

Jersey Airport Security Pass Information

In order to safeguard civil aviation operations against acts of unlawful interference, Ports of Jersey (PoJL) requires persons needing access to enter the Security Restricted area and/or Critical Part of the Security Restricted Area of Jersey Airport to display a Security ID pass which has either been issued by, or is recognised by, Ports of Jersey Authority.

The requirements are as provided in the Ports of Jersey Security Programme and follow the standards of the Channel Islands Civil Aviation Security Policy (CICASP) and UK National Aviation Security Programme. Recognised Security ID Passes are a requirement of the following:

- The Aerodromes (Administration) (Jersey) (Law) 1952.
- The Aviation Security (Jersey) Order 1993, as amended.

This document contains details for companies wishing to join the Ports of Jersey Airport Pass Scheme and authorised signatories appointed on behalf of their company/department operating at Jersey Airport. This document outlines the requirements and responsibilities for companies and authorised signatories in order to comply with:

- (EU) Regulation 300 (as retained in UK Law – applicable to JER)
- Department for Transport (DfT) Regulations
- Channel Islands Civil Aviation Security Programme (CICASP)
- Single Consolidated Direction (SCD) A
- Ports of Jersey policies and procedures

The contents of this document are subject to change in line with Regulation changes.

Definitions

The Nominated Officer - The organisation must commit to meeting the scheme's terms and conditions and appoint a nominated officer to act as the main point of contact for the airport operator. These terms and conditions are to include an obligation on the organisation to assure itself of the suitability and integrity of applicants to hold an airside pass and to provide ongoing assurance that both authorised signatories and individuals working airside (employees and contractors) maintain basic standards of trustworthiness, reliability and integrity.

The Nominated Officer should appoint a minimum of 3 authorised signatories. The organisation shall commit to meeting the scheme's terms and conditions and appoint a nominated officer to act as the main point of contact for the airport operator.

The Authorised Signatory - The function of the authorised signatory is to sponsor applications for airside passes having satisfied themselves that the applicant has a legitimate need for access to critical parts and security restricted areas and is a suitable person having successfully completed a background check.

Temporary Employment/Visitor ID Sponsors – are only authorised to submit applications for Temporary Employment and Visitors Passes.

Requirements for Company to join Ports of Jersey Airside Pass Scheme

All applications for membership should be supported by a written justification of the business operational need and supplied with the following:

- A copy of a contract for the provision of services with the airport operator or another company operating at Jersey Airport – or
- Evidence that the organisation is undertaking a statutory function at the airport.

Licence to Operate

An organisation may need to obtain a licence from the airport operator to offer services to airport users at the airport. The licence requires specific undertakings to be made in relation to adherence to operational safety, environment and security policies and standards. Where a licence is required, you should obtain confirmation from the relevant airport department that one has been signed before you consider an application from an organisation to join the airside pass scheme.

Authorised Signatory (Sponsors)

It is recommended to have a minimum of three sponsors within your company/department for resilience.

In order to apply for a Jersey Airport ID pass, a reputable company or undertaking must first apply to Ports of Jersey to be granted authority to apply for ID passes.

Upon the company/department being recognised as a Sponsor, they may submit an application for consideration by submission through the PoJL ID Centre. The Authorised Sponsor may then nominate 3 signatories who can act as a sponsor. These sponsors will become known as “Authorised Signatories”.

All Authorised Signatories are required to have undergone background checks in Jersey as detailed below.

Once recognised as Authorised Signatory, they may submit ID applications for the submission of ID passes by submission through the PoJL ID Centre via Airport Gateway. Any applications not correctly completed will be returned to the Authorised Signatory via Airport Gateway updated with the reason for non-acceptance. Authorised Signatories are responsible for ensuring that pass holders are aware of current security regulations.

Authorised Signatories require the following for a background check:

- Identity check
- 5 Years checkable history (Education, Employment etc.)
- Nationality and immigration status
- Criminal Record Check
- Accreditation check (AC)
- GSAT - General Safety Awareness Training
- Security Interview Declaration

- Security Pass Briefing Notes

Your Authorised Signatory may apply for ID passes for anyone who is:

- Employed by your company/department
- Sub-contracted to work for your company (Restrictions apply).

