LONDON GATWICK

Gatwick Airport ID Pass Regulations

October 2026

LONDON GATWICK

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Gatwick Airport ID Pass Scheme

In the interest of national security and for the prevention and detection of crime, information regarding ID pass authorisation, applicant data and ID pass usage may be disclosed to the police and other control authorities.

The details contained in this document are for companies wishing to join the Gatwick ID Scheme and authorised signatories appointed on behalf of their company operating at Gatwick Airport.
The document outlines the requirements and responsibilities for companies and authorised signatories in order to comply with

- (EU) Regulation EC300
- Department for Transport (DFT) regulations
- Single Consolidated Direction (SCD)
- Gatwick Airport Directives (GAD)

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

Non-compliance with the instructions contained within may result in penalties as per the Aviation and Maritime Security Act 1990 as shown below

Pertinent Extract from The Aviation Security Act 1982 as amended by the Aviation and Maritime Act 1990 regarding Authorised Signatories duties and responsibilities

Section 21B - False statements in connection with identity documents

Para

74. Subsection (1) makes it an offence to give false information either for the purpose of or in connection with an application for an identity document or in connection with the continued holding of an identity document that has already been issued.

77. Subsection (4) lays down the penalty for giving false information in connection with the issuing or holding of an identity document. This is, on summary conviction, a fine not exceeding level 5 on the standard scale. (A personal fine or up to two years in prison or both).

Any breach of regulations must be reported to avoid enforcement notices being served on the airport, resulting in a possible closure of the airport.

Companies wishing to apply for airport ID passes must be registered on the Gatwick ID Scheme. Registration on the ID scheme is processed via the ID Centre online system Airport Gateway, a contract or written evidence to provide goods and/or services at Gatwick Airport will need to be provided prior to joining the Gatwick Airport ID Scheme and sent to idcentre@gatwickairport.com.

Companies will need to sign a legal agreement between themselves and Gatwick Airport Limited confirming agreement of the Terms and Conditions of being a member of the Gatwick ID Scheme.

Financial checks will be completed on any company wishing to join the ID scheme.

A company should nominate at least two staff members to become Authorised signatories when registered on the Gatwick ID Scheme.

Authorised signatories are responsible on behalf of their company for applying for and the management of their company's ID passes either for individuals directly employed by their company or individuals sub-contracted to work for the company.

Gatwick Airport reserves the right to conduct audits of companies with respect to ID pass issue and procedures, to ensure compliance with EC300, DFT/CAA regulations and Gatwick Airport Policies.

The authorised signatory will be responsible for ensuring that third-party staff sponsored by their organisation have undergone all the appropriate background checks in accordance with the requirements laid out in this document.

Authorised signatories will retain responsibility for the administration and correct use of passes issued to third-party staff sponsored by their organisation.

Invoices will be generated for all passes requested by a sponsoring company.

If an authorised signatory leaves the company the ID Centre must be advised immediately.

Companies are required to inform the ID Centre of any changes in their company details including

- Company name
- Company logo
- Company address
- Email and telephone numbers

Gatwick Airport reserve the right to implement specific additional controls for passes without advanced notice on companies and authorised signatories, where considered necessary and proportionate as a result of specific Health and Safety audit and/or investigation result. Failure to comply could result in the company being suspended/terminated from the Gatwick Airport ID pass Scheme.

Sponsoring companies and authorised signatories are not absolved from their legal obligations when using third party companies to conduct reference or other security checks on their behalf, or where a company is sponsoring an applicant from a third-party company. In submitting the pass application signatories are confirming they abide by the regulations set as detailed in this document. In signing for an ID pass, signatories and employees agree to abide by the regulations of being a Security ID pass holder and confirm they have been made aware of their responsibilities. Failure to comply may result in disciplinary action or ID pass confiscation.

ID pass holders' responsibilities are documented in Gatwick Airport Directives and must be made available to all staff members; this document outlines the responsibilities of being a pass holder as follows: -

- To safeguard the Security ID pass and account for its use.
- To report its loss immediately to the sponsoring company, Gatwick ID Centre or Security Department.
- To contribute to Airport Security.
- To comply with regulations regarding Security Access Control.
- To use the ID pass only when on duty on behalf of the sponsoring company named on the ID pass.
- To comply with Gatwick Airport Directives regarding ID passes.
- To display the ID pass when in Gatwick Airport boundaries.
- To return the pass when no longer required, or when requested to do so. An ID pass is not transferable for use with another company.

The purpose of a Security ID pass is to control access for authorised staff on duty to areas of Gatwick Airport premises including Landside, Airside and Critical Parts of the airport.

ID Pass Responsibilities

GAD 771 - ID Pass Responsibilities

Responsibilities of a Gatwick Identity Pass Holder

- The purpose of the actions set out below is to prevent abuse of the Identity Pass (ID) and Access Control system, which would reduce its effectiveness in preventing unauthorised, or unsuitable, entry into the Restricted, Controlled, and Landside Areas of Gatwick Airport.

- The ID Pass remains the property of Gatwick Airport who retain the right to withdraw or suspend the ID Pass of any person who fails to meet the terms and conditions relating to the issue and holding of an ID Pass or is the subject of information received that deems them unsuitable for access to the Restricted, Critical, Controlled or Landside areas of Gatwick Airport.

- All ID Passes, holders, and lanyards must be returned to the ID Centre on expiry or when the Pass Holder no longer has a legitimate Operational need for requiring access to the relevant areas of the Airport. Failure to return ID passes could result in an administration charge being made to the company who sponsored the ID pass.

- To knowingly give false information in connection with an application for an ID Pass by the authorised signatory or trained interviewer or ID Pass Holder or anyone providing a reference for the ID Pass Holder, is an offence under the Aviation Security Act 1982 as amended by the Aviation & Maritime Security Act 1990 and can lead to prosecution.

ID Pass Operational Impacts:

Displaying of Identity Passes

It is a requirement to display your ID Pass at all times whilst on duty at Gatwick Airport. Additionally, Gatwick Airport Ltd requires all pass holders, landside, airside and escorted, to display their pass whilst in all areas of Gatwick Airport. This includes restricted critical parts, controlled areas, landside terminal areas and staff car parks. ID Passes should be displayed in one of the following ways:

Permanent ID Passes

- Attached to clothing using the clip provided on the ID Pass holder.

- Around the neck, using the chain and holder provided, or a lanyard provide by your employer.
- In the clear plastic pocket of the Armband style Pass Holder.
- In the clear plastic pocket provided on some uniform garments.

Temporary Escorted ID Passes

- Around the neck using the chain and holder provided, or a lanyard provided by your employer. Lanyards may be removed when it is deemed to be unsafe to wear one due to Health & Safety requirements so an armband pass holder should be worn displaying the ID pass.
- ID Passes must be displayed at chest or shoulder height at all times.

