

Airport Identification Card – Dublin Airport

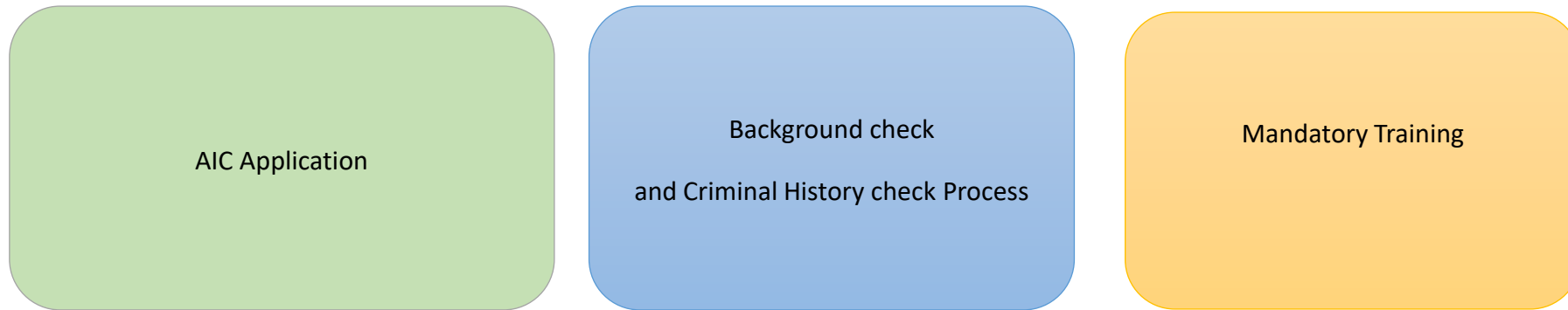
Application Process

Persons working in restricted areas of Dublin Airport are required to hold approved credentials.

These credentials include Airport Identification Cards (AIC's) and Escort Passes, both of which are issued at the ID Centre, Dublin Airport



There are a number of elements in the AIC approval process, as follows:



The ID Centre, Dublin operates a system of Authorised Signatories for businesses requiring to hold Airport Identification Cards for Dublin Airport.

Authorised Signatories are nominated by their employer; they receive training from the ID Centre and sign an agreement to comply with 'The Duties of Authorised Signatories'

- **Airport Identification Cards Application**
- All applications for AIC's at Dublin Airport are processed by using the 'ID1 online' portal. Access to the online portal is only available when a registered Authorised Signatory sends a link to an applicant.



The Authorised Signatory is responsible for all matters relating to your application for an AIC, for carrying out the Background Check and for confirming to the ID Centre that the applicant has successfully passed all parts of the check.

Applicants for AIC's are required to fill in the online application (ID1) and to submit it to the Authorised Signatory for consideration. Applications approved by the Authorised Signatory will be forwarded by the Authorised Signatory to the ID Centre, Dublin Airport for consideration and approval.

Proof of Identity - Applicants will be required to electronically attach a proof of identity document and a proof of address document (a domestic bill issued within the previous 6 months) . A Passport or Driving License are the only acceptable forms of identification.

Airside Driving – If the applicant is required to drive vehicles airside at Dublin Airport the applicant must attach a current valid full driving license to the online application.

BSAT - Applicants applying for an AIC are required to complete Basic Security Awareness Training (BSAT). BSAT Certificate must be attached electronically to the online application by the applicant or the Authorised Signatory.

Background Check

The Authorised Signatory is required to confirm to the ID Centre that the Background Check has been completed for the applicant.

The Background Check has four elements:

- (a) establish the person's identity on the basis of documentary evidence;
- (b) cover criminal records in all states of residence during at least the preceding 5 years;
- (c) cover employment, education and any gaps during at least the preceding 5 years.
- (d) cover intelligence and any other relevant information available to the competent national authorities that they consider may be relevant to the suitability of a person to work in a function which requires an enhanced background check.