Your Authorised Signatory has the responsibility to ensure that:

- All ID pass applications comply with the criteria detailed in this document; and
- All requirements relating to the use and management of ID passes are met, including those issued to subcontractors sponsored by your company; and
- All investigations or audits undertaken by Jersey Airport receive full co-operation, and any identified deficiencies or need for additional controls are addressed.

There are four types of Airport ID Passes issued at Ports of Jersey:

1. Full Airport ID Pass (photographic) allowing authorised unescorted access to Airside, Critical Part, Buildings and Staff Car Parks. Approved ID required. Valid 5 years application submission by ID Gateway.
2. Temporary 1-14-day Employment Airport ID pass (photographic) allowing escorted access to Airside and Critical Part. Approved ID required. Application submission by ID Gateway. With proof of request of CRC, must have reference number, name and date.
3. Temporary 15 - 60 Day Employment Airport ID Pass (photographic) allowing escorted access to Airside and Critical Part. Approved ID required. Application submission by ID Gateway. Requires completed CRC.
4. Temporary Visitor 1-14 Day Airport ID Pass (photographic) allowing escorted access to Airside and Critical Part. Approved ID required. Application submission by ID Gateway.

NOTE: The maximum allowance in total for a Visitor Pass is 14 days per year. However, 14 consecutive days cannot be used at once. The maximum allowance for a Visitor Pass is 7 consecutive days, however there must be a 3-day gap between individual applications. This is referred to as a "Gap Rule".

The 3-day gap with justification and approval by the Airport Security compliance Manager/Airport Operations Manager

Pass Overview

Temporary Visitor Pass

A 1–7-day visitor pass is issued to persons requiring escorted access to the Critical Part and Security Restricted areas of the aerodrome for periods of up to seven days. The applicant and a full pass holder should attend the ID Centre. A 1–7-day temporary pass will only be issued for:

- Visitors
- Contractors carrying out short term essential work.

- Emergency maintenance
- Drivers making ad hoc collections and deliveries.
- Work Experience, familiarisation or interview

All 1-7-day visitor pass holders **must always** be escorted by a full Jersey Airport pass holder when in the Critical Part and or the Security Restricted Area. This is the responsibility of the Authorised Escort. All visitors and any items they have on entry to the Critical Part area of the airport will be searched and screened to comply with EU/UK regulations.

Both the escort and the visitor/temporary pass holder must be on official business on behalf of their company/organisation, and **the escort must always keep the visitor pass holder in line of sight**. All visitor/temporary passes are the signatories' responsibility to destroy after use.

The ID used in the application must be presented with the Visitor Pass at each entry point to Security Restricted Areas and the Critical Part. Failure to do so shall result in being refused access.

1 - 60 Day Temporary Employment Pass

A 60-day employment temporary pass can be issued to persons who have used their initial 1–7-day temporary pass (with a total of 14 days allocation annually). To make an application, an Authorised Signatory for the company shall complete and application in Airport Gateway. Temporary Employment Passes now have 2 sets of rules that can overlap. Without CRC / Proof of CRC / Not Yet Obtained, it is possible to Apply for a Temporary Employment Pass without a CRC, however the applicant must have Dated proof of a CRC Request.

- Employment Passes without CRC are limited to a maximum of 14 consecutive days.
- Can only be used 1 time per 365 Day Rolling Period.
- Must have requested the CRC within 3 weeks/21 days of the application start date.

Criminal Record Checks with CRC / Full CRC / Obtained, as well as being able to apply for a Temporary Employment pass without a CRC, users are of course able to apply for a Temporary Employment Pass if they have already obtained a CRC if dated within 26 weeks. Temporary Employment Passes with CRC are Subject to the following rules:

Maximum of 60 days, Jersey Airport configuration is 1-14 (proof of applied for DBS) and 15-60-day (in possession of a DBS “within 26 weeks”).

- The CRC must be received by the PoJL ID Centre via Airport Gateway within 26 Weeks of the date it was issued by the relevant authority.
- All Employment passes must be consecutive I.e. There cannot be a gap between Temporary Employment Passes that have a Valid CRC. The application process for a Temporary Employment Pass is initiated in the same way as for any pass type i.e., using the “Make an application” button on the left side of the screen.

The 60-day Temporary employment Pass holder must always be escorted by a full AIC pass holder while in the Critical Part. Both the escort and the Temporary Employment Pass holder must be on official business on behalf of their company/organisation, and the escort must always keep the Temporary Employment Pass holder in line of sight.

