

# Full Airside ID Pass Guidelines

Status: Unrestricted

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# Section One

## Introduction

Full airside pass applications can be made by companies that have joined the airport's ID pass scheme and become a sponsor company. To submit a full airside ID pass application, you must be employed by the sponsor company that submits the application and be a signatory for full passes for that company.

The sponsor company will create a full pass application on the third-party portal, AirportGateway®, (often referred to as IDGateway). These guidelines advise which documents are needed to add an application. A summary is created as you complete the application on the portal which should be used as a checklist before submitting.

Full pass applications must be complete and fully compliant at the point of submission to the airport ID Security Pass Office team. If you are the only signatory for full airside ID passes for your company, only then are you permitted to submit your own application. Before starting, you should contact us for advice. If there is another signatory for full airside ID passes for your company, then they should submit the application. The sponsor company and signatory are responsible for completing the regulated background checks on the applicant and submitting accurate information. This must be done with a risk-based approach, not just a "tick-box" approach. It is vital that you understand the difference and recognise the importance of your role in the process. To become a signatory, you must have completed the Authorised Signatory Responsibilities form.

Every effort must be made to detect and prevent persons who may pose a security threat from attempting to obtain a full airside ID pass by deception. In this we must work together.

To comply with all current UK legislation and standards, the ID Pass Office team audit both the full airside ID pass applications and the sponsor companies that submit them. The team will criteria check each application after your final check and submission to ensure it has been completed in full without omissions or errors. When an application is compliant to Civil Aviation Authority (CAA) and airport standards, the turnaround from submission to clearance can be completed within days (weekdays) of submission. If non-compliant, the team will reject your application and highlight what needs to be rectified.

Further verification checks may be carried out by the Pass Office team before a full airside ID pass application is approved. This involves contacting the applicant and the referees to verify the information provided and to check that the signatory has followed the guidelines and carried out thorough checks.

When a full airside ID pass application is compliant to CAA and airport standards and has gone through the airport verification, the turnaround of the application can still be within days (weekdays) of submission. However, the decision will take longer depending on the availability of the applicant and referees. If the verification shows non-compliance, we can advise of the next steps to proceed with the application.

It is vital that you understand and think about "the insider risk". It takes only one incident for there to be possible serious consequences. An insider is a person who exploits, or has the intention to exploit, their position for unauthorised purposes. In the context of airport security, this includes a person applying for a role at the airport to undermine security or cause significant harm and this may involve trying to obtain an airside pass by deception.

Deception may involve identity fraud or trying to hide something about their personal history. Whether it is criminal, or terrorist related, malicious intent by an insider represents a real risk to an airport. As an airside pass gives unescorted access to security restricted areas and assets such as aircraft, it is important that the suitability, trustworthiness, and integrity of the applicant for a full airside ID pass is assessed prior to applying for their ID pass (and is continually assessed throughout their employment at the airport).

There must be a genuine need for the applicant to have unescorted access to the secure area. If you are in any doubt, do not submit the application until you have made further checks. It is the responsibility of the signatory who submits the application to get it right first time.

USEFUL LINK: <https://www.npsa.gov.uk/introduction-insider-risk>

# Section Two

## Requirements for a Full Airside ID Pass Application

- A copy of the applicant's identity document and proof of right to work (if applicable).
- Proof of address.
- A security ID application form for a full pass.
- An accreditation check applied for through AirportGateway.
- A copy of a Criminal Record Check (CRC) and/or Overseas Criminal Record Check (OCRC) certificate for each country where the applicant has spent at least 6 continuous months in the last 5 years.
- A General Security Awareness Training (GSAT) certificate unless their job title and role provide an approved exemption.
- Completion of Fire Safety Training within 30 days of pass issue for an initial Full airside pass.
- Valid references for the 5-year period preceding the submission of the application, ensuring that at no point there is any gap of more than 28 days not covered by a reference.

Further guidance follows on each requirement.

