



Reference No:.....

SHANNON AIRPORT

APPLICATION FOR PERMANENT SECURITY ACCESS PERMIT FOR SHANNON AIRPORT (Form ID-1)

CONDITIONS OF ISSUE

1. This form must be completed in BLOCK CAPITALS by the applicant and by the company authorised signatory. An authorised signatory may not approve their own application.
2. I hereby authorise Dublin Airport Authority plc to make any enquiries in relation to this application that are deemed necessary in the interest of security and for that purpose I consent to having my details checked by An Garda Síochána (such check is repeated at intervals not exceeding 5 years).
3. The applicant must provide one of the following as positive means of identification at the time of access permit issue: Passport, Driving Licence or other identification issued by the State containing a photograph, name and address.
4. Applicants seeking permission to drive on Airside areas must produce their full driving licence at time of access permit issue.
5. The applicant must pay the appropriate fee for the access permit.
6. This application must be returned to the Access & Identification Centre (AIC) at least ten full working days in advance of access permit issue.
7. Failure to complete any part of this form will result in the form being returned and the issue of the access permit being delayed.
8. Airside (Ramp) access, Airbridge operating facilities and Airside driving will only be permitted following receipt of recognised approvals.
9. You must display and wear your access permit in a prominent position at all times while Airside.
10. You must comply with instructions of Airport Police, Authorised Officers or Airport Search Officers.
11. You must surrender your airport access permit to an Authorised Officer when requested.
12. You must report lost or stolen permits to the Access & Identification Centre (AIC)/Airport Police immediately:
Phone: (061) 712194 Admin Phone: (061) 712255 Airport Police (Outside Office Hours)
13. Access permits are strictly non-transferable.
14. Access permits remain the property of Shannon Airport Authority. It must be surrendered to the AIC or your Company's Authorised Signatory upon cessation of employment, date of expiry, where authorisation is withdrawn or a new access permit is issued for any reason.
15. Authorisation may be withdrawn if an access permit appears altered in any way.
16. All holders of access permits must familiarise themselves with the Airport Bye-Laws and relevant Airport Directions. (Available for inspection at each Airline, Handling Company or Dublin Airport Authority plc Airside Operations Administration.)
17. Smoking is prohibited at all times on the airside/apron/ramp.
18. An access permit does not carry automatic right of entry – Access is only permitted while staff are on duty carrying out their official duties.
19. Application forms for which no permit is collected within 6 months will be destroyed and re-application will be required.

I agree to comply with the above conditions of issue.

Signed..... Date

SECTION A – APPLICANT INFORMATION

Is this your first time applying for an Airport access permit? Yes..... No.....

If No, what company did you hold an access permit with?

What was your access permit reference number?

(Located in white box at bottom of access permit)

Do you have any criminal convictions? Yes..... No.....

Details

Title: Mr/Mrs/Miss/Ms
(Circle as appropriate)

Forename:

Surname:

Maiden Name:

Present Home Address:

Original Home Address:

Date of Birth:/...../.....(dd/mm/yyyy)

Nationality:

Home Phone Number:

Mobile Phone Number:

Car Reg:

Make:

Model:

Colour:

SECTION B – EMPLOYER INFORMATION (TO BE FILLED OUT BY APPLICANT)

Employer Name:

Employer Telephone No:

Employer Business Address:

Job Department:

Job Title:

Staff No.:

Please state precise office or work-base location:

Are you permanent? Yes..... No.....

If no, what is your contract: Start Date?/...../.....(dd/mm/yyyy)

Finish Date?/...../.....(dd/mm/yyyy)

ACCESS LEVEL – Please tick ‘Yes’ or ‘No’ for the area, which you are requesting access:

Note: Applicants are only granted access, which is required to carry out duties in relation to their essential work requirements.

Does your work require Airfield access (Runways & Taxiways)? Yes..... No.....

If Yes, please state reason:

Does your work require Ramp access? Yes No

If Yes, please state reason:

Does your work require Airside Terminal Building access? Yes No

If Yes, please state reason:

SECTION C – DRIVING REQUIREMENTS

Does your work require you to drive on: Airfield? Yes No

Ramp? Yes No

If Yes to either question, please state reason:

Driving Licence Information

(Only to be completed by applicants requesting permission to drive on the Ramp or the Airfield)

Licence Number:	Expiry Date:/...../..... (dd/mm/yyyy)
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Categories of Vehicle for which licence is valid (B, C1, etc)

A FULL DRIVING LICENCE IS REQUIRED TO DRIVE AIRSIDE
The Original Driving Licence must be produced at the time of AIC Issue

If your company is not permanently based at Shannon Airport, please state the name of the company sponsoring your work at Shannon Airport:

Company Name:

Contact Name:

(This person must be listed with Shannon Airport Authority as an Authorised Signatory)

SECTION D – TO BE COMPLETED BY A REGISTERED AUTHORISED SIGNATORY

Is the Applicant Directly Employed Contracted ? (Please tick one)

If contracted, please answer the following:

1. What work will the applicant carry out at Shannon Airport?

2. How long will the applicant be working for your company?

3. Will the applicant be carrying out any Ground Handling activities? Yes No

I undertake to return this applicant's access permit to the AIC when it expires or when the applicant either ceases to be employed by us or ceases to have cause to enter any restricted area(s). I also accept that my company will be liable to pay for any unreturned permits.

I confirm that where this applicant's duties require Airside (Ramp) access and Airside (Ramp) Driving authorisation that D.A.A-approved appropriate Airside Training instruction has been or will be provided before he/she commences unescorted Airside (Ramp) duties.