Security Control Staff on Duty

Access to the restricted critical part and Controlled Areas of Gatwick Airport is strictly controlled. The ID Pass, or DfT approved documentation, of any person requesting access will be verified by Gatwick Airport security staff or its agents by means of an electronic Pass Reader and/or visual scrutiny.

The holder of an ID Pass is liable at anytime, anywhere within the boundaries of Gatwick Airport, to be challenged, questioned, and asked to prove their identity by Gatwick or Control Authority personnel. Threats, verbal abuse or acts of violence to Gatwick Airport security staff or any of its agents whilst carrying out their duties, will not be tolerated and will result in Police intervention. It is an offence under Section 21e of the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990 to intentionally obstruct security staff when carrying out their duties. Your ID Pass must be shown on demand to, and could be confiscated by:

- Gatwick Airport security personnel
- Sussex Police
- Border Force
- Persons responsible for any area within the boundaries of Gatwick Airport
- Persons responsible for Health & Safety within the boundaries of Gatwick Airport
- Any persons responsible for securing any areas within the boundaries of Gatwick Airport, including car parks.

All ID Passes that are confiscated must be returned to the ID Centre Account management team who, in consultation with the Head of Airport. Security will consider the removal, retention or return of the ID Pass and ascertain if any further action is required.

Acts of Vandalism

Any person found to be responsible for tampering with, propping open, or causing vandalism to Security doors, door furniture, vehicle barriers or other Gatwick Airport property used to control access to the restricted / controlled areas of Gatwick Airport will be issued with a Caution Notice and have their ID Pass removed. Persons found to be contravening the Gatwick Airport Bylaws shall be liable for prosecution. The Gatwick Airport London Bylaws, 1996, states the following: Page 1 of 3 Section 3, Prohibited acts; 3 (5) "Without reasonable excuse, no person shall tamper with or misuse any apparatus used for or in connection with the control of access of persons or vehicles to any part of the Airport." Gatwick Airport Ltd reserves the right to pass any costs incurred, as a result of damage to property, to the company employing or contracting, the person/s responsible.

Unauthorised Access

The purpose of the identity pass is to allow controlled access to the critical or controlled areas to authorised staff whilst on duty. This includes staff car parks. Under no circumstances may staff leave their vehicle in staff car parks when not on duty or for out of hour's activities such as holiday parking. Under no circumstances should staff seek access to the critical or controlled areas when not on duty or without the correct identity pass.

Staff Shopping

For the purpose of staff shopping in the International Departure Lounge, ID pass holders must be on duty "fulfilling a task on behalf of their business" in order to shop airside. As a guide for those on shift this means 30 minutes before and after their shift or while on a break.

Staff Travelling

Pass holders must be aware that when travelling, they are only permitted to enter or exit the restricted areas via the approved passenger routes. Under no circumstances must they attempt to enter or exit via staff routes. Staff travelling as a passenger as part of their duties must enter or re-enter in the case of those working in the restricted critical part areas via approved passenger routes only and on production of a Boarding Card. In addition, staff must not wear their ID pass when travelling. Positioning and commuting aircrew should refer to the Gatwick Airport Instructions relating to Aircrew Access to the restricted areas.

Security Responsibilities

The responsibilities of an Airport ID pass holder are:

- Contribute to airport security by reporting any breaches of access, or the presence of any prohibited, unattended, or dangerous article, that is on the Airport without lawful authority
- ID pass holders must report anything suspicious to security staff or the Police
- Report the loss of an ID Pass immediately to airport security & their company authorised signatory
- Not to intentionally damage, deface or misuse an ID Pass
- Safeguard their ID pass and account for its use
- Lost / stolen ID passes must be reported immediately to the sponsoring company and Gatwick Airport Security
- Ensure that the details on their ID Pass are correct and that the photograph reflects their current appearance and job title reflects their current role
- Security ID passes are only valid in respect of the person to whom they are issued, they are not transferable Security ID passes must only be used when on duty on behalf of the sponsoring company they were issued by and must not be used for work with another company whilst waiting to obtain a new airport ID for their new company
- Before a full pass holder conducts escorting duties, they must have read and signed the appropriate briefing note to ensure they comply with the various responsibilities of escorting a temporary pass holder. This includes ensuring that the escorted pass holder remains in the line of sight and is escorted at all times Escorting duties can be carried out by any full pass holder who has received the relevant briefing (read and sign note)

Security of Marked Airport Vehicles, Uniforms and Equipment

It is the responsibility of all staff at Gatwick Airport to take personal responsibility for the security of vehicles, equipment, and uniforms. Any equipment or uniform stored or otherwise left in a vehicle, private or liveried, should be out of view. Particular attention should be paid to the security of radios and items of uniform, any losses must be reported to your company and the police immediately.

Tailgating

Pass holders must ensure that they do not allow any person or Vehicle to 'tailgate' (enter through a door or barrier that you have opened with your ID Pass). Failure to adhere to these rules will result in disciplinary action.

Criminal Charges and Convictions

ID Pass holders must notify their employer and the Gatwick ID Centre within 14 days if charged with, or convicted of, any disqualifying offence. Failure to do so will be a disciplinary offence and will be dealt with in accordance with the employing company's disciplinary procedures.

Security Procedures

Caution Notices

Persons found to be in contravention of any security procedures or any Gatwick Airport Instructions or notices relating to identity passes or airport security will be issued with a security Caution Notice. The recipient of a security Caution Notice will be subject to disciplinary action which could lead to the withdrawal or suspension of their identity pass. In all instances of a caution notice being issued the pass authoriser will receive, from the ID Centre, written details of the incident and details of the subsequent action that must be taken. A full report from the pass holders company authorised signatory will be required detailing all relevant information. To ensure that Caution Notices are managed in a timely manner the sponsoring company should reply to the incident details within one week of receiving the notice, if this is not possible, please advise the ID Centre. On receipt of the detailed report the ID Centre will make a decision within two weeks as to whether the pass will be reinstated, the sponsoring company will be notified accordingly.

Pass Re-Issue Notifications (Appointment Required)

Holders of identity passes that are deemed to require updating or re-issuing will be issued with a Pass Re-Issue Notification and they will be requested to contact their sponsoring company signatory to arrange the necessary form to update their ID pass, they will then attend the ID Centre within a certain time period (usually 10 days) to replace and rectify the ID pass for the reason stated on the Reissue notification. All pass replacements must be signed for by the company authorised signatory. Failure to attend the ID Centre within the required time period will result in the ID Pass becoming invalid for airport use. ID pass holders agree to comply with Gatwick Airport Bylaws, Airport Security Instructions and Notices. An ID pass does not confer right of access. It remains the property of Gatwick Airport Ltd and it is the sponsoring companies' responsibility to remove and return the ID pass to Gatwick ID Centre upon demand or upon cessation of the company or of an individual's employment.

Applications

All applications can be accessed from the ID Centre Online application system Airport Gateway.

