



CONFIDENTIAL

Reg.
No.

Request for Airport ID Badge

2011

SUBMIT WITH COVER LETTER IN COMPANY LETTERHEAD

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

OCCUPATION / FUNCTION

Function / Occupation at Airport (please give accurate description):
If not employed at Airport: state reason for need of access :
Is this your only employer: Yes ☐ No ☐ : If not, please inform of other employer(s):

Name and Address Current Employer:	Business Tel. Numbers & Contact person:
<input type="text"/>	<input type="text"/>
Name and Address Previous Employer: (if employed at current employer for less than three years)	Business Tel. Numbers & Contact person:
<input type="text"/>	<input type="text"/>

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.

Lost or stolen AIRB ID Badge

Loss, unaccounted for or stolen Security ID Badge MUST be reported IMMEDIATELY to the Security Unit, either by the Badge holder or his/her Employer.

DECLARATION OF APPLICANT

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.

X

Signature of APPLICANT
Date:

DECLARATION OF EMPLOYER

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

Stamp and Signature of Employer
Date:

SPACE BELOW FOR AIRPORT USE ONLY

ID ADMINISTRATION		BUM Security	
Function:		Date received:	
Access Profile:		Remarks:	
Application: NOT APPROVED: <input type="checkbox"/> APPROVED: <input type="checkbox"/> APPROVED FOR ISSUANCE: <input type="checkbox"/>			

* 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.
16. User will not allow any individual to follow him/her through any door or gate, and will not open a door or a gate for another individual to gain access to airport restricted area.

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.