# Section Three

## The Identity Document

An applicant's identity must be established by production of one of the original documents as detailed below. Be aware that in the case of a full airside ID pass application, not all types of ID are permitted for all nationalities.

- In the case of British nationals: either a valid passport or a valid full or provisional British photo-card driving licence
- In the case of all other nationals: a valid passport, plus a valid Visa proving the applicant's right to work in the UK.

Submit a copy of the original document that has been used to establish the applicant's identity. A copy should only be taken after the original identity document has been authenticated by the Sponsor. Be aware that individuals may use false identities to avoid detection. It is important to have a comprehensive document verification process, focusing on establishing the authenticity of every document an applicant produces.

When checking the authenticity of the ID, include the following checks:

- Examine the document to make sure that it is an original document.
- Compare with examples of known valid documents. For example, the design and the security features such as watermarks.
- Examine for any alteration.
- Check for signs that the photographs may have been tampered with.
- Check the photograph is a true likeness of the applicant to prevent the instances of imposters or lookalikes.
- Check that the document has been signed. You will also check that the signature on the document compares with the signature on the security declaration application form. Note however, that some overseas-issued passports do not have a signature.
- Check that any details, for example visa stamps, correspond with what is known about the applicant.

USEFUL LINK: <https://www.consilium.europa.eu/prado/en/prado-faq/prado-faq.pdf>

USEFUL LINK: <https://www.gov.uk/government/publications/recognising-fraudulent-identity-documents>

USEFUL LINK: <https://www.gov.uk/view-driving-licence>

Where to get help: If you have any concerns about the validity of documents presented to you, you should contact the UK Visas and Immigration (UKVI) Sponsorship, Employer and Education Helpline on 0300 790 6268.

# Right to Work in the UK

For applicants who have a nationality other than British, ie they do not own a British passport, then proof of a valid Right to Work must be submitted. The easiest way to submit a Right to Work is for the applicant to give an online share code for the gov.uk website and the employer to use the Employer Checking Service to download the types of work they are allowed to do and how long they can work in the UK, if there is a time limit.

USEFUL LINK: <https://www.gov.uk/prove-right-to-work>

USEFUL LINK: [Check a job applicant's right to work: use their share code - GOV.UK](#)

# Section Four

## Proof of Address

The following documents are a valid form of proving an applicant's address:

- Photo card driving license
- Utility bill (dated within 3 months)
- Bank statement (dated within 3 months)
- Council tax bill (dated within 12 months)
- Criminal record certificate



# Section Five

## The Security Interview ID Pass Application Form

The ID Pass Application Form incorporates declarations that gives an opportunity to interview the applicant and assess their suitability to hold a full airside ID pass. Completion of the application form does not require to be face-to-face or via a video link however in doing so would provide a clearly defined time to discuss the application.

The security interview will play an integral part in encouraging the applicant to be honest. Additional information may be offered by the applicant which would assist with the application. It is an opportunity to probe the applicant about their responses and to check their understanding of the declarations. The applicant should be advised about the potential consequences of either failing to disclose information or providing false information as this is a criminal offence under the Aviation Security Act 1982.

The sponsor company must keep the completed application form for audit, along with the other documents submitted on the full airside ID pass application. You must check that the following are compliant before adding a copy of the declaration to AirportGateway:

- The forename, surname and any middle names must be completed as per the applicant's Passport/Driving Licence.
- All fields must be completed.
- The applicant must answer each of the declarations by ticking either the yes or no box.
- The Sponsor will check that the declarations have been answered correctly.
- The applicant must sign the declaration.
- The applicant must date the declaration.

## Name change

When an applicant has changed their name they are unable to request a change to their ID Pass until they have updated their photo ID to their new name. Once the ID has been changed, this must be submitted as a Change of Details Application along with a relevant document such as a marriage certificate, a decree nisi or deed poll. Note that the full airside ID pass application asks for any previous/maiden name to be completed on the primary details section.