Applications relating to pass issue and reissue are valid for 28 days from the date submitted by the authorised signatory. Airport Gateway will send automated reminders when an application has been approved and then again at 14 days, Airport Gateway will automatically withdraw the application on day 28, you will incur a charge for any pass that is not collected.

Proof of Identity - Original documents only

Proof of Identification requirements are the same for any ID pass type and the name on the ID pass must match the proof of identity presented during the Security interview.

Applicants must hold an acceptable valid form of identification. Only the following documents are considered acceptable forms of identification

For British nationals:

- A valid full ten-year passport or British photo-card driving licence (full or provisional).

For all other nationals:

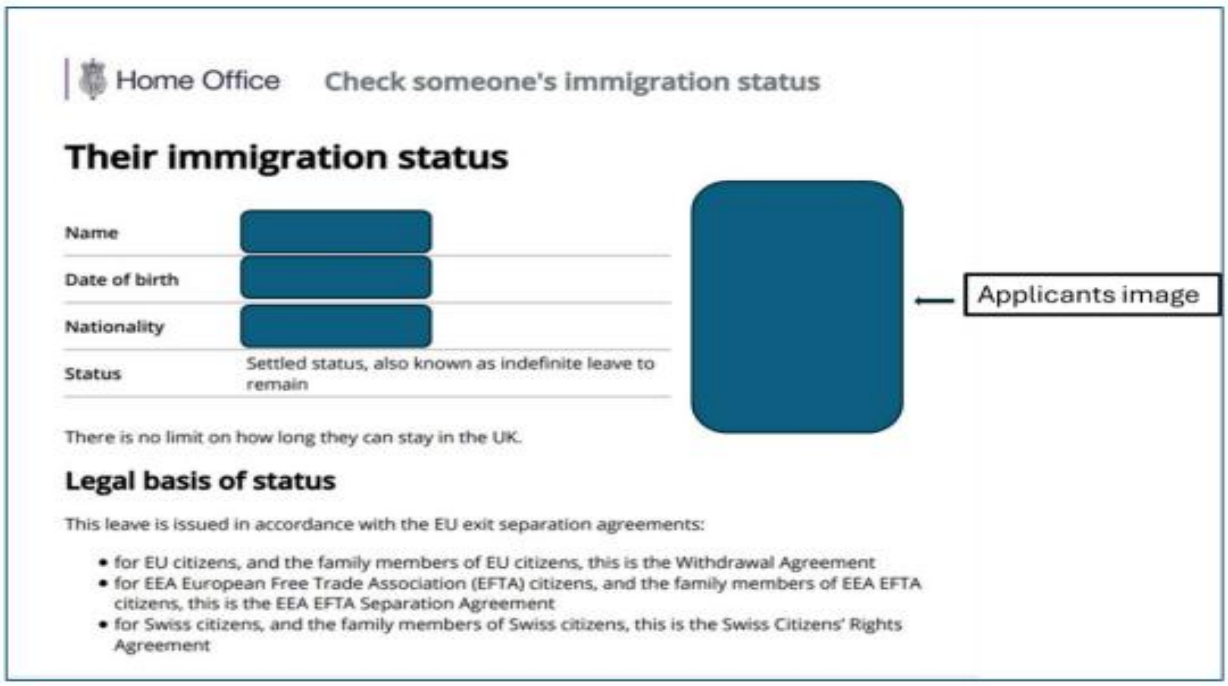
- A valid full passport. We do accept e-Visa's for full airside passes and Landside only, or
- A valid UK provisional or full photo-card driving licence

Process for eVisa' s – Full Airside/Renewal and Landside

The share code will need to be obtained by the applicant using: prove my immigration status for anything else link.

The Authorised Signatory submitting the application on Airport Gateway must carry out the eVisa check, using the share code provided by the applicant and their date of birth.
Using the Link: **Check someone's immigration status: use their share code - GOV.UK**

The Authorised Signatory must upload a colour copy of the applicant's eVisa details. Example below: -


Home Office Check someone's immigration status

Their immigration status

Name	[redacted]
Date of birth	[redacted]
Nationality	[redacted]
Status	Settled status, also known as indefinite leave to remain

[redacted] ← Applicants image

There is no limit on how long they can stay in the UK.

Legal basis of status

This leave is issued in accordance with the EU exit separation agreements:

- for EU citizens, and the family members of EU citizens, this is the Withdrawal Agreement
- for EEA European Free Trade Association (EFTA) citizens, and the family members of EEA EFTA citizens, this is the EEA EFTA Separation Agreement
- for Swiss citizens, and the family members of Swiss citizens, this is the Swiss Citizens' Rights Agreement

The share code eVisa document provides:

- Applicants photo
- Full name
- Date of Birth
- Status - If it is indefinite leave to remain then the full 5 years may be given on the ID pass, if there is an expiry date (this will be the expiry date placed on the issued ID pass).

In addition to the eVisa there will be Details of check this provides:

- Company name
- Date of Check (this date will be classed as the 90-day validity that we require for all proof of identity documents)

- eVisa Reference number

Details of check:

- For Full Pass applications the accreditation check made by the Authorised Signatory will use the applicants NI and eVisa Reference number.
- For Landside ID applications the eVisa Reference number will be entered as the proof of identity.

Details of check	
Organisation or company	**Job title of checker**
Gatwick Airport Limited	ID account leader
Date of check	**Reference number**
12 February 2026	SC-9MWH473-GA
Purpose of check	
Employment	

Appointment

The Authorised Signatory will inform the applicant prior to their pass collection appointment, that a new share code must be given to the ID Centre customer service team during their appointment.

At appointment, the ID centre customer service team member will complete the share code check.
Using the Link: **Check someone's immigration status: use their share code - GOV.UK**
The date of the check and ID centre customer service team members name will be added in the CEM notes and Airport Gateway.

A printed version is not required.

Different forms of ID Passes

Full Identity Pass (Appointment required)
Allowing unescorted access to the Critical Parts of the Security Restricted areas (CPSRA), office blocks and staff car parks. Issued at the ID centre, appointment booked through Airport Gateway once application has been approved.

Full Airside Passes – Collection at ID Centre (Appointment Required)

All persons authorised for access to the Critical Part will have to be interviewed and referenced in accordance with Regulation EC300, DfT, SCD and Gatwick Airport Policy.

A Criminal Record Check at a minimum of basic disclosure level will be required for all persons applying for a full ID pass. Where an individual has resided overseas for 6 months or more, the appropriate clearance must be obtained from the country of origin i.e. Overseas Criminal Record Check (OCRC).

Full ID passes can only be issued by the ID Centre. To avoid any delay in the issue of the pass, you should remind your employee that they must bring with them their recognised proof of identity as checked by the employer

during the Security interview. The maximum validation period of an ID pass is five years. The required validation period confirming how many months/years the pass is required for, should be entered on the application. In the absence of such information, we will automatically allocate the period allocated to your company to a maximum of five years.