All Temporary Employment Pass holders and any items they have on entry to the Critical Part or Security Restricted Areas of the airport will be screened to comply with EU/UK regulations.

All Temporary Employment Pass holders shall display the pass at all times whilst in the Security Restricted Areas and the Critical Part, at chest height. This must be presented on request of a Security Officer and the Airport Authority.

When an employee no longer requires access, temporary passes are the signatories' responsibility to destroy after use.

Your company will be expected to keep accurate records of all security pass requests including full and temporary pass applications.

Full Jersey Airport Security Pass

Any sponsors wishing to obtain a permanent pass for applicants to work at Jersey Airport must complete an application in Airport Gateway for a Full Pass. See pass application procedures contained within this document.

All applicants for a Full permanent Airport ID pass require the following:

- Identity check
- Social Security Number/National Insurance Number
- 5 Years checkable history (Education, Employment etc.) References shall be written within 28 days of submission of application. (Gap references required for all gaps in employment or /and education over 28 days)
- Nationality and immigration status
- Criminal Record Check
- General Safety Awareness Training (GSAT)
- Accreditation Check (AC)
- Security Interview Declaration
- Security Mandatory Pass Briefing Notes

Guidelines for application of a Full Airside ID Pass

Once you have verified all the information in accordance with the required criteria contained within the guidelines you may then submit the application by uploading all the required criteria onto Airport Gateway for processing by the PoJL ID Centre.

Once the Authorised Signatory has been notified that the Full ID Pass application has been approved an appointment can be made. The pass applicant must attend the ID Room to collect the pass within 3-months of clearance.

The original identity document uploaded in support of the application must be presented by the applicant on collection of their Airport ID pass from the ID Centre.

Failure to do so will result in the application being invalid for collection. A penalty charge of £10.00 will apply when any appointment has been missed.

Accreditation Check (AC)

As of the 1st of January 2022, all full ID applications and Employment ID applications are required to have an Accreditation Check. An Accreditation Check is a level of UK National Security Vetting Clearance required for all those with an airside pass for the CPSRA.

Accreditation checks are applied through Airport Gateway and require the applicant's full name, date of birth, Social Security/National Insurance number and email address. The Authorised Signatory must start the application and request the Accreditation Check in the application as one of the steps.

Before any such application is made, the applicant's identity must have been verified.

Where a current AC clearance expires, and it has not been renewed at or before the expiry, the person must immediately be removed from deployment on any activity or function for which AC clearance is required – i.e., conducting duties Airside.

Please be aware an accreditation check can take up to 5 working days.

Only the Authorised Signatory of Full AIC applications are able to request and receive this information. Temporary Employment/Visitor Pass signatories will not be able to request or receive this information as they are not required.

Verification of Identity

Applicants must hold one of the following forms of identification.

Only the following original documents are considered acceptable forms of identification: -

British Nationals: A Full five- or ten-year valid passport or UK photo-card Driving Licence including Provisional.

EU /EEA and Swiss nationals: A valid passport or National Identity Card. Acceptance of EU national ID Cards are being phased out and will not be accepted effective from 1st January 2026.

For all other nationalities: A full passport PLUS original Home Office document confirming right to work in the United Kingdom (such as visa / entry clearance) or an Identity Card for Foreign Nationals issued by the Home Office or UK Border Agency including UK travel documents issued by the UK Border Agency to persons with asylum status, humanitarian protection status or discretionary leave to remain.

Where a passport or UK driving licence (including Channel Islands) has expired, it can be accepted if:

- it expired within 12 months
- the photo still resembles the person
- and with a recent supporting document as below:
 - a bank, building society or credit card statement in their name dated within the last 3 months, or
 - a utility bill (electric, gas, water) in their name dated within the last 3 months, or
 - a council tax bill or mortgage statement in their name dated within the last 12 months

Evidence shall be required of attempts to obtain one of the above supporting documents

Where the Authorised Signatory is satisfied the person, whose identity is to be established cannot reasonably provide the documentation required above, the person must supply the following original documents:

- i. a birth or adoption certificate, or
- ii. a registration or neutralisation document: and, in addition to (i) or (ii):
 - a. proof of residence in their current state of residence; and
 - b. a passport-sized photograph endorsed on the back with the signature of a Justice of the Peace, medical practitioner, officer of the armed forces, clergyman, teacher, lawyer, bank manager, or civil servant who has known the person, either personally or professionally, for a minimum of three years and which must be accompanied by a signed statement from the signatory, giving their full name, position, address and telephone number and confirming the period that they have known the person. The statement must be verified with the signatory.