# Section Six

## The Accreditation Check

An accreditation check is applied for through AirportGateway by the company's sponsor.

Any error when completing the primary details section of the full airside ID pass application would also invalidate any accreditation check. In this circumstance, a new accreditation check would need to be generated, incurring a further charge and a delay whilst the new check is carried out.

# Section Seven

## Criminal Record Check and Overseas Criminal Record Check

A Criminal Record Certificate is written documentation from an official source detailing a person's criminal convictions, or lack thereof, in the relevant jurisdiction. A basic criminal record check (CRC) certificate is required from the Disclosure & Barring Service for all applicants.

An overseas criminal record check (OCRC) certificate (or a police certificate for some countries) is required for all other countries where the applicant lives or has lived for 6 months or longer continuously in the five years prior to submitting the application.

If an applicant has spent time overseas working on a cruise ship, a criminal record certificate should be obtained from the country where the ship is registered, and a check done with their employer to confirm whether they committed a criminal offence during their time on the ship. Details of the verification with the company should be added to the supporting notes of the criminal records section of the full airside ID pass application. A check of the applicant's passport stamps and visas should also be made.

UK CRC certificates are valid for 6 months from the date of issue. The OCRC certificate is valid when issued either after the applicant has left the country or within 6 months of their departure provided that the applicant has not returned to reside since its issue.

A copy of each certificate must be kept in the applicant's file for future audit. This will be kept for the duration of their employment, along with the other documents that comprise the full airside ID pass application. The UK Basic CRC certificate is a disclosure of all convictions which are unspent. Any spent convictions will not be shown on the certificate.

Standard and Enhanced disclosures may also be accepted if volunteered by the applicant but as an employer you have no legal authority to request these, and it is an offence to require a standard or enhanced disclosure to be presented without such legal authority. These may contain information relating to spent convictions and other matters that are not relevant to the application. Certain criminal convictions are spent after a rehabilitation period as defined in the Rehabilitation of Offenders Act, 1974. Most rehabilitation periods are halved if the individual was under 18 when convicted; some convictions never become spent.

For the purpose of obtaining a full airside ID pass, an applicant will fail the criminal record check if it reveals an unspent conviction for a disqualifying offence and no certificate of disregard has been obtained. The Department for Transport (DfT) sets the list of disqualifying convictions.

## Certificate of Disregard

If the applicant has a disqualifying conviction which they feel should be disregarded for the purposes of obtaining a full airside ID pass, an application must be made to the Civil Aviation Authority (CAA) for a certificate of disregard. Full instruction is on the CAA website.

USEFUL LINK: [Certificates of disregard | Civil Aviation Authority](#)

Where an applicant presents a Certificate of Disregard, you must confirm the authenticity of the certificate with the CAA and add detail of this check as a supporting note. The final decision then lies with the ID security audit team and relevant airport security manager.

## UK Criminal Record Check

The following must be checked before submitting a copy of the CRC certificate:

- That it is original and genuine. The original paper certificate must be checked by the Sponsor even if obtained by the chosen third-party vetting agency. A certificate received by email is not acceptable
- That it is the full certificate
- That the certificate has not been damaged or tampered with
- That the applicant's name is stated in full and matches their ID
- That the applicant's date of birth matches their ID
- That the address is either the applicant's current address or the sponsor company's address or the sponsor company's vetting agency's address
- That at the point where convictions would be listed, and depending on which type of UK CRC, the certificate states either "The applicant has no unspent convictions" or "NONE RECORDED" or "No Information Found". Alternatively, if any conviction is listed, contact the ID Pass Office to check that it is not disqualifying and can be disregarded. If any conviction is disqualifying, the CRC certificate must be accompanied by a CAA certificate of disregard
- That the certificate is in date ie within 6 months of submitting the full airside ID application.