Landside Pass

Allowing unescorted access to Gatwick landside areas, landside buildings and staff car parks. Issued at the ID centre, appointment booked through Airport Gateway once application has been approved.

Landside Passes – Collection at ID Centre (Appointment Required)

- Persons who need to attend landside areas on a regular basis should be issued with a full landside ID pass. For this pass, the signatory needs to raise an application on the Airport Gateway. Landside passes are only issued from the ID centre during opening hours.
- The same pass number must be used for each subsequent pass issued to the same individual. If an applicant needs landside access outside of ID centre Opening hours, then a temporary visitor pass will need to be requested through Airport Gateway.
- There is no requirement for a landside pass holder to be escorted. This pass type allows unescorted access to Gatwick landside areas, landside buildings and Staff car parks.
- The authorised signatory, by signing the landside pass application, undertakes that only the person named should be given access to landside areas at Gatwick Airport and that such access is required in connection with the business of the company/organisation.

Temp Pass Guidelines

- Visitor Passes = 14 days in a rolling year. 7 days maximum in a row and there must be a clear 3 days between passes. No CRC required.
- Temp Employment Days = 60 days in a rolling year:-
  - Days 1- 14 = Proof of CRC applied for.
  - Days 15-60 = CRC certificate required. All days must run consecutively i.e. no gap of more than 24 hours between days 14 and 15.
  - Total 74 days temp passes. You cannot go from a temp employment pass back to a visitor pass, so please utilise visitor passes first.

Temporary Employment Identity Pass

Allowing escorted access to the Critical Parts of the Security Restricted areas (CPSRA) Approved by the ID centre, printed by the submitting company

Temporary Employment ID Passes – Issued by Direct company

Gatwick Airport Temporary Employment Passes are requested and applied for through the Airport Gateway Application system. All temporary passes are printed by the signatory once the application has been approved by the ID centre.

These passes are also approved from the South Terminal Out of Hours Office when the ID Centre is closed.

An individual can hold a **maximum of 14 days (on a Temporary Visitor pass) and then 60 Temporary Employment Days.** Escorted access across both pass types.
Escorted Temporary pass days must be taken consecutively.

A temporary employment pass is issued when a person requires escorted access landside or the critical part and airside areas of Gatwick Airport to provide a service to a company over several weeks or is a seasonal member of staff, or a staff member waiting for their permanent pass to be issued.

A temporary employment pass for 1-14 days access will require evidence that a criminal record check (CRC) has been applied for. Evidence of applying for a criminal record check will need to be dated within 21 days of the pass application, if you are not applying online then a copy of the CRC application and proof of postage is required as evidence. If access is required beyond 14 days, then a valid CRC certificate will be required.

For the purpose of ID pass issue, the CRC is valid for ten weeks from the date of disclosure. Signatories are therefore advised to ensure that the CRC has not expired when adding it onto Airport Gateway to submit to the ID Centre.

Evidence that a CRC has been applied for will only be permitted once. Further temporary employment pass applications will require a valid CRC certificate. The ID Centre reserve the right to request references for a temporary pass holder should there be a genuine reason to request these. If requested the company will be notified of the requirement.

- Companies are responsible for issuing temporary passes this cannot be delegated to another active company on the ID scheme.
- Temporary passes can be requested up to 28 days in advance of the days they are required.

Temporary Visitor Identity Pass
*Allowing **escorted** access to the Critical Parts of the Security Restricted areas (CPSRA) Approved by the ID centre, printed by the submitting company.*

Temporary Visitor Pass – Issued by Direct company

A visitor photographic pass is issued to people requiring escorted access landside or the critical part and airside areas of Gatwick Airport for a period of up to seven (7) days. The reason to issue the visitor pass is for one off or infrequent visitors to the airport such as maintenance, engineering work, absence cover, work experience, trial day.

A maximum allocation of 14 days for this pass type can be issued in a rolling 12-month period to an individual. Consecutive passes should not be issued and a 3-day break between pass issue is required. In exceptional circumstances the provision to allow consecutive issue may be considered providing the reason for the request is stated on the application.

Where a period greater than 7 - 14 days access is required, the person should be issued a temporary employment pass.

Persons who are likely to attend on a regular basis should apply for a Full Identity pass.

The reason for issue must be entered by selecting the appropriate box on the application. Pass applications will be rejected if the reason for the pass is not entered correctly as shown below.

Contractor carrying out short term essential work

- Emergency maintenance
- Driver making ad hoc collection or delivery
- Work experience, familiarisation, training or interview
- Aircraft familiarisation
- Short term pharmacy cover
- Controlled Area Visit
- Emergency Extension

Escorting Requirements

Temporary visitor and Temporary Employment pass holders must be escorted **at all times** by a full airport ID pass holder.

The escort ratios as follows: -
Visitor Pass 1:6 **Temporary Employment Pass 1:3**

Authorised signatories are responsible for ensuring that pass holders conducting escorting duties have received the appropriate training as detailed in the approved syllabus for General Security Awareness Training.

Advise your temporary pass holder they may only take essential items with them into the Critical Part, any other items should be stored securely. A temporary pass holder may only access areas to where their escort is permitted.

The escort must keep the individuals they are escorting in line of sight at all times and at close vicinity which allows them to intervene with their actions if required. Under no circumstances leave them unescorted, even if their work/visit is complete. If the escort needs to be changed then there must be a handover to ensure the new escort is fully aware of their responsibilities to the temporary pass holder.

Companies are expected to take disciplinary action against the Full ID pass holder (the escort) for failure to comply with any of the requirements detailed in this document and current Gatwick Airport Directive referring to escorting requirements.

Tools of the trade

*Allows a person transporting tools of their trade into the Critical Part of the Security Restricted areas (CPSRA) of the airport. **

*Authorised signatories are required to indicate the applicant is "required to carry tools of the trade for their duties" by completing the Tools of the Trade section on the Airport Gateway pass application.

Tools of the Trade – Requested by Company, approved by ID Centre

Persons not in possession of a T pass who are in possession of tools, either carried with them or within their vehicle (excluding tools that are supplied with the vehicle), will not be permitted entry into the Critical Part. Compliance Authority Personnel and all Aircrew are exempt from this requirement.
If a person is refused entry due to not holding a T pass, the signatory should submit a Change of ID Pass Details application via Airport Gateway requesting a Tool of the Trade pass for issue. For Out of Hours pass issue complete the T Pass section on the Airport Gateway application.

Application Process for a 1-7 Day Pass Outside of ID Centre Office Hours (OOH)
(No Appointment required)

Authorised signatories are to raise an application in the Airport Gateway system. This application can be approved by Security Team Managers and then printed by the signatory.