Matters relating to Part b (Criminal History Check – CRC) and Part d (Security Intelligence Check – SIC) are carried out by the Central Processing Organisation (CPO)

The CPO shall return the results of the CRC and SIC to the Authorised Signatory by updating the ID1 portal.

Note - In Ireland the Criminal History Check and Security Intelligence Check are carried out by An Garda Síochána.

Criminal History Check (CRC) – The CRC is carried out by means of the E Vetting system. The E Vetting process is as follows:

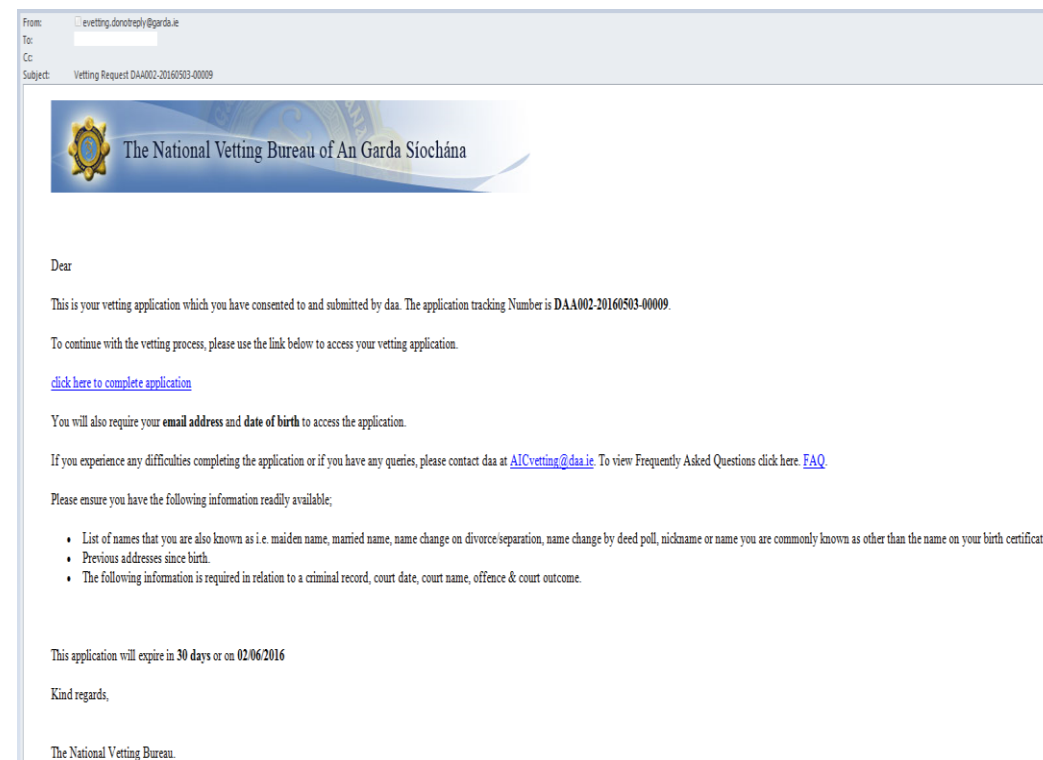
Applicants submit a Vetting Invitation (Form NVB1). This Form is available from the Authorised Signatories and can only be sent as an attachment by the Authorised Signatory using the ID1 online portal.

The Vetting Invitation Form (NVB1) must be completed in full by the applicant, all fields marked * are mandatory fields and must be completed.

A proof of current address document is required.

Applicants must attach, as proof of current address, a utility bill or bank statement. This must be issued within the last six (6) months, copies of these documents are not acceptable. The completed Vetting Invitation Form and proof of address must be returned to the Authorised Signatory to be uploaded to the ID1 Portal.

The CPO, Dublin Airport shall send the applicant a link to the National Vetting Bureau website.



The applicant, using the E Vetting system enters all required details and completes their online vetting application. Applicant submits E Vetting application.

The completed application is reviewed by the CPO and if approved it will be submitted to the National Vetting Bureau for processing.

