



Reg. No.

Request for Airport ID Badge
SUBMIT WITH COVER LETTER IN COMPANY LETTERHEAD

2010

IMPORTANT NOTICE

You are required to fill in all fields correctly. Incomplete applications will NOT be processed. Giving false, incorrect, or incomplete information on the application constitute grounds for disqualification. If discovered after the Security ID Badge has been issued, the badge will be immediately revoked.

PERSONAL DATA

Last Name: _____		First Name: _____		Middle Name: _____		Marital Status:	
						Single <input type="checkbox"/>	
						Partner <input type="checkbox"/>	
						Married <input type="checkbox"/>	
Date of Birth: _____		Place of Birth: _____		Age: _____	Nationality: _____		
Passport No: _____		ID No: _____		Sex: Female <input type="checkbox"/>		Male <input type="checkbox"/>	
Home address: _____				Telephone Nr (Home AND Cell): _____			
				Home: _____		Cell: _____	

OCCUPATION / FUNCTION

Function / Occupation at Airport (please give accurate description):
If not employed at Airport: state reason for need of access :

Name and Address Current Employer:	Business Tel. Numbers & Contact person:
_____	_____
Name and Address Previous Employer: (if employed at current employer for less than three years)	Business Tel. Numbers & Contact person:
_____	_____

BACKGROUND

Have you ever been arrested or convicted for ANY offense or crime, even though awaiting court decision, eventually pardoned, amnesty granted, or otherwise released as a result of any other legal action: NO
YES If yes, please explain: _____

CONDITIONS

All Security ID Badges ARE and REMAIN property of the Aruba Airport Authority N.V. (AAA) and MUST be returned by the Employer:

- Upon request of AAA
- For inspection
- When ID Badge holder's services are terminated by employer/holder.

DEPOSIT

Employer must make a Afl. 50,00 deposit. This deposit will be re-imbursed upon return of ID Badge to the ID Administration Office, after showing original receipt of deposit.
Loss of the Security ID Badge MUST be reported IMMEDIATELY to the Security Unit, either by the Badge holder or his/her Employer.

DECLARATION OF APPLICANT	DECLARATION OF EMPLOYER
I declare that all information given by me, as contained in this application and any attached documentation, to be true and correct. I accept the conditions of AAA and all Rules and Regulations regarding the use of the Airport ID Badge*. I acknowledge AAA's right to verify any or all the information given by me.	This applicant is currently employed by me/my company and I accept joint responsibility for full compliance with conditions and regulations as set by AAA.
X	X
_____ Signature of APPLICANT	_____ Stamp and Signature of Employer
Date: _____	Date: _____

SPACE BELOW FOR AIRPORT USE ONLY

ID ADMINISTRATION	BUM Security
Function: _____	Date received: _____
Access Profile: _____	Remarks: _____

Application:

NOT APPROVED:

APPROVED:

APPROVED FOR ISSUANCE:

* See attached page for summary of Rules and Regulations

SUMMARY

of

Airport policy and rules/procedures Regarding identification of employees and visitors

1. Individuals working in a restricted area of the airport must display at all times an AAA Security ID badge.
2. The regular ID Badge and the Counter Badge must be displayed at all times face-view on the outer garments, above the waist and below the neck. The Short Term Pass ID Badge must be displayed at all times front-view on the outer garments, above the waist and below the neck.
3. The holder is not allowed to use the Airport ID Badge for private purposes.
4. For aircraft crew not based in Aruba, a crew member's license or certificate issued in compliance with relevant ICAO specifications will also be accepted as a valid identification document, particularly when the crew identity is verified by a photographic laminated identification card.
5. Uniformed Law Enforcement Officers not stationed at the airport are not required to wear a Security ID badge, provided that the identity is verified by an approved valid identity document ("legitimatie bewijs").
6. The Aruba Airport Authority N.V. (AAA) retains the right at any time to prohibit the badge holder from entering any restricted area on the airport.
7. All companies and organizations must vouch for the validity of and need for a Security ID badge by their staff. This entails a responsibility on their part to have completed adequate pre-employment or other inquiries to ensure that the individual will not be a potential threat to the airport security program.
8. No Regular Security ID badge will be issued to non-residents or to persons who have no valid work permit.
9. No Regular Security ID badge will be issued to persons under the age of 18 years.
10. A Security ID badge may not be issued to persons arrested, convicted for any offense or crime even though subject of a pardon, amnesty, or other such legal action.
11. Individuals who failed to pass successfully the VDA background check are not eligible to receive any airport security ID badge.
12. Any person whose Security ID badge is lost, stolen or misplaced must promptly report such loss to his supervisor who must ensure that the Security ID Administration unit is advised immediately.
13. Use by a person other than the person to whom the security ID badge and/or Pin number was issued will result in immediate suspension of access and removal of badge.
14. The Security ID badge remains the property of the Aruba Airport Authority N.V. and **must be returned**;
 - upon request
 - for inspection and verification
 - when the individual's access authorization is terminated due to transfers, termination of services, suspensions or revocation of badge.
15. The Airport Security is entitled to search each pass-holder, including the items in his/her possession and vehicle in which s/he transports items and/or him/herself. This rule is applicable at all access points to or within all restricted areas.

This summary is non-limitative and other/additional rules and regulations regarding Airport ID Badges are contained in Airport Security Program, ID Badge Regulations document, Airport Director's Instructions and other relevant documentation.