



Step-by-step Application for 'Known Transporter' status

[Schiphol.nl/KnownTransporter](https://www.schiphol.nl/KnownTransporter)

bekendtransporteur@schiphol.nl

You have started the application procedure for 'Known Transporter' status. In this step-by-step plan you can read what you need to do to become 'Known Transporter':

Step	Description
1	<p>Go to www.schiphol.nl/knowntransporter. Click on 'Known Transporter' and download the following documents:</p> <ul style="list-style-type: none"> • Known Transporter application form • Declaration of Commitment 'Known Transporter' • Security programme Known Transporter
2	<p>As an applicant, fill in the documents carefully:</p> <ul style="list-style-type: none"> • Complete the Application Form • Have the Declaration of Commitment signed by an authorised representative or authorised representatives (include evidence of power of attorney by means of a KVK registration (Chamber of Commerce)). • Complete the Security Programme, and add this with your company's name added (e.g. Security Programme Known Transporter_Name of your company)
3	<p>Send the completed documents by email to bekendtransporteur@schiphol.nl with 'Known Transporter Application' in the subject line. The documents to be sent along are:</p> <ul style="list-style-type: none"> • Application Form designation Known Transporter • Declaration of Commitment • Security Programma Known Transporter (added as Security Programme Known Transporter_Name of your company) and the • Proof of power of attorney (KVK registration) <p>Wait for a response confirming receipt of the application. Schiphol will respond to your request within 10 working days.</p>
4	<p>After receiving the confirmation of the application, the company can be registered in Vesta:</p> <ul style="list-style-type: none"> • Does the company already have an eVesta account? Then send an email to access@schiphol.nl including the following information: <ul style="list-style-type: none"> - employer number, - Schiphol client(s) and - contact person (authorised signatory). • If the company has no eVesta account yet, register the company with Area & Access Control first, using the registration form: Schiphol Registering a company for Schiphol Passes (https://www.schiphol.nl/en/work-at-schiphol/page/registering-company-for-schiphol-passes/)
5	<p>After receiving confirmation from the Area & Access Control department, the applicant can apply for a VOG (Certificate of Conduct) for everyone who needs to obtain the relevant Known Transporter authorisation on his/her personal Schiphol Pass.</p>

	<ul style="list-style-type: none"> • The VOG is required for the general screening profiles: 12, 13, 36, 38, 41, 61 and 62. • Where applicable, a VOG must also be requested for the persons who will carry out the security check on the vehicle and cargo. <p>Please note: if the person already has a valid VGB in his/her possession, this can also be used for the application.</p>
6	<p>After applying for the VOG or VGB (or if the person already has this), the person(s) for whom the Known Transporter authorisation is required must complete the e-learning module 'Known Transporter' (https://bt.elearning4all.nl/e-learning/bekend-transport-en).</p> <p>Please note: keep the certificate of participation of the e-learning module, it contains a unique code that will be needed in the next steps.</p>
7	<p>After completing the e-learning module, the applicant requests a Schiphol Pass with the right Known Transporter authorisation and a Schiphol vehicle pass with Known Transporter Vehicle authorisation in eVesta (or alternatively, only the right Known Transporter authorisation on an existing Schiphol Pass / only the Known Transporter Vehicle authorisation on an existing Schiphol vehicle pass) for all clients for whom access is required.</p>
8	<p>After receiving confirmation of receipt of the application for the personal Schiphol Passes and authorisation (or just the authorisations on a personal Schiphol Pass that an applicant already has), the applicant can schedule an appointment to collect the passes at the Badge Centre. This appointment can be scheduled via the website: Schiphol Make an appointment to pick up your Schiphol Pass (https://www.schiphol.nl/en/work-at-schiphol/schipholpass/request-new/)</p>
9	<p>The driver and/or the person for whom the Schiphol Pass with Known Transporter authorisation has been applied for goes to the Badge Center and takes the following documents with him:</p> <ul style="list-style-type: none"> • valid proof of identity (only ID card or passport), • the VOG (maximum one calendar month old from date of issue), • e-learning participation certificate (with unique code), • personal Schiphol Pass (if already in possession). <p>If you have a VGB that can be reused, you must bring this with you.</p> <p>See also: Schiphol To the Badge Center (https://www.schiphol.nl/en/work-at-schiphol/page/to-the-badge-center/)</p>
10	<p>After receiving confirmation for the Schiphol vehicle pass, this must be attached to the vehicle. This can be done on Tuesdays and Thursdays between 10:00 and 14:00 at the Remote Security Center (Logistics Hub on Kruisweg 100, 1437 CH Rozenburg).</p>

Practical considerations

- Fees are payable when applying for the VOG and the Schiphol Pass/Schiphol vehicle pass. You can view the current fees at:
 - VOG: [Certificate of Conduct | Justis](#)
 - Schiphol Pass and Schiphol Vehicle Pass: [Schiphol | Employer pass costs \(https://www.schiphol.nl/en/work-at-schiphol/page/employers-pass-costs/\)](https://www.schiphol.nl/en/work-at-schiphol/page/employers-pass-costs/)
- The processing time for an application for Known Transporter is on average:
 - If already registered in eVesta: 20-25 working days
 - If not yet registered in eVesta: 20-30 working days