Lost or Stolen ID or Vehicle Passes

If an employee loses or has their ID Pass stolen, they must report that loss immediately to their Authorised Signatory, their company, the ID Centre or Out of hours to the Gatwick Control Centre.

It will be treated as a breach of security if the ID Centre discovers that the loss or theft of an ID pass has not been reported.

Where a replacement pass **is** required, the Authorised Signatory should complete a Notification of Lost/Stolen pass application on Airport Gateway and the individual should attend the ID Centre for a replacement. An appointment is required and a charge for the replacement ID Pass will apply. If a replacement pass **is not** required, the Authorised Signatory should complete a Notification of Lost/Stolen pass application on Airport Gateway and submit to the ID Centre where the pass can be cancelled, failure to submit an application could incur an admin fee.

Should your employee recover their original pass which was reported as lost or stolen, under no circumstances should they try to use this pass to gain access to the Critical Part of the airport, it must be returned to the ID Centre for cancellation.

The ID Centre reserves the right to refuse the reissue of a pass to an individual where the number of lost passes has reached an unacceptable level.

Return of an Airport Identity Pass

When returning an ID pass a receipt should be obtained for evidence the pass has been returned. The ID Centre monitor the return of passes, and any full/ landside pass not returned within 60 days of expiring, or when a pass ceases to be required will incur an admin charge.

Please refer to the current price list for charges in relation to ID pass processes. The ID Centre must be informed immediately if someone leaves whilst remaining in possession of an ID Pass including any temporary passes.

It is the responsibility of the authorised signatory to ensure all passes that are no longer required or expired are returned the ID Centre.

Security Declarations

Link to Security Interview Form

The Security interview is required to be completed for all full and Landside pass holders.

It is the responsibility of the sponsoring company to conduct the security interview. Due to the sensitive nature of the questions contained in the interview, the interview must be conducted face to face with the individual concerned, this must be conducted in person or via a Teams call. If the call is done via teams, the signatory must sign the form and then scan over to the applicant for their signature, when uploading the form to Gateway, Please include the email trail to prove the form was signed on the same day. If it is discovered that the security interview procedure has not been conducted appropriately the person named on the form will be terminated as either the trained interviewer or authorised signatory. Please ensure that the interviewer signs the form with the signature that is held on the ID Centre system failure to do so will result in the application being returned.

While wet signatures have traditionally been required, the use of digital signatures is now permitted, subject to the conditions outlined below.

Interview Method

Audio-only interviews are not permitted.

The interviewer must be satisfied that the applicant's identity has been verified during the video interaction.

Digital Signature Process

Documents requiring the applicant's signature must be issued and completed using an approved electronic signature platform, including but not limited to:
DocuSign/ Adobe Sign/ RSign
Other organisationally approved digital signature solutions

Audit Trail Requirements

The complete audit trail generated by the electronic signature platform must be retained as evidence of the signing process.
The audit trail must clearly demonstrate the transaction history between the interviewer and the applicant, including document transmission, review, and signature activity.
The audit trail must be uploaded and attached to the application.

Record Keeping

A record of the video interview and digital signature process must be maintained in accordance with organisational record management and security vetting requirements.
Failure to provide the required audit trail may result in the application being deemed non-compliant and returned for corrective action.
Compliance

Applications supported by digitally signed documentation will only be considered compliant where all of the above requirements have been met and sufficient evidence has been retained to demonstrate the integrity of the interview and signature process.

The security interview responsibility cannot be delegated, only the authorised signatory or a person who has been specifically trained for the task, shall interview the applicant. The ID Centre will need to be informed if you have specifically trained a person for the purpose of the security interview. A security interview remains valid for 28 days from the signing of the form.

The Interviewer must ensure the applicant has signed and dated the Security interview on the day of the interview:

- This declaration states that the applicant has no disqualifying criminal convictions other than any treated as spent under the provisions of the Rehabilitation of Offenders Act 1974.
- The declaration is acceptance that any misrepresentation of the facts is a ground for refusal of employment or disciplinary proceedings and in appropriate cases, criminal charges.
- The authorisation for approaches to be made to former employers, educational establishments, government agencies and personal referees for verification of the information.
- The authorisation to provide Gatwick Airport Ltd with the CRC disclosure certificate or proof of CTC clearance.

The Interviewer shall: -

- Check that the applicant understands the full implications of the interview and authorisations contained in the interview, so far as applicable to them.
- Inspect an acceptable proof of identity original documents only.
- The Interviewer should advise the applicant that the same proof of identity document presented during the security interview will be required to be inspected by the ID Centre and for escorted pass holders when entering security posts on request.
- Explain to the applicant the company process for obtaining a CRC disclosure and advice on the requirement for completion of the CRC application. (if applicable)
- Ensure that the applicant is aware of the disqualifying offences and the requirement to inform the employer of any criminal convictions received during the employment period. (if applicable)
- Establish if the applicant has previously submitted proof of CRC and/or submitted 5 years referencing to Gatwick Airport. (if applicable)

The purpose of the Security interview is to verify the information provided by the applicant and should include the following:

- Establish that there is nothing that suggests a lack of honesty or integrity in the applicant that reflects adversely upon their suitability to hold an airport ID pass.
- Establish that the applicant has no disqualifying criminal convictions under the Rehabilitation of Offenders Act 1974
- Establish the identity of the pass applicant by scrutinising their proof of identity and recording the details
- Establish applicant has been known for five (5) years using the given name on the proof of identity or that the name has been changed by legitimate means.

The Security interviewer (if applicable) is also required to, with the applicant

- Establish the whereabouts of the applicant during the 5-year referencing period, accounting for any extended periods of non-domicile in the UK or inactivity in normal society
- Work through the applicant's employment / educational history covering the previous five (5) years seeking to obtain any further information that may be relevant (e.g. reasons for leaving previous employers) and ensuring that no periods are unaccounted for.
- If it emerges that there are any gaps in the history, the applicant will be required to provide to the interviewer the names and addresses of persons who will be able to and are prepared to confirm from their own personal knowledge what the applicant was doing during the periods in question.
- The interviewer must be satisfied that they have been made aware of what the applicant was doing and where they were domiciled during gap periods.
- Each gap of over 28 consecutive days will need to be accounted for.
- Gap references must not be provided by blood relatives and/or relatives by marriage or adoption, including cousins, partners, partners' relatives or anyone cohabiting with the applicant. Work colleagues should not provide a gap or personal reference.
- Ensure (where applicable) that all references required as part of their 5-year history show their current full name and any other names they are known by.

Dual Passes

Where an individual already holds an ID pass and seeks employment with an additional company at Gatwick Airport requiring a second pass, both employing organisations must formally agree to this arrangement. Each company is required to provide a signed letter confirming their approval of the dual pass and clearly outlining the operational reasons for the requirement.

Both supporting letters must be uploaded to the new application via the Gateway system. The applicant must also be formally advised that misuse of either pass is strictly prohibited and that the correct pass must be used at all times while undertaking duties for the respective employer.
To clarify, we do not accept internal pass transfers. In all instances a full airside initial pass application will be required.

