

# Instructions for completion (employer)

The application form should be completed digitally and in full.

Digital completion does not apply to parts 7 and 8. These sections are to be handwritten and stamped.

**In case of illegibility and/or missing data, the form will not be processed.**

## 1. Personal details

Fill in all details as they appear in the passport or identification card.

Please note your birth name when filling in your surname.

## 2. Job details

As an employer, you are obliged to apply for the correct job(s) here. In addition, please indicate when the work will start/started.

## 3. Badge details

Does the employee already hold an Airport Identification Card? Enter the current badge number here.

## 4. Activate day badge

If the employee holds a day badge and you want to activate it, the activation period and reason for activation need to be indicated.

[For activation of day badges, click](#)

## 5. Employer details

The employer details need to be entered here.

## 6. Principal details

Whenever you carry out work at the airport on behalf of another company, the principal's details need to be indicated here.

## 7. Signature

The authorised signatory for the employer (and if applicable, also the principal) need to sign here. The signature is only valid if the authorised signatory's name, signature, date and company stamp are provided.

## 8. Receipt confirmation

The employee is to sign here after receiving the Airport Identification Card.

By signing, (employee) agrees to the terms and conditions that apply to the use of an Airport Identification Card.





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