

Badge Centre: Working at Eindhoven Airport



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Employer



Registering companies

All companies carrying out work on the Eindhoven Airport premises are required to register at the Badge Centre. This registration is necessary for:

- Applying for an Eindhoven Airport Identification Card.
- Applying for a Platform Card for any vehicles that need to enter the airport area due to an operational requirement.

Applications for Airport Identification Cards cannot be submitted by (employees of) the company prior to registration.

How do you register your company?

In order to register your company, the registration form ([click here](#)) must be completed correctly and in full. You can then email the registration form to badgecenter@eindhovenairport.nl.

The registration form will be processed by the Badge Centre according to the applicable procedures.

Once these procedures are complete (within 5 working days), you will be notified of the next steps.

How can you change data that has been registered?

Have the details on the registration form changed? In that case, the registration form needs to be completed again ([click here](#)). You can then email the registration form to badgecenter@eindhovenairport.nl

Once the process is complete, you will receive confirmation of via email (within 5 working days).



Applications for Airport Identification Card

What do you need to do to apply for an Airport Identification Card for an employee?

Before an employee can apply for an Airport Identification Card, the employer must first perform the actions below:

- The Airport Identification Card application form must be completed correctly and in full. In addition, the authorised signatory and any operationally responsible principal must sign the application form ([click here](#)).
- No Objection Statement (VGB); You can apply for the VGB on the AIVD website, 'Digital Security Screening Forms' (employer and employees section, incl. a copy of your passport and that of your partner, if applicable. Send both completed forms to the address provided on the third page of the employer section. The results of the security screening will be sent to you no later than 8 weeks after submission.
- The employee must be in possession of the completed Airport Identification Card application form, No Objection Statement (VGB) and a passport or ID card (not a driving licence) at the appointment for issuing the Airport Identification Card.

- If a No Objection Statement is required, the Civil Aviation Security Screening application form must be completed in full. This must then be sent to Security Screenings by the employer together with the 'Civil Aviation Security Screening' application – completed by the employee. The address can be found on the Civil Aviation Security Screening application form. You can find these documents on the AIVD website -> Security Screenings.

If these actions are not carried out (correctly/in full), the application for an Eindhoven Airport Identification Card will not be processed.

Security Screening Act

The Security Screening Act (WVO) applies to anyone requesting access to restricted areas of Eindhoven Airport. The WVO stipulates that prospective employees must undergo a comprehensive security screening prior to their actual employment. The security screening is conducted by the Security Screening Agency of the Royal Netherlands Marechaussee, Schiphol district.



Security Awareness Training

As of 1 October 2023, regulations require that anyone who will be working inside of Eindhoven Airport's secure areas is to undergo **Security Awareness Training**.

This had previously been a recommendation. As of 1 October 2023, it has become mandatory.

Eindhoven Airport offers this training through an e-learning module which can be found on the Eindhoven Airport website or via [this link](#).

You can log in using your email address. No access? Then please send an email to badgecenter@eindhovenairport.nl We will make sure you get access to the e-learning module asap.

The e-learning module is to be taken before the Badge Centre appointment. The security awareness training is to be repeated every 5 years.



Employee



Airport Identification Cards

The Eindhoven Airport Identification Card serves as your identification at the airport and grants access to the (secure) areas where you need to be to carry out your work.

How do I apply for an Eindhoven Airport Identification Card?

The following documents are required when applying for an Airport Identification Card:

- An original, fully and correctly filled in [application form](#) for an Eindhoven Airport Identification Card without corrective markings (including correction fluids, etc). The application must be signed by your employer's authorised signatory (possibly also by the operationally responsible principal).
- A valid passport/identity card (no driving licence).
- If you will be working in the security restricted area of the airport, you will need a No Objection Statement (Verklaring van Geen Bezwaar - VGB). Ask your employer if this is the case for you. In case you already have a VGB, please check to ensure the following points are valid:
- Your VGB was issued no more than four years ago;

- The VGB shows the name of the employer for whom you are applying for your Airport Identification Card. Does the VGB not meet the criteria above? Then you will need to apply for a new VGB.

Once you have all the above documents, you can make an appointment online with the Badge Centre. You will need to bring these documents with you to the appointment. Are your documents not in order? Then no one will be able to help you and you will have to schedule a new appointment. To schedule an appointment, [click here](#)

No Objection Statement (*Verklaring van Geen Bezwaar - VGB*)

You can apply for a VGB on the AIVD website (www.aivd.nl), using the form for 'Civil Aviation Security Screening'. You can find this form at 'Security Screenings -> Employee'. The completed form, together with a copy of your passport and that of your partner (if applicable), need to be submitted to your employer. Your employer is then responsible for submitting the registration of your application. The results of the security screening will be sent to you no later than 8 weeks after submission.