Disclosure of Data

The ID Centre will provide reports and information on request, in connection with ID pass maintenance, validity and expiry to Authorised signatories, senior managers and other persons known to be responsible for the management of ID passes within a company that are registered on the ID scheme.

Subject Access

Individuals have the right to request transaction reports relating to ID pass activity. All requests must be submitted on the Data Release form, found on our website, and addressed to the ID Centre Manager.

If you require a transaction report in connection with an investigation into a crime you are advised to contact: -

Joint Ports Investigation Unit – 0845 6070 999 Direct dial 01293 592810

CCTV Requests

ID Centre cannot provide any information relating to CCTV requests as this material is not managed by the ID Centre.

For Information on the Data Protection Act please contact:
Information Commissioner's Office Helpline - 0303 123 1113
Web Site: ico.org.uk/

Minimum Age for Visitor, Temporary Employment, Landside, Critical Part and Airside Areas Pass

Gatwick Airport must ensure that identity passes are not issued to persons under the age of 16 years old unless this is for genuine programmed work experience or educational visits where the following will apply: -

- The school or college student is covered by London Gatwick Airport employer's liability insurance. No further arrangements need be made by the airport.
- The work experience must be subject to formal arrangements, including correspondence between the school/college and the employer sponsor.
- The employer sponsor should be available throughout the duration of the work experience and based at the airport.
- The correspondence should include a statement of training objectives and a programmed schedule.
- A designated school/college liaison person details must be provided – as a minimum a name and telephone contact number must be given.
- Evidence of these arrangements must be checked by the authorised signatory and verified by the ID Centre.
- Evidence of identity for persons under 16 will be required.
- Access granted to young persons for reasons such as school career tours is subject to the same arrangements – pre-arranged in writing, nominated contact, nominated airport sponsor, evidence of identity provided.
- For group access, temporary passes must be issued to each member of the visiting party.
- For airfield visits written permission must be obtained from the Airside Operations Manager.
- Passes for under 16's are otherwise subject to the direct approval of the Head of Security.

Mandatory Training

General Security Awareness Training (GSAT)

Link to CAA registered training Providers

There is a legal requirement for airport pass holders to receive GSAT training. Companies who are members of the ID scheme are required to arrange training for staff requiring a Full ID pass for access into the Critical part of the Security Restricted areas. GSAT can only be carried out by approved providers and must follow the official syllabus.

For more details, please refer to the CAA website.
GSAT can only be completed once an individual has been fully background checked. Where an applicant performs a role that requires directed training, this training may be used in place of GSAT. The training must remain current. Failure to continue with directed training will require GSAT. Full list of roles requiring directed training is available on the CAA website. Persons who are issued with a landside pass or temporary escorted pass are exempt from the GSAT training, however these pass holders will be issued with the GSAT information at the ID Centre.

Airside Safety Awareness E-Learning

Link to AirDat - Airside Safety Awareness eLearn

Airside Safety Awareness mandates that all staff holding a Red or Blue ID Pass (restricted zones 3, 4, 5, 6 and 7) must complete the LGW Airside Safety Awareness eLearning package. Following a regulatory audit in July 2025

there is a requirement for adding proof of completion to the ID Pass application process. 'Airside Safety Awareness Training' is for new and 5-year re-issue ID Pass applicants to enable them to prove completion of the Airside Safety Awareness Training package, hosted on AirDat.

Completion of the Airside Safety Awareness eLearning package must be no more than 90 days prior to the date of ID Pass application.

Operational Impacts: To better align with the Airside ID Pass 5-year re-issue cycle, the Airside Safety Awareness eLearning frequency will move from every 2 years to every 2.5 years/30-months.

This means completion of the Airside Safety Awareness eLearning at initial ID Pass issue, 2.5-year mid-point and again at the 5-year re-issue point.

Baggage Safety Awareness (Zone 3)
Link to AirDat - Airside Safety Awareness eLearn

To improve awareness of the hazards associated within the baggage environment, it is mandatory for ALL staff working at Gatwick Airport holding red, or blue ID passes (restricted zone 3) to complete the relevant E-learning training module:

- **Baggage Hall Safety Awareness** for ground handling agents, Gatwick staff and other operatives requiring access.
- **Baggage Screener Safety Awareness** for hold baggage screeners.
- **Contractors Baggage Safety Awareness** for external project, construction and maintenance personnel

It is the responsibility of each company to ensure that staff complete mandatory training before commencement of work in the baggage environment and keep training records up to date.

Baggage Hall Safety Awareness, Baggage Screener Safety Awareness and Contractors Baggage Safety Awareness E-Learning can be accessed by the link above. This E-Learning package must be retaken every **2.5 years.**

Agency staff and contractors – it is the responsibility of the company operating at Gatwick to ensure that the staff they employ, have completed the relevant E-Learning package prior to working in the baggage halls. Evidence of successful completion for those requiring access to these areas and the subsequent issue of 3, or B on their pass must be provided to the ID Centre for all pass applications and renewals

Staff found working in the baggage environment after 1/12/26, without mandated training, will be escorted landside and their ID pass removed. This will be held in the ID Centre safe, pending investigation and completion of the relevant E Learning course

Criminal Record Checks (CRC)

Link to CRC information Link to Responsible Organisations for CRCs

All applications for a Full ID Pass must be accompanied by a Criminal Record Check, (CRC).
This only applies to applicants who have been continuously employed on the airport and are transferring to a new employer within a 28-day period. A new CRC would be required if they have left the airport for more than 28 days.

For the purpose of ID pass issue, the CRC is valid for ten weeks from the date of disclosure. Signatories are therefore advised to ensure that the CRC has not time expired when submitting it onto Airport Gateway for the ID Centre to review.

Before submitting a CRC to the ID Centre, please ensure that the applicant's Full name, date of birth and their home address is correct, unless the certificate was applied for using the company address or that of an agency with delegated responsibility. Where an applicant has moved address since applying for the CRC, a letter from the employing company, confirming that the applicant has moved since applying for the CRC will be required to accompany the CRC.

Overseas CRC's

Link to Overseas CRC's

Where an individual has resided for 6 months or more outside the UK in the last 5 years, the appropriate clearance must be obtained from the country of origin. i.e. Overseas Criminal Record Check (OCRC). Any individual who has resided overseas will still need a UK CRC irrespective of how long they have been living in the UK. Details of overseas providers can be found on the DBS website.