To help confirm the authenticity of identity documents provided by the individual:

The Link: <http://prado.consilium.europa.eu/en/homeindex.html> shows examples and describes the security features that may be examined for passports and identity documents.

The original identity document uploaded in support of the application must be presented by the applicant on collection of their Airport ID pass from the ID Centre. The only exception being confirmation that the original document has been lost, stolen or expired. In these cases, a new identity document conforming to the requirements may be presented at the ID Centre by the applicant providing the Authorised Signatory has provided an email or letter including a copy of the new document confirming that they have seen the new identity document and approve it in support of the application.

Where an applicant has lawfully changed their name but has yet to update their identity documents an exception to this may be made provided suitable evidence of this name change is submitted with the application.

The first and last name of the applicant will be displayed on the Airport ID Pass.

There is no requirement to submit references for individuals who require access to landside areas only.

Verification of Criminal Record

A criminal background check must be undertaken for all individuals applying for an Airport ID pass including a 5-year ID card reissue giving unescorted access to the CPSRA or to airside areas such as cargo and maintenance areas. This is evidenced by obtaining a criminal record certificate from the applicant.

The first and last name and date of birth on a criminal record certificate must match exactly the name on the applicant's identity document.

Where an applicant has lawfully changed their name but has yet to update their identification documents an exception may be made provided suitable evidence of this name change is submitted with any application. Information on what constitutes suitable evidence can be found in Section 5.4.

Applications will be refused where the criminal record certificate details a conviction for a disqualifying or similar offence. A list of the most common disqualifying offences can be found in Appendix 1 contained in this document.

Further advice should be sought from the ID Centre for similar offences or overseas convictions where it is not immediately clear what the equivalent offence under UK law is.

Overseas CRC information can be found at [Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/criminal-records-bureau/about/criminal-records-checks-for-overseas-applicants).

Where successful, the original certificate of disregard and the criminal record certificate should be submitted as part of the application. Jersey Airport plays no part in the application process for a certificate of disregard and are unable to answer any queries relating to individual applications. If the ID Centre advises that you should not submit an application where the criminal record certificate details an offence similar to a disqualifying offence and you disagree with this position, you may appeal by writing to the Head of Security at Jersey Airport. The Head of Security's determination will be final.

In the UK, criminal record certificates should be obtained by applying to Disclosure Scotland for a basic disclosure certificate or if resident in Northern Ireland to Access Northern Ireland. Enhanced disclosures are also acceptable from competent authorities such as the Criminal Records Bureau (CRB).

Original criminal record certificate must be submitted with the application. Criminal record certificates are valid for a maximum of 26 weeks from their date of issue.

A Criminal Record Certificate must be valid:

- (i) on the day that all elements of the background check are complete; and,
- (ii) where the background check is being completed solely to obtain an airport identification card, the Certificate must also be valid on the day the airport ID card application is submitted to the airport operator.

There is no requirement to submit a criminal record check certificate for applicants who only require access to landside areas such as buildings, offices and staff car parks.

A digital response from the government Disclosure and Barring Service to a "Responsible Organisation" ("RO" – Sponsoring Company/Department), confirming there is no criminal record to disclose, may be accepted pending receipt of a Criminal Record Certificate. A digital response may only be accepted if:

- (a) the RO passes the response directly to the regulated entity (PoJL) or directly to the regulated entity's immediate contractor and not through multiple contractors.
- (b) the digital response is only useable by the regulated entity that is the source of the disclosure request (i.e. the digital response is not transferrable to another regulated entity)."

General Security Awareness Training

Applicants for an Airport ID pass giving unescorted access to the CPSRA areas must hold a valid General Security Awareness Training (GSAT) certificate before a pass is issued and must continue to hold a valid GSAT certificate for the duration of their pass. GSAT training may only be conducted once the applicant has successfully completed their reference and Criminal Record Check requirements.