Airport Identification Cards

When do I need a new Airport Identification Card?

You will need to apply for a new Airport Identification Card if:

- The Airport Identification Card has expired.
- You have a new position or your current job description has changed.
- You have a new employer or principal.
- Your day badge needs to be converted into a permanent badge (at the request of your employer).

How do I renew my Airport Identification Card?

When your Airport Identification Card expires (this date can be found on the back of the badge), you will need to apply for a new one. Since you will receive the new Airport Identification Card right away, we recommend scheduling an appointment no earlier than one month before the badge expires.

Lost or stolen Airport Identification Card?

Has your badge been lost or stolen? If you have lost your badge or it has been stolen, please report this immediately to the Operations department (040-2919823) and notify the Royal Netherlands Marechaussee at Eindhoven Airport of the loss. You can then apply for a new Airport Identification Card following the usual procedure. You will need to bring the report with you to this appointment, otherwise no one will be able to help you. A €75 fee will be charged for replacing the badge.



Security Awareness Training

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Eindhoven Airport offers this training through an e-learning module which can be found on the Eindhoven Airport website or via [this link](#).

You can log in using your email address. No access? Then please send an email to badgecenter@eindhovenairport.nl We will make sure you get access to the e-learning module asap.

The e-learning module is to be taken before the Badge Centre appointment. The security awareness training is to be repeated every 5 years.



Platform Cards



Platform Cards

To request a Platform Card, please contact the Badge Centre via email:
badgecenter@eindhovenairport.nl.

We kindly ask to receive the following information:

- Applicant name
- Company
- Reason for request
- Registration number

If your application is approved, you will receive confirmation within 5 working days.



Safety & Security Manual



Safety & Security Manual

Safety & Security Test

If work is carried out at Eindhoven Airport and this work is in a secure area, every employee is required to take a Safety & Security test when applying for an Airport Identification Card. This test is to be taken at the Badge Centre during your Airport Identification Card appointment.

You will only receive an Airport Identification Card if you have completed this test with a passing score. To be properly prepared for the Safety & Security test, reading through the Safety & Security Manual is recommended. That can be found [here](#).



Traction Guest



Traction Guest Visitor Badge Application

There are also access badges for visitors. A photograph is not displayed on the badge, only specific personal details. These badges must always be worn visibly, just like the Airport Identification Cards. Anyone with a Visitor Badge must always be personally accompanied by a staff member with a permanent Airport Identification Card. Visitors have access to the same areas as the person accompanying them.

Criteria for applying for a Visitor Badge:

- A visitor request must be submitted at least 24 hours prior to the visit before 12.00 noon;
- Applications for a Visitor Badge may only be made by an authorised signatory;
- A Visitor Badge may only be requested through the online visitor system;

The applicant is responsible for filling in the correct details for the visit.

Providing incorrect, false or misleading details may result in refusal of access to the restricted areas. Should it be necessary to make any changes (e.g. change of escort, change of visit date), the authorised person must submit a new application.

Visitors must meet the following criteria:

- The escort must be employed by a company registered at Eindhoven Airport and have a permanent Airport Identification Card.
- Visitors or escorts must have a valid QR code as proof that the visit request has been approved by Airport Operations.
- It is compulsory for visitors to identify themselves by means of a valid identity document. (A driving licence is accepted as valid proof of identity for the issue of Visitor Badges).
- The visitor is to be accompanied at all times by the escort whose name is printed on the Visitor Badge;
- The Eindhoven Airport Visitor Badge is valid up to 18 hours and an application must be submitted for each working day;
- A minimum age of 15 years applies to anyone seeking to obtain a Visitor Badge;

To request a login account for Traction Guest, contact the Operations team at operations@eindhovenairport.nl or 040-2919823.

!! A holder of an Airport Identification Card may accompany a maximum of **2 people** at the same time



No-Show Fee



No-Shows

At times, it may be necessary to cancel an appointment that has been made. Cancelling an appointment should be done well in advance, and at least 36 hours before the actual appointment.

Need to cancel an appointment? Please do so via the confirmation email you received when scheduling your appointment.

This will allow the Badge Centre to use the allotted time for someone else. If an appointment is not cancelled at least 24 hours in advance, or if the appointment is not kept, the no-show fee will be charged to the relevant employer.