Disqualifying Offences

Link to Disqualifying Offences

Due to changes in Disqualifying Convictions / Spent convictions. It is now the responsibility of the Authorised Signatory to ensure that a Disclosure Certificate does not contain any Disqualifying Convictions. Details of convictions can be obtained by logging into the CAA website as detailed below
Link to Disqualifying Convictions

The Department for Transport (DfT) sets the list of disqualifying convictions.
A conviction can result in disqualification if it is:

- Related to terrorism.
- Inappropriate for someone working in aviation (e.g. immigration offences)
- Relating to someone being influenced or coerced
- Something that calls into question someone's integrity and trustworthiness.
- Applicants will fail the criminal records check if it reveals a conviction for a disqualifying offence which has been received within:
- The last 5 years where the disposal was other than a term of imprisonment.
- The last 7 years where the disposal was a prison term of 6 months or less.

- The last 10 years where the disposal was a prison term of between 6 months and 2 and a half years.
- Within any time period where the disposal was a prison term of more than 2 and a half years.

Where a disqualifying offence/s is identified, the ID Pass application **must not** be submitted to the ID Centre unless a certificate of disregard is first obtained by the CAA.

Where a certificate of disregard is submitted the application will be subject to approval by the Head of Security for Gatwick Airport Ltd before being processed by the ID Centre. The ID Centre are required to confirm the authenticity of the certificate of disregard by contacting the CAA. Obtaining these approvals may cause a delay in the pass issue process.

Authorised signatories must also ensure that any convictions that are identified for their staff during the life of an ID pass are communicated promptly to the Account Leader at the Gatwick ID Centre.

UK Criminal Record Checks must be obtained from Disclosure & Barring Service (DBS) who have set up a registration system for individuals and companies who are Responsible Organisations (RO). A Responsible Organisation (RO) is an organisation registered with the DBS to submit basic checks through a web service.

Further details on the Disclosure & Barring Service (DBS) registration system can be obtained by calling Disclosure & Barring Service (DBS) Link to DBS

What is a Disclosure?

A Disclosure is a document containing impartial and confidential criminal history information held by the police and government departments which can be used by employers to make safer recruitment decisions.

Who Can Apply for a Disclosure?

Anyone can apply for a basic disclosure in their own name. This might be requested for a new job, volunteer work or to support a visa application.
There is legislation available to employers and other organisations to determine what type of disclosure is required for a particular position.
The name, the individual or responsible organisation enters into the application is the name that will be printed on the Disclosure Certificate. Your supporting documentation is information that assists in conducting all necessary enquiries to ensure that we are carrying out checks for the correct individual who has signed the application.

Types of disclosure

- Basic Disclosure contains only convictions considered unspent under The Rehabilitation of Offenders Act 1974.
- Standard Disclosure contains certain conviction information. All unspent conviction information, including unspent cautions and relevant spent convictions.
- Enhanced Disclosure contains all unspent conviction information, including unspent cautions and relevant spent convictions, and any other non-conviction information reasonably believed to be relevant by the police or other Government bodies.

CRC Issue Date

Proof of the security clearance must be provided to the ID Centre, by the Authorised Signatory in the form of a letter from the government authority (original only) which gives the name of the applicant and details of when the clearance was issued and when it expires.

In all applications a CRC must be obtained in addition to the CTC and both need to be within 10 weeks of issue. Compliance authority personnel or Control Authorities who hold statutory right of access need to provide an official declaration of their security clearance and background checks this is provided instead of an CRC.

Signatories are therefore advised to ensure that the clearance has not time expired when it is submitted to the ID Centre.

Gatwick Airport's responsibility in respect of its business partners is limited to ensuring that the individual has the required credentials to become and remain an ID pass holder.

The employer is responsible for ensuring that the employee has the relevant clearance to carry out the specific duties for which they are employed.

If CTC clearance is required, employees who have resided overseas continuously for six months or more in the last five years, must also include a satisfactory criminal record check issued by the relevant agency of the country or countries in which they were employed.

Referencing Guidelines

Referencing and Application Process

The Authorised Signatory is required to obtain satisfactory references in accordance with Regulation EC300 and the Department for Transport (DfT) Single Consolidated Direction (SCD) and Gatwick Airport Policy. Only references that fulfil all of the criteria should be declared on the Application for an ID pass.

The Authorised Signatory must satisfy themselves as to the authenticity of each reference and check to ensure that they meet the requirements set by Gatwick Airport Ltd.

All documentation relating to an application for an ID pass must relate to the name on the proof of identity, this includes the Application, references, CRC and /or CTC clearance and GSAT.

Where applicable, references should include "also known as" in addition to the name on the proof of identity document

It is a Gatwick Airport Ltd requirement for the sponsoring company to hold 5 year reference history, GSAT, Airside Awareness Training certificate and CRC details on file for as long as that individual holds an operational Gatwick Airport ID Pass. One reference minimum must be supplied to accompany each application for a full ID pass, with more required if the 5-year period is not covered.

Any gaps in employment of over 28 consecutive days must be covered by a gap reference and they must confirm how long the referee has known the applicant and, from their own personal knowledge, what the applicant was doing during the specific period in question. Emails are acceptable for Gap references.

All Gap references must include the referee's full name, home address and daytime contact phone numbers.

References from professional bodies or individuals such as doctors, solicitors and bank managers are not considered acceptable unless the applicant is known to them in a personal context and not just as a patient or client.
Gap references must not be provided by blood relatives and/or relatives by marriage or adoption, including cousins, partners, partners' relatives or anyone cohabiting with the applicant. Work colleagues should not provide a gap reference.

References must not be sought from individuals under the age of 16, persons living at the same address as the applicant, current employees of the sponsoring company or associated sub-contracting companies.

As an Authorised Signatory for your company, it is your responsibility to ensure suitable references are obtained in support of applications.

The ID Centre will check all references submitted to ensure the criteria has been met. Failure to provide suitable references will result in the application being returned to rectify the issue. Admin charges will be incurred as a result of this and applicants delayed in obtaining their ID Pass.

Any alterations or amendments made to the content of a reference must only be done by the original referee, who should sign and date all amendments. The Authorised Signatory may endorse the reference in order to confirm additional information that will assist Gatwick Airport vetting process.

How a Reference Should Be Obtained

The applicant must not be involved in the process for requesting, obtaining, delivering, collecting or verifying references.

Gatwick Airport insists that references are requested on a reference pro-forma obtained on the ID Centre website: Click here- **Templates and Forms | London Gatwick Airport**

These should be copied onto your company letter headed paper and sent to the referees. All references that you receive should be addressed and sent direct to you as the prospective employing or contracting company.

"To whom it may concern" references are only acceptable if a copy of the Gatwick template reference request letter is provided with the application.

When requesting references Authorised signatories and all referees should be advised that they are giving a reference for security purposes and that knowingly providing false information could lead to prosecution under the terms of the Aviation Security Act 1982 as amended by the Aviation and Maritime Security Act 1990.

Delays in returning references may result in the individual's application and ID Pass being delayed for issue.

What a Reference Needs to Cover
Work history which accounts for all periods of employment, self-employment and unemployment during the 5 years preceding the ID Pass application should be established. This will include your own company if the applicant has been employed by you. School, College or University references should also be obtained where applicable.