GSAT certificates are valid for a maximum period of 5 years providing the ID pass holder uses their ID pass at least once every 6 months. If an Airport ID is not used in a 6-month period, this shall be “Parked” and unable to be used. A new GSAT is required to unpark. See “Unparking an Airport ID”.

New employees, not holding a valid GSAT certificate, may only complete GSAT after they have successfully completed their reference and criminal record checks.

The CAA hold a list of all approved GSAT training providers follow link: [CAP1975 Training Provider List \(caa.co.uk\)](https://caa.co.uk/cap1975-training-provider-list). Details can also be found on ID Gateway.

Exemptions

The following categories of applicant are exempt from the GSAT requirements:

Persons who have successfully completed security training courses that meet the requirements of the CAA training syllabuses for:

- Ground security staff and supervisors
- Aviation security managers
- Aircrew
- Air cargo security, In-flight supplies and Airport supplies where the Airport GSAT Supplementary Training has been provided.

The following persons are deemed to have received equivalent security awareness training:

The following persons are accepted to have received security awareness training to a standard as set out at A11.2.6.2.

- Civil Aviation Authority Inspectors, Auditors, and operational staff.
- Department for Transport (DfT) certificated aviation security instructors.
- Police Officers
- In Guernsey and Alderney, Members of the Guernsey Border Agency or its agents.
- In Jersey, States of Jersey Customs and Immigration Officers
- The Director of Civil Aviation
- The Regulator
- CAA accredited security instructors and independent validators.

Security Interview Declaration

You will need to sign and upload the Security Interview Declaration.

Security Pass Briefing Notes

This document shall be read and signed by the applicant and uploaded as part of the application to ID Gateway in the upload documents section.

Data retention

All information relating to the application for an Airport ID pass including copies of identity documents, references, evidence of a security interview, results of a criminal record check and security training records must be retained securely and made available for inspection by Jersey Airport for a minimum period of five years.

Using an Airport ID pass

Responsibilities of an ID pass holder

Company Authorised Signatories must provide their ID Pass holders with a copy of "Security Pass Briefing Notes" available from Ports of Jersey Website.

It is your responsibility as the Authorised Signatory to ensure all pass holders are made aware of their personal responsibilities with regard to the proper use of an ID pass. The pass must only be used for your company's business. If the holder wishes to work for another employer at the airport, a second pass must be obtained.

Airport ID passes must be worn at chest height either with a lanyard or approved arm band. They must always be clearly visible when at work. All pass holders are expected to challenge anyone else who is not displaying an ID pass in a non-public area.

Whenever entering the CPSRA Temporary Employment/Visitor Pass holders shall show their pass to the airport security officer on duty. It may be checked visually and by electronic verification system. If asked, secondary identification must be shown. If the security officer advises that there is a problem with an ID pass, the holder may be denied access and referred to their Authorised Signatory.

Whilst on any airport premises, holders must show their pass on demand to any law enforcement officer or any other official of Jersey Airport who may require confirming that the holder is permitted to be within that area.

ID passes must not be used to access or exit the CPSRA for personal reasons. The only exception to this is for employee discount shopping events, in which case pass holders must be on duty and they must only enter the CPSRA on a break from duty on that day or immediately after finishing or before starting work (an hour either side).

ID passes may be withdrawn if any condition of issue can no longer be met. **Pass holders charged with, or convicted of, a criminal offence must notify their manager within 14 days.** Failure to declare any such charge will be handled in accordance with your company's disciplinary procedures and Airport Byelaws this may result in the withdrawal of the pass.

ID passes giving access to the CPSRA are issued to staff members who require on- going and regular access. If a pass is not used at least once every 60 days to access the CPSRA, the pass will be "parked" and will not be valid to access airside again until such time that it has been un-parked. An ID pass may be withdrawn if not used regularly.

Airport ID holders must not escort someone else unless that person has been issued with a Temporary Employment/Visitor Pass and is under their escort. Whilst conducting escort duties, the pass holder must:

- Always keep all temporary pass holders in their line of sight

- Take all reasonable steps to ensure that temporary pass holders do not breach any security requirements
- Inform security immediately if you have any concerns of the temporary pass holder

Holders must inform the ID Centre if there are any changes to their personal details including (but not limited to) changes to job title, name, address and appearance.

ID passes must only be used to access areas to which the holder has been authorised to enter. Access rights can be established by looking at the colour and numbering on the pass. Further details can be obtained from the ID Centre.