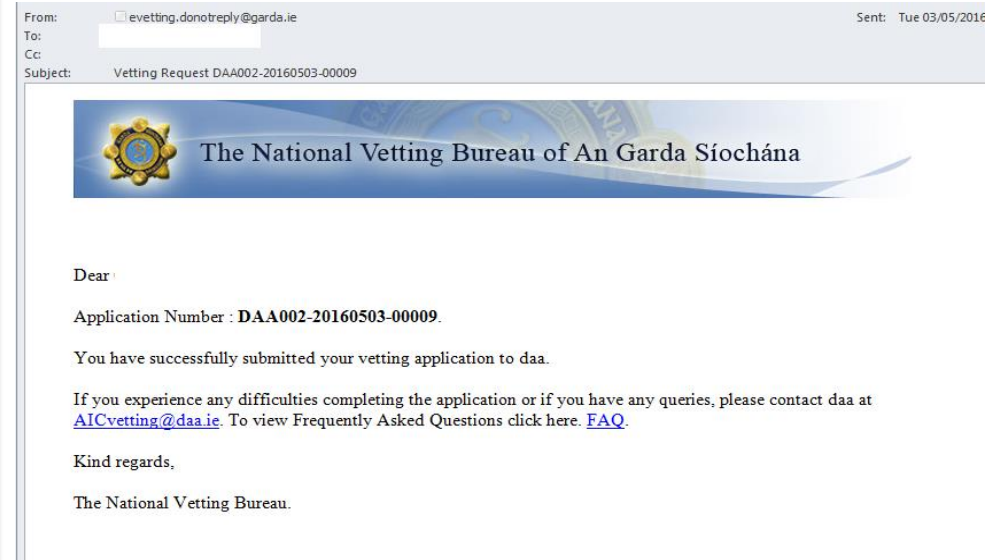
Applications requiring a Criminal Intelligence check are referred to the appropriate section in An Garda Síochána

The National Vetting Bureau will send an email confirming that the vetting process is being undertaken. This mail contains your application number. The applicant can use this number and their Date of Birth to check the status of their application by using the email received from the National Vetting Bureau.

The result of the Criminal History Check is sent to CPO, Dublin Airport.

The result of the Criminal Intelligence Check is sent to the CPO, Dublin Airport in the form of a Red or Green indicator.

The CPO will upload the results of the CRC and SIC to the ID Portal for review by the Authorised Signatory.



Mandatory Training

Access to certain areas including Apron and Manoeuvring Area are only permitted following the applicants successful completion of mandatory training courses.

These courses may include:

- Apron Safety Awareness
- Manoeuvring Area Safety Awareness
- Apron Driving
- Perimeter Road Driving

All enquiries relating to the above courses should be directed to the Authorised Signatories or to airside.training@daa.ie

If you work in the terminal or pier buildings and have no requirement to access the Apron or Manoeuvring Area the above training requirement does not apply.

Information on my Application

The ID Centre will issue each applicant for an AIC with an E-Mail notifying them when the ID Centre has commenced the processing of their application.

This E-Mail will provide you with important information regarding the application process.

A further e-mail will be send to you each time there is an update relating to the status of your Garda Vetting, Criminal Intelligence check, BSAT training or Ramp Training (if applicable).

The ID Centre, Dublin Airport issues each Authorised Signatory a daily email alert which provides a status update on applications approved by them.

Applicants should contact their Authorised Signatory for any updates or enquires relating to their application.

Ready for Issue

When the Authorised Signatory confirms that an AIC is ready for issue, you should attend the ID Centre, Dublin Airport.

You will need to bring the original proof of identification document and your driving license if you applied for driving at Dublin Airport.

The ID Centre, Dublin Airport is located at the side of the Airport Police Station, on the Arrivals Road beside Terminal 1.

The ID Centre is open Monday to Friday from 09:00hrs to 16:00hrs

You can contact the ID Centre by E-Mail at aic@daa.ie

You can contact the CPO by E-Mail at CPO@daa.ie

Enquiries relating to the Airside Training courses should be directed to the Authorised Signatories or to airside.training@daa.ie