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**Strictly Private and Confidential**

**Name**

**Address**

**[DATE]**

Dear Sir/Madam

**Re: [NAME] …………………………………… Date of Birth: ……………..………....……**

**Address:…………………………………………………………………………………...……**

The above named applicant has indicated that you are prepared to provide a gap reference to accompany the application for an Airport Security ID Pass. He/shehas authorised us to contact you for verification of identity, activities (e.g. travel) whereabouts (e.g. country of travel) and/or status (e.g. homemaker, carer) for the following period/s:

From: **[DATE] …………………..** To: **[DATE] …………....……….……..**

I should therefore be grateful if you would complete the attached questionnaire and return it to me as soon as possible. This information will be required to secure an identity pass and information will be shared with London City Airport and possibly with the control authorities.

**Please return this page along with the reference.**

**You are respectfully advised 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.**

The following must not provide gap references on behalf of an ID Pass applicant: blood relatives, current or ex relatives by marriage, relatives by adoption - including cousins, current or ex partners and their relatives, persons living at the same address, current employees of the ID Pass Sponsoring Company or individuals under the age of 16 years.If you fall into this category, please advise me.

You may be contacted the London City Airport Security Team to verify this reference.

We may not be able to offer employment unless this reference is returned and verified; therefore, an early reply would be appreciated.

May I thank you in anticipation for your cooperation in this matter and assure you that your reply will be treated in the strictest confidence.

Yours faithfully

**Name**

**Position in Company**