Lost or stolen passes must be reported immediately upon discovery to the ID Room via ID Gateway. The local police, Airport Security and the Authorised Signatory.

ID passes that are subsequently recovered must not be used and must be returned to the ID Centre.

Supplementary requirements for Temporary Employment/Visitor Pass holders

Temporary Employment/Visitor Pass holders must abide by all the conditions of use detailed above plus the following additional requirements.

Temporary Employment/Visitor Pass holders will only be permitted into the CPSRA when escorted by a person holding a valid Jersey Airport issued Airport ID pass. **Whilst airside, they must always remain in the line of sight of their escort.** They will have the same access levels as their escort. They must present the ID that was provided at time of application as proof of their identity or access shall be denied.

Ongoing pass management

Renewing a pass (five-year re-issue)

An Airport ID pass valid in the CPSRA may be renewed for a further 5 years on expiry so long as there is an operational need for the pass. This option must be completed within 28 days of the expiry of the original ID.

Before the applicant attends the ID Centre, the Authorised Signatory will be required to upload onto ID Gateway:

- Written confirmation from an authorised person in your organisation confirming the pass applicant has been in continuous employment with you since the date of the original pass issue.
- An identity document conforming to the requirements.
- A criminal record certificate dated within the last 26 weeks.
- GSAT certificate required for 5-year renewal of ID Pass application
- Accreditation Check (AC)
- Security Interview/Declaration
- Security Pass Briefing Notes

Unparking an Airport ID

Inactive for **60 days or more**

- For Airport ID passes that have been inactive for 60 days or more, the Authorised Signatory must submit an application through Airport Gateway to unpark the pass.

Inactive for **six months to one year**

- For a security pass that has been inactive for between six months to one year, the pass holder will be required to obtain the following document: New CRC, new GSAT and new Security Interview form and new Security pass briefing notes. Once all these documents have been obtained, the Authorised Signatory must apply through Airport Gateway to unpark the pass and upload the documents when prompted by the system.

For sub-contracted staff, the following question on ID Gateway is asking if the persons services have been employed continuously, irrespective of whether their legal employment status was sub-contractor, self-employed or anything else. The question is to establish that the Authorised Signatory can account for the applicant and that they have not done anything else in the interim. A gap created in employment would preclude them from having a pass unparked and require a new full airside pass under current regulation.

“Has (applicant name) been in continuous employment with your company since the issue of the current airport ID Pass?”

Obtaining a reference from the sub-contracted company confirming the continuous employment will enable the Authorised Signatory to answer “Yes” to the question with the reference being uploaded in the document’s sections of ID Gateway.

Inactive for **over one year**

- All security passes that have been inactive for over a year, the applicant will have to request a new pass via the Authorised Signatory and obtain all new paperwork including references.

Employment with more than one employer

Where an existing pass holder is subsequently employed by another on-airport company, a second Airport ID pass must be obtained.

Before making an application, the second employer must comply with all the requirements set out in the Guidelines for a Full ID Pass. This includes:

- Obtaining references covering the preceding 5 years.
- Checking that the applicant has an identity document conforming to the requirements; and
- Obtaining a criminal record certificate dated within the last 26 weeks; and
- GSAT where the applicant does not already hold a valid certificate (i.e., dated within the last 5 years).

All of the above shall be uploaded onto ID Gateway.

Changing employer

Where an existing pass holder ceases to be employed by you and takes up employment with another company at the airport, you must return the existing Airport ID pass to the ID Centre immediately. The new employer should make a new application for an Airport ID pass.

Before making an application, the new employer must comply with all the requirements set out in the Guidelines for a Full ID Pass. This includes:

- Obtaining references covering the preceding 5 years.
- Checking that the applicant has an identity document conforming to the requirements.
- Obtaining a criminal record certificate dated within the last 26 weeks; and
- GSAT where the applicant does not already hold a valid certificate

All of the above shall be uploaded onto ID Gateway.

When completing the application, the details of the Airport ID pass sponsored by the previous company should be provided if known.

Where the existing pass holder is transferring company under the Transfer of Undertakings Protection of Employment Regulations 1981 (TUPE), there is no need for a new Airport ID pass application to be submitted. The ID Unit will work with you by supplying a TUPE template to be completed and returned to the ID Unit to replace existing passes for all transferring employees. An additional form must be completed for each individual pass holder by the company that is transferring to a new company. The replacement Airport ID passes will be issued up to the expiry date of the original passes unless new criminal record checks are obtained.