USEFUL LINK: [Disclosure and Barring Service - GOV.UK](#)

## Overseas Criminal Record Check

You must check that the following are compliant before adding a copy of the OCRC certificate:

- That it is original and genuine. The original paper certificate must be checked by you even if obtained by your chosen third-party vetting agency. A certificate by email is not acceptable
- That it is the full certificate
- That the certificate has not been damaged or tampered with
- That the applicant's name matches their ID
- That the applicant's date of birth matches their ID

- That where convictions would be listed on the certificate (or equivalent police check) there is wording that clearly states that there are no convictions, none recorded or similar wording or if there are convictions that you check that they are not disqualifying
- That the date of issue is valid. In the case of an OCRC this means that it is issued either after the applicant has left the country or within 6 months of their departure, provided that the applicant has not returned to reside since its issue.

USEFUL LINK: [Criminal records checks for overseas applicants - GOV.UK](#)

## Translations for OCRC Certificates

Any part of the certificate that is not in English or does not also contain the equivalent English translation along with the foreign language text, must be accompanied by a full and accurate translation. Both a copy of the OCRC certificate and a copy of the translation, in the same layout as the certificate, are required. The translator's name and contact details should be either on the translation itself or completed on the supporting notes of the criminal records section of the full airside ID pass application. A search engine can be used to find a certified translation company or translator. A search engine translation is not acceptable. The applicant, a friend or relative of the applicant must not translate.

## Sworn Oath

Only in extreme situations would a sworn oath, obtained from a Commissioner for Oaths, be considered instead of a CRC or OCRC. These are rarely accepted. An instance where a sworn oath may or may not be acceptable, is the collapse of a government's administration to the point where no credible official records exist. Another is that there is credible risk to an applicant's safety where the applicant has asylum status and cannot have contact with the country. Advice from the airport ID Pass Office should be sought before considering this rarely accepted option. Only if approved in principle by the airport ID Pass Office team, could you use the Sworn Oath information.

Contact the country's Embassy, High Commission or Consulate in the UK for advice.

USEFUL LINK: [Foreign embassies in the UK - GOV.UK](#)

# Section Eight

## General Security Awareness Training

General Security Awareness Training (GSAT) is arranged by the sponsor company and is provided either by a UK Aviation Security Instructor or CAA approved course. The GSAT certificate is issued to the applicant after successful completion of the course and assessment. Some sponsor companies will have their own CAA approved trainers.

USEFUL LINK: [CAA registered aviation security training providers | Civil Aviation Authority](#)

The certificate should show:

- The applicant's forename and surname as per their photo ID
- A mention of the Department for Transport
- Include Modules 1-5

The GSAT certificate must be submitted within 10 weeks of the date on the certificate.

# Section Nine

## Fire Safety Training

Fire Safety training is booked by emailing the Fire Station on the following email address:  
[firesafetytraining@newcastleinternational.co.uk](mailto:firesafetytraining@newcastleinternational.co.uk).

A 30 day grace period is given to new starters on their initial pass issue, however if the applicant does not complete the training within this time frame the pass will be parked and not reactivated until completed.

# Section Ten

## Reference Advice

Before starting the reference process, ask the applicant what they were doing, where they were and how they were supported financially during the previous five years. The applicant should be encouraged to check their own records in advance and provide you with exact dates wherever possible. However, the exact dates must be completed by a referee on a reference. The dates must not be pre-populated on a reference. They can be completed as a guide only on a reference request but not on the reference template that the referee fills in. This is different on a gap reference where the Sponsor would complete the dates of the gap period.

The applicant should be advised to declare all periods of employment, self-employment, education, benefits claim and volunteering regardless of length of time or perceived difficulty in contacting referees. An applicant may provide you with contact details but the decision as to who provides a reference is the Sponsor's responsibility, therefore consider who would and who would not be a suitable referee.

In all cases, with the exception of a gap reference, a referee must be authorised to provide a reference by the company or organisation that they represent, and it would be advisable to use a company or organisation's website for contact details. For example, contacting a company's HR department would be suitable whereas contacting an ex-colleague who was a close friend would not, or contacting a student referencing department would be suitable whereas a relative of the applicant would not.

Pay special attention when verifying employment in a family business. Ensure the person who has provided the reference is not related to the applicant and request payslips or an HMRC statement from the applicant to support the reference.

An HMRC statement can be used to provide employment history, however the correct protocol must be followed as detailed on the HMRC Verification Security Interview Form, both of which should be submitted.

Where an applicant has been unemployed and claiming benefits for more than 28 days, proof of the claim for the full period must be uploaded in one of the following forms: HMRC statement, a Job Seekers Allowance letter or screen shots from the applicant's Universal Credit account along with the Benefit Claim Verification Security Interview Form.

Where an applicant has been unemployed but not claiming benefits for more than 28 days, then a Gap in employment reference should be sought. Gap referees should not be related, or live/have lived at the same address as the applicant. A personal referee must have known the applicant for 5 years or more, had regular face to face contact and explain the nature of how they kept contact, ie social activities, hobbies etc. Every gap in employment reference received by the Sponsor should be verified by calling the referee to confirm that they did provide the reference and not someone else, eg the applicant. The Sponsor should write on the reference a description of how the reference has been verified. To support the reference the Sponsor must formerly interview the applicant and request evidence to prove that they were in the UK and how they supported themselves, eg bank statements. The evidence does not need to be uploaded into Airport Gateway, but the Sponsor will be required to confirm that evidence has been provided and kept locally.



The applicant must not be involved in collecting any references, with the exception of providing an HMRC statement.

In addition, the applicant may be required by the referee to consent to information being disclosed before the referee will complete a reference. This applicant involvement is permitted.

It is the Sponsor company's responsibility to allow sufficient time, and to make every effort, to obtain all the required references. If a referencing agency is used to obtain references, it is the Sponsor's responsibility as a signatory to check that all information provided is accurate. If a referencing agency has been unable to obtain a reference on your behalf, you must then make every effort to obtain the required reference.

The Sponsor company is responsible for verifying all references to be genuine and accurate and covering the full 5-year period immediately prior to the date that the signatory checks and submits the full airside ID application. 10% of all employment references must be verified and 100% of all gap references.

The signatory must ensure that at no point in the five-year referencing history there is any gap of more than 28 days not covered by a personal reference. The signatory must ensure that the reference covering the most recent period is dated, or verified, within 28 days of submitting the application.

Reference templates, designed to capture all the required information, can be found on the ID centre page of Newcastle Airport's website. These cover various scenarios such as employment with the Sponsor company, employment, education, gap in employment. Prior to sending any reference request to the referee, the templates should be edited to make them relevant to your company and applicant.

We recommend that you use the most appropriate reference template from the airport website, however, many companies and organisations do not complete reference templates and instead use their own reference format. If stated on the reference that it is their policy to provide only the information given, the reference can be accepted provided that, as a minimum, the following information is given:

- the applicant's forename and surname
- the period that the reference covers (from day/month/year until day/month/year)
- the date that the reference was completed
- the referee's contact details to verify the reference

A reference can be obtained by email either as an attachment or typed within the body of the email but must be received from a recognised company email address, not a personal email address such as @gmail. The full email trail, including the Sponsor's request for the reference, must be submitted.

There is the option to use HMRC data provided by the applicant instead of employment references, provided that the guidance that accompanies the HMRC Employment Verification template is followed.

The way that a reference is obtained determines the checks that you must make before submitting the full airside ID pass application. The following information is required on each reference to comply with the Civil Aviation Authority (CAA) and airport standards (except in the case of HMRC data previously mentioned which has separate guidance).

To be compliant, ensure that all the following are given on the reference:

- Mention of the sponsor company. The sponsor company being the company submitting the full pass application.
- The applicant's forename and surname as per their identity document.
- The start date and end date of the period covered by the reference.
- The position held.
- The referee's forename and surname.
- The referee's job title (unless a gap reference).
- The date reference written.

If this information isn't provided on the reference then it should be sought in the verification process.