

GUIDANCE ON THE BAA AIRPORT ID PASS SCHEME

Protocol Directorate of the Foreign and Commonwealth Office has the honour to provide up-dated guidance on the **BAA airport ID pass scheme** and the regulations for the use of airside passes.

Security awareness training for full airside pass holders (*immediate action required*)

Following a recent Department for Transport Regulation, full airside pass holders are now required to undertake a minimum level of general security awareness training (GSAT). In order to comply with this requirement, **all existing pass holders should read the enclosed BAA security awareness leaflet**. Please could authorised signatories at each mission ensure that all pass holders have complied and return the **enclosed declaration form** confirming this, to Louise Edwards (Diplomatic Missions and International Organisations Unit (DMIOU), Protocol Directorate). **Please note that failure to provide such confirmation may result in airside access being denied.**

All new applicants for full airport passes will be asked to read the leaflet and sign a declaration confirming that they have done so.

Applications for new passes: forms and accompanying paperwork

Accredited diplomatic staff and members of International Organisations requiring an airport pass should submit applications through the Directorate on a form 9 ("Application for BAA ID Pass for diplomats and persons with statutory right of access"). This and other relevant forms can be downloaded from the BAA website, www.baa.com/idcentre.

Locally engaged staff should apply on form 1 ("Application for a full or 30 day temporary ID pass"). They are also required to submit full references and a Criminal Records Check (CRC) with their applications. Where a member of staff has been employed for more than 5 years with the same employer they will be required to supply an additional personal reference. Full details on reference requirements, including

suggested pro-formas for the different types of reference, are available on the ID Centre website.

A CRC disclosure certificate can be obtained from Disclosure Scotland by following the procedure below:

1. Go to www.disclosurescotland.com
2. Select Basic Disclosure Online
3. Select BDO
4. Read the instructions
5. Select Start Application
6. At the end of the application process select submit.
7. Your certificate should arrive (by post) within 10 days.

If missions have any queries about this procedure they may contact Disclosure Scotland on **0870 609 6006**. Certificates are valid for up to 10 weeks from the date of issue. The processing cost for each certificate is £20.

Re-activating airport passes

Airport passes become inactive after 60 days non-use and require re-activation. Pass re-activations should be requested through the relevant team in DMIOU, Protocol, ideally at least 24 hours before the pass holder needs to use their pass.

Please note that under BAA regulations pass holders are not permitted to give their cards to colleagues to arrange a re-activation on their behalf.

Access to restricted zones

Missions should be aware that access within the restricted zones at UK airports is tightly controlled by BAA and it may not always be possible to enter certain areas. Diplomatic pass holders should be provided access to airside areas insofar as it is necessary for them to carry out their official duties. In general, access is not permitted to the jetty or gate area in order to meet and greet visitors not associated with official duties.

When entering a restricted zone or controlled area, airport passes must be swiped through the relevant security card readers. If a pass holder is unable to enter a certain area, it may be that they are trying to enter either a prohibited zone or take a route that is not

permitted. Should a pass holder encounter such a problem, they should seek the advice of security staff, or contact the Heathrow ID Centre with the reader number of the machine where their pass failed validation. ID Centre staff should then be able to locate the pass holder and advise, if appropriate, on an alternative route.

Access at other BAA airports

Pass holders that require airside access at BAA airports other than Heathrow (e.g. Gatwick or Stansted), should contact the Directorate at least 24 hours before they need to use their pass if they wish confirmation that their ID pass can be used at the other airport.

Correct use and display of ID passes

Missions should be aware that the misuse of an ID passes could result in that pass being confiscated immediately. Airside passes must be used only for official business, not for private use.

ID passes must be displayed prominently while in a restricted (airside) zone. They should be clearly visible in outer clothing, preferably at chest height.

Temporary ID Passes

Missions may apply for temporary ID passes for members of staff who are not in possession of a full pass (n.b. spouses or other relatives are not entitled to passes). Although a new photographic scheme was introduced last year, the procedures for applying and the regulations on escorting remain the same - temporary pass holders must be accompanied by a full pass holder (at a ratio of 1 full pass holder to 3 temporary pass holders). Passes can be applied for in advance (applications may be faxed to the ID Centre) or on the day required using form 8, which may be downloaded from the ID Centre website. A full passport must be submitted as proof of ID. Please note that missions will now be charged £50 if a temporary ID pass is not returned within 5 days of its expiry date.

Pass issuing offices are located and open as follows:

- Heathrow ID: 07.00-18.00, Monday-Friday
 - Star Centre (out of hours office) 16.00-08.30
 - Terminal 4: 24 hours a day
 - Terminal 3: Monday-Friday 08.00-12.30 and then 14.30-16.00
- Special arrangements may apply for public holidays.

Future issues

Heathrow ID Centre will be re-locating to a new office outside the airport terminals in the coming months. It is likely that some temporary arrangements will be in place during the transition period. Missions will be informed as soon as further information becomes available.

Contact details

Heathrow ID Centre is now open between 07.00 and 18.00 and the contact details remain:

Tel: 0208 745 5178 (enquiries/to book an appointment)

Fax: 0208 745 4220

Please contact Louise Edwards, DMIOU, Protocol Directorate (tel 020 7008 0992) if you have any queries about the contents of this guidance.

FOREIGN AND COMMONWEALTH OFFICE
OLD ADMIRALTY BUILDING
LONDON SW1A 2PA

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