Changing Job title

If a job title change is required, an application through Airport Gateway is required under “Pass Type” and change of details to an existing pass.

Changing a name

Where an applicant or existing pass holder has changed name, a replacement Airport ID pass must be obtained, and acceptable proof submitted with the application. If a passport in the new name is not available, one of the following must be provided (only original documents will be accepted):

- Change of name Deed.
- Married people, a marriage certificate.
- Civil partners, a civil partnership certificate.

If the person has gone back to their maiden or unmarried name, we require:

- A birth certificate.
- A decree absolute showing both names if the person has divorced, and.
- A marriage certificate showing both names.

All of the above shall be uploaded onto ID Gateway.

For name changes due to a change in gender we require one of the following:

- A letter from a doctor or chartered psychologist who practices in gender dysphoria stating that the person has a need to live in a different gender, and evidence of the person's change of name (e.g., deed poll); or
- A gender recognition certificate; or
- A new birth certificate.

One of the above to be uploaded onto ID Gateway.

In all other cases, we need to see a change of name deed.

Returning passes

Full ID Passes must be returned to the ID Centre:

- If we request it.
- If employment is terminated.
- If the pass holder changes employer.
- If a pass holder no longer requires access to the areas for which authorisation has been given.
- If the ID pass expires.
- If we withdraw or cancel the ID pass.

Full ID passes must be returned to the ID Room within 5 days. Failure to do so will result in a penalty charge to the company.

You must ensure that Temporary ID passes are returned by the pass holder or escort to the sponsoring company for cancellation when no longer required. ID Centre will audit this process.

There may be cases when a pass holder employed by you, or under contract to you, may not have an operational need to access the CPSRA for a temporary period. For example, a period of extended unpaid leave, maternity leave, a career break, a sabbatical, or seasonal worker or agency staff without an airport assignment. In these cases, you must:

- Notify the ID Centre to put a Security stop on the pass when the work break commences giving your reason.
- Withdraw the pass from the holder and store it securely until next required.
- Apply to the ID Unit for the pass to be reinstated when the person returns to the airport.

Suspension and reinstatement of an Airport ID pass

Airport ID passes that are valid but not used for 60 days or more to access the CPSRA will be suspended ("parked") from the electronic verification system. This means access through electronically controlled doors including access to the CPSRA will be denied until such time that the pass is reinstated ("unparked").

As the Authorised Signatory, it is your responsibility to assess whether the relevant pass holders require ongoing access to the CPSRA. If no longer required, you should return the relevant passes for

cancellation or apply for an Airport ID pass with a different access level, e.g., Landside pass. If access is required, you will need to apply for the passes to be un-parked.

Airport ID passes will only be un-parked on receipt of the application template on ID Gateway confirming that:

- The pass holder has been continually employed by you during the period of pass suspension, or
- Where the Airport ID pass has been parked for 6 months or more, the pass holder will need to obtain a new GSAT certificate and criminal record check. These should be uploaded onto ID Gateway before the pass will be un-parked.
- Where there has been a break in continuous employment un-parking cannot proceed, you will need to begin the full ID pass application again.
- An Airport ID pass parked for 12 months or more will not be reactivated. In this case the parked pass must be returned to the ID Centre for cancellation. A new Airport ID pass application will need to be submitted if the person subsequently requires on-going operational access to the CPSRA.
- Once un-parked, the pass will park again after 60 if not used. We reserve the right to cancel and withdraw a pass where there is an indication that the pass holder is not using their pass to access the CPSRA on a regular basis.
- Parking of ID Passes is tracked on a monthly basis by the ID Room.

Documentation

All documents uploaded to ID Gateway must adhere to the following:

- All documents shall be originals.
- All shall be in colour.
- All shall show four corners of the document.
- No Document shall be cropped.
- When uploading a Passport, the image shall be of the photo page AND the corresponding page, in colour, with 4 corners showing.
- For Temporary Employment and Visitor Passes, the applicant's image (selfie) shall be in colour and taken in the past 7 days with no filters applied.

Lost or stolen passes

Lost or stolen ID Cards must be reported immediately upon discovery to the local police, airport security and the Authorised Signatory. The ID Centre must be notified as soon as possible via ID Gateway.

