notices), by an airport official or law enforcement officer may result in withdrawal of my airport ID pass.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 13. I agree that, if my ID pass is Lost or Stolen I will report it to my manager or airport security immediately and when the airport ID pass is no longer required for the given purpose, I shall return it to my employer immediately for cancellation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <p>14. By signing this form, I confirm my understanding that Edinburgh Airport Limited will pass my personal data to other parties who are involved in the application, issue, control and monitoring of security passes and related permits at Edinburgh Airport Limited. One such party is ID Gateway Limited. Edinburgh Airport will pass your personal data to ID Gateway in so far as is necessary for you to apply for and/or hold a security ID card or related permit at Edinburgh Airport. Such personal data may include your identity, contact details, employment history, references, criminal record check, driving licence, passport and any documents which may display such data. ID Gateway will process your personal data on behalf of Edinburgh Airport for the above purpose only. Edinburgh Airport or ID Gateway may share your personal data with governmental, control or security authorities in the interests of security, crime prevention or for other legitimate operational reasons.</p>                                                                                                                                                                                                                                                                     |                                                          |
| <p><b>Applicant Signature:</b> _____ <b>Date:</b> ____/____/____</p> <p><b>The applicant's signature must match the proof of ID.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                          |
| <p><b>The requirements and declarations set out below are applicable to new ID applications only and <u>do not apply to ID renewals.</u></b></p> <p><b>This section should be completed by an Edinburgh Airport authorised signatory or other person suitably trained to conduct the Security Interview:</b></p> <p>I confirm that this Security Interview has been conducted face-to-face (via Teams or in person) and I have verified the individual's identity against their valid form of identification.</p> <p>The applicant has been advised that knowingly or recklessly making a false statement in connection with an Airport ID Pass background check is an offence under the Aviation Security Act 1982 as amended by the Aviation and Maritime Security Act 1990.</p> <p>I confirm that</p> <ul style="list-style-type: none"> <li>- there are no apparent reasons why this individual cannot hold an Airport ID Pass</li> <li>- the candidate has not declared any convictions that would disqualify them or prevent them from completing a successful background check.</li> <li>- there are no indications at this time to suggest the applicant is unsuitable to be provided with an ID pass and given unescorted access to their relevant areas of the Airport.</li> </ul> |                                                          |
| <p><b>Interviewer's Name:</b> _____ <b>Position:</b> _____</p> <p><b>Interviewer's Signature:</b> _____ <b>Date of Interview:</b> ____/____/____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                          |