The no-show fee will also be charged in the event of the required and/or correctly completed documents not being produced during the appointment, resulting in an Airport Identification Card not being issued.

**The 'No-show' fee has been set at €26.00 with effect from 1 January 2024*



Airport Identification Card Intake (and Eindhoven Airport Day Badges)



Returning an Airport Identification Card

The holder of the badge must hand in the Airport Identification Card (or Eindhoven Airport Day Badge) at the Badge Centre of Eindhoven Airport immediately at the end of the last working day. A receipt will be issued to the badge holder on surrender, if desired. The last working day includes:

- elapsed expiry date,
- labour dispute, suspension,
- suspicion of misuse of the Airport Identification Card,
- or upon termination of employment and taking of outstanding leave.

When the conditions under which the Airport Identification Card was issued are no longer met, the Airport Identification Card loses its validity and must be immediately returned to the Badge Centre of Eindhoven Airport.

A fee of €97.50 per badge will be charged to the employer for any Airport Identification Cards and Eindhoven Airport Day Badges that are not returned.



Fee changes as of 1 January 2024



Fees as of 01/01/2024

- The new Badge Centre fees to be charged as of 1 January 2024 are indicated in the attached schedule. There has not been an increase in the fees over the past several years. Due to the rise of a range of costs, we have decided to implement an increase with effect from 1 January 2024.

	2023	2024
Platformkaart	€15,00	€19,50
no-show tarief	€20,00	€26,00
Het niet inleveren van de Luchthavenidentiteitskaart	€75,00	€97,50
Vervangen nieuwe Luchthavenidentiteitskaart binnen 2 jaar	€75,00	€97,50

***incl. BTW*



Activation of Day Badges



Activation of Day Badges

The Eindhoven Airport Day Badge is issued to staff who work for a company that is recognised by Eindhoven Airport and must meet the following criteria:

- The person must complete and submit a signed and stamped application form for the Eindhoven Airport Identification Card (via the Eindhoven Airport website).
- A valid No Objection Statement (VGB) must be presented.
- Before issuing an Airport Identification Card, it is mandatory to take the 'Security Awareness Training' (e-learning module) and it is strongly recommended to carefully read through the Safety & Security Manual.
- Before issuing an Airport Identification Card, it is mandatory to have successfully completed the Security test or the Safety & Security test at the Badge Centre
- If the test is not passed, it may be retaken a maximum of 2 times: 1x on the same day and 1x at a new appointment. Should the employee fail for a 3rd time, the Head of Airport Operations & Security may decide on a case-by-case basis and at the employer's request whether appropriate action can be taken.
- The issuance of an Airport Identification Card requires a valid identification document that provides information on the nationality or residence status of the holder. This means a passport or a national identity card. A driving licence will not be accepted as proof of identity in this case;
- The employee is to provide a necessary added value to the primary or secondary processes;
- The employee is to enter the restricted area less than once a week but not more than 10 times per calendar quarter for the purpose of performing these activities.
- The work of the employee in question can in no way be performed outside the restricted area, or the work must take place at a location made available by Eindhoven Airport within the restricted area
- A minimum age of 15 years applies to anyone seeking to obtain an Eindhoven Airport badge.



Activation of Day Badges

- The validity period of the Airport Identification Card depends on the nature and duration of the employment or contract and is a maximum of 5 years, after which the badge can be renewed.
- *!! If, by operation of law, it appears that the No Objection Statement (VGB) is withdrawn due to any circumstances uncovered through the background investigation, the Airport Identification Card is to be surrendered to the Badge Centre immediately.*

Activation of Eindhoven Airport Day Badge

- A request for activation of a Day Badge must be submitted at least 24 hours prior to commencement of the work before 12.00 noon;
- Activation of a Day Badge requires approval of the authorised signatory;
- Activation of a Day Badge can only be requested through the online application form;
- The form for activation of the Day Badge can be found on the Eindhoven Airport website on the Badge Centre page. [Activation of Eindhoven Airport Day Badge \(office.com\)](#)
- The authorised signatory is responsible for filling in the correct details for the activation of the Day Badge.
- Providing incorrect, false or misleading details may result in refusal of access to the restricted areas. Should it be necessary to make any changes (e.g. change of date), the authorised person must submit a new activation application.



Documents and General Terms and Conditions



Documents and General Terms and Conditions

- [Eindhoven Airport website](#)
- [Safety & Security Manual](#)
- [Eindhoven Access Policy](#)
- [Airport Identification Card application form](#)
- [Employer registration form](#)
- [Security Awareness Training](#)
- [Activation of Day Badges](#)