Passes that are subsequently recovered must be returned to the ID Centre.

An application for a replacement ID card must be applied for via ID Gateway.

An original identity document must be presented to the ID Centre in order to obtain a replacement pass.

The pass must be disabled in ID Gateway. A replacement pass may be obtained by submitting a new application via ID Gateway.

Charges for pass replacement are detailed within the published Airport Sundry Charges.

Misuse of an AIC Security Pass

All ID pass holders are required to adhere to security regulations in force. We reserve the right to suspend or withdraw any ID pass as a result of or in order to investigate incidents of misuse. In accordance with our terms and conditions, we reserve the right to withdraw, suspend or refuse to issue an ID pass on the grounds that we believe the pass holder not to be a suitable person.

Disqualifying offences

A person shall fail the criminal records check where it reveals a conviction for a disqualifying offence which has been received within:

- The last five years where the disposal was other than a term of imprisonment.
- The last seven years where the disposal was a prison term of six months or less.
- The last ten years where the disposal was a prison term of between six months and two and a half years.
- Within any time period where the disposal was a prison term of more than two and a half years.

Disqualifying convictions shall include but shall not be limited to convictions for the type of offences listed below. Category	Offences
Terrorism	Preparing for, training for or assisting terrorism Committing terrorism Directing terrorist acts Failing to disclose information of material assistance in preventing terrorism. Disseminating or Possessing articles or information likely to be useful to terrorism Fundraising, using money or property for the purposes of terrorism
Offences against the person	Administering poison Assault occasioning actual bodily harm. Assault with intent to resist arrest. Assaulting a police officer Attempted murder. Attempting to choke Causing bodily injury by explosives Child abduction Cruelty to a child Endangering safety of railway passengers Endangering the safety of an aircraft False Imprisonment Grievous bodily harm Ill treatment of a mental patient Kidnapping Manslaughter Murder Racially or religiously aggravated harassment Sending explosive substances Threats to kill Unlawful wounding

Theft & Dishonesty	Aggravated burglary Aggravated vehicle taking Assault with intent to rob. Blackmail Burglary Dishonest representation for obtaining a benefit or advantage. Dishonestly retaining a wrongful credit Evasion of liability by deception False accounting Forgery Handling stolen goods Fraud and fraudulent acts, including possessing, making or supplying articles for use in frauds, obtaining property, services or pecuniary advantage by deception Making off without payment Obtaining pecuniary advantage by deception Obtaining property or services by deception Robbery Theft
Sexual offences	Abuse of children through prostitution or pornography Attempted rape. Exploitation of prostitution Indecency with a child Indecent assault Living on the earnings of prostitution Procurement of a woman to become a prostitute. Rape Possessing, taking, distributing or publishing indecent photographs or pseudo photographs of children Trafficking for sexual exploitation Sexual activity, assault or rape of a child Unlawful sexual intercourse
Controlled or illegal drugs	Assisting the production, supply, import or export of controlled or illegal drugs. Import or export of controlled or illegal drugs. Production or supply of controlled or illegal drugs

Criminal damage	Arson Attempt to cause explosion. Causing an explosion likely to endanger life or property. Conspiracy to cause explosion. Destroying or damaging property Making or possession of explosive Making, supplying, or obtaining articles for the unauthorised modification of computer material Unauthorised access to a computer with intent to commit an offence. Unauthorised acts of computer misuse causing or risking serious damage Unauthorised modification of computer material Threats to destroy or damage.
Firearms	Carrying any loaded firearm in a public place Non-compliance with conditions of firearm certificate or licence Possession of a firearm without a certificate or licence Selling firearm to person without a certificate or licence Shortening a shotgun or other smooth bore gun Trading in firearms without being registered as a firearms dealer
Immigration	Assisting unlawful immigration Unlawful immigration
Bomb and threat hoaxes	Communicating false information alleging the presence of bombs or threats Placing or dispatching articles to cause bomb or threat hoax
Offensive weapons	Manufacture or distribution of offensive weapons Possession of an offensive weapon
Public Order	Riot Violent Disorder
Administration of Justice	Perjury Perverting the course of Justice Threatening or Intimidating Witness or Witness Revenge

I confirm I have read and understood the Jersey ID Pass Standards.

Signature		Date	
-----------	--	------	--