Types Of References

HMRC – 5 Year Reference Statement
HMRC Security Interview Template
HMRC - How to Guide

We can now accept a five-year UK HMRC statement (in place of references) to cover employment referencing for full pass applications. Any gaps in employment of over 28 days will still require referencing.

Please ensure you follow the guidance notes in the 'Security interview HMRC verification template'. Additionally, the standard London Gatwick security interview should be included with each application.

For all information, please refer to 'HMRC' in place of 5 year reference and using the HMRC app 'under Templates and Forms'

Employment References
Employment references should only be accepted from those authorised to issue such references, e.g. H.R. Department.

Self-Employment
Where the applicant has been self-employed a reference from the applicant's accountant, the Inland Revenue or solicitor must be obtained. Where the applicant has been employed in their own family business, someone outside the family such as the company accountant or solicitor or Inland Revenue should verify employment.

Membership of HM Forces
Where the applicant has been a member of the Forces, their discharge papers are acceptable as a reference.

School College or University
For persons aged 16 or under, who are still attending or have just left statutory education, a reference from their most recent educational establishment and a personal reference covering the full 5 year period will be required. When an applicant has just left, or is still attending higher education, references must be obtained in order to cover the periods of education, gaps and employment going back to, and including, the last period of statutory education.

Employment Agency
When employing or contracting a person who has been employed by an agency, an Employment Agency reference must be obtained. The agency must list all placement dates with companies during the period of time the individual has been on the employment agency register. Periods more than 28 days without a placement must be covered by a gap reference.

Re-Employment

In the event that you re-employ a person, you will be able to utilise any applicable original employment references that were obtained at the time of original contract and still held on file as long as the references meet the current criteria.

Voluntary Sector

It is recognised that organisations that utilise applicants on a voluntary basis may not be prepared to supply employment references. Where this is proven to be the case a Voluntary Sector Reference may be sought.

Covering Gaps of over 28 Days

Unemployment

Any periods of unemployment should be verified with the Job Centre Plus at which the applicant was registered.

Extended Periods outside the UK

Where an applicant has spent more than 28 days outside the UK, for reasons other than employment, a gap reference should be obtained verifying the applicant's whereabouts and activities during that period of time. Additionally proof of travel (e.g. passport, immigration stamps), may be requested.

Where an individual has resided in any country outside the UK for 6 months or more, the appropriate clearance must also be obtained i.e. Overseas Criminal Record Check (OCRC) from the country of origin.

Return to Work Following Extended Period of Absence from Employment

Where an applicant has not worked for some years due to personal reasons, (e.g. raising a family,) this period must be covered by a gap reference. The gap referee must confirm what the applicant was doing during this period of time.

Companies no Longer Trading

Where within the employment history a company has ceased trading, a reference covering the period of employment must be obtained from the appointed administrators if applicable. Or HMRC /Inland Revenue.

Gap Reference - General Advice

Gap references must include specific information regarding the applicant's activities and whereabouts during the specific period in question. Generalised statements such as "resting" "travelling" will not be accepted.

The referee must provide the information in their own words and from their own knowledge of the applicant's whereabouts and activities during the gap period.
The referee must have known the applicant for a minimum period of 24 months and must have known the applicant during the specific period in question.
If the referee provides information confirming that the applicant was working during the gap period, an employment reference will be required.

Emailed References
In order to improve the speed of reference processing email references may be used for

- Employment references
- Current employment references
- Employment agency references
- Education references
- Voluntary sector reference
- Gap references

Please Note - Email references will not be supplied by:-

- HMRC
- Job Centre plus

To preserve the integrity of the reference and to allow the email address to be verified the following rules have been set out:

Email addresses must contain the name of the individual (therefore, recruitment@xyz.com would be unacceptable).

If the original request is made to a generic email account (e.g. lgw@gatwickairport.com) then a response must be solicited from a named individual's email account (e.g. james.brown@gatwickairport.com). Responses from generic email accounts will not be accepted.

For the avoidance of doubt, if a generic email address is accompanied by the name of an individual (e.g. with lgw@gatwickairport.com "sent by James Brown" underneath) then this will be acceptable

Employment - email addresses must contain a clearly identifiable company reference for example james.brown@gatwickairport.com, not james.brown@yahoo.co.uk.

Gap - email addresses at an Internet Service Provider (ISP) are acceptable but they must contain the name of the individual (therefore, lazyboy@yahoo.co.uk would not be acceptable).

The email thread must be started by the sponsoring company i.e. the company applying for the reference. This shows that the correspondence in the email chain refers back to the original request. This means that:

- The initial request for the reference must be made by the sponsoring company
- The initial request must ask the receiving referee to respond by completing the appropriate reference (which must be supplied as an attachment, for example in Microsoft Word, doc or Portable Document Format, PDF)
- The reference that is returned to the sponsoring company, by email, must contain complete responses to all of the questions as set out in the reference template. However, the reference may still be
- acceptable if all of the questions posed within the reference request have been satisfied by other supporting text within the email.

To help check that the reference returned is authentic a return email must be sent to the referee.

When sending a return email, the sponsoring company must ensure it is sent to the same address as supplied by the referee. This will reduce the risk of false representation. This means that:

- The return email must acknowledge the reference for the named individual.
- The return email should clearly tell the recipient what to do if they did not supply the reference.
- To ensure a full audit trail all email correspondence should be submitted with the application:
- Initiating email with attached reference template
- The email that returns the reference questionnaire
- An acknowledgement of the email confirming that the sponsoring company has received a reference for an individual

Authorised signatories and sponsoring companies must ensure that emails and associated references remains stored electronically for audit purposes while the ID pass remains operational.

What to Do When References Have Been Received
Once the references for your applicant have been received, you will need to undertake checks to ensure that the references meet the required standards.

Reference Check Guidelines

File Notes
Where variation or verification activities are undertaken by Authorised signatories, file notes should be recorded and submitted with the application. This will ensure that additional work undertaken by the Authorised Signatory is understood in order to process the application as swiftly as possible.

Any misspelling of names must be covered by a file note to confirm the Authorised Signatory has recognised the error and verified it with the referee – this will prevent the application being automatically queried/rejected by the vetting team.

Material changes such as an incorrect name **will not be** acceptable with a file note.
If you have any doubts or concerns with the content or authenticity of any reference you should contact your Account Leader who can advise you on the action to be taken.

Failure to submit ID pass applications without accurate information, dates and references may result in the application being rejected back to you on Airport Gateway and an admin charge incurred.

The ID Centre recommend that copies of the application, original references and other related documents are retained by the Signatory when submitting the application for audit purpose

ID Centre – Security Vetting Team

Once the relevant applications are submitted on Airport Gateway, they will be reviewed by the ID Centre Vetting team to ensure that all the required documentation has been uploaