

## Reinstatement of an ID Pass Form

### To be used for all reinstatements of ID Passes including Sabbatical Leave etc

Full ID Passes granting access to the Critical Part, that have not been used in this area within the preceding sixty (60) days will be parked (suspended from use) and will no longer provide access to airside areas. The Access Control System will only deem a card "used" if it is swiped going from a landside area to an airside area, not office or landside use. Furthermore, after the pass has been "un-parked" you only have 7 days to use the card before it will park again.

**Please note:** Authorised Signatories must notify their Account Leader when an ID Pass holder **commences** maternity leave, long term sick or secondment to another location within the business. In some instances confirmation of continuous employment, will be required for periods of up to 12 months of non use.

#### **Seasonal Worker/ Career Break/ Extended Unpaid Leave. This process will require prior approval from your Account Leader**

Where there will be a break in continuous employment or periods where an employer is unable to account for an employee, your Account Leader must be notified when the work break commences. The ID Pass will then be suspended for a maximum period of 12 months, and must be returned to the ID Centre for safe keeping. Please ensure safe keeping is clearly indicated when returning the pass.

When the employee returns, the signatory will be required to conduct a Security Interview and obtain references covering the period of absence and submit these together with a completed Reinstatement form and covering letter. The form and references will be subject to the full application process. Once approved the signatory will be notified the pass is ready for collection. If the ID pass expires during the period of absence, or the period of absence exceeds 12 months then the ID Pass must be returned for cancellation and a full application will be required.

#### Reasons for use of this form

**1: Cards not used for periods over 60 days but less than 6 months.** Completion of a Reinstatement Form is sufficient if a pass has been parked.

**2: Cards not used for periods over 6 months but less than 1 year.** Completion of a Reinstatement form supported by references and / or a letter confirming continuous employment is required.

**3: Cards not used for periods over 12 months.** Completion of a Full ID Pass Application Form is required and must be used for any person whose ID pass has been parked for a period of 12 months or more or who has not been continuously employed by the company during the period that the ID pass has been out of use.

Gatwick are required under the Data Protection Act to keep accurate records of all ID Pass holder details to ensure we are not in breach of data protection guidelines. Please ensure you notify us of any changes to ID Pass holders circumstances

Please send the completed Reinstatement Form for Prefix \_\_\_\_\_ ID Number \_\_\_\_\_

to:

By Post or deliver to:

ID Centre  
Ashdown House  
Gatwick Airport  
West Sussex  
RH6 0NP

Email

[idcentre@gatwickairport.com](mailto:idcentre@gatwickairport.com)

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### Section 1 – Pass Holder’s information – (please complete fully)

Company Prefix	ID Number	IATA (Displayed on ID in corner of photo LGW / LHR etc)
Pass holders Surname:	Pass holders Forename:	
Job Title:	Department:	
Date ID pass stopped ____/____/____	Date ID pass to be reinstated ____/____/____	
Letter of continuous employment? Yes <input type="checkbox"/>	Not required <input type="checkbox"/>	
References supplied? Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes – How many supplied?	
Staff parking required? Yes <input type="checkbox"/> No <input type="checkbox"/>		

### Section 2 – Authorised Signatory Declaration

As Authorised signatory, I confirm that continued airside access is required for the person named above, so that they may carry out company business on behalf of the company sponsoring the identity pass. In addition, the pass holder listed above has been continuously employed by the sponsoring company or continually contracted by the authorising company during the period the ID pass has not been used for.

I confirm the pass holder has been a resident in the United Kingdom during the period the pass was not in use. Where they have not been, I have provided written confirmation stating the persons whereabouts and reasons for leaving the United Kingdom.

I confirm that each pass holder listed above has successfully completed GSAT training where applicable.

I also confirm that, to the best of my knowledge, there is nothing about the person named in this form which suggests a lack of integrity or otherwise reflects adversely upon their suitability to hold an airport ID pass allowing them access to the restricted zones of Gatwick Airport

Company Name	Contact number:
Company Address:	Authorised Signatory Name:
	Signature:
Date of signing Reinstatement Form: ____/____/____	Job Title:

### Office Use Only

ID Pass reinstated Yes <input type="checkbox"/> No <input type="checkbox"/>	
Card Format:	CV Level:
Job Title:	Department:
ID reinstatement date ____/____/____	ID Expiry date ____/____/____
Letter of continuous employment? Yes <input type="checkbox"/>	Not required <input type="checkbox"/>
References supplied? Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes – How many supplied?
Staff parking required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Car park (ID centre use) B H J M R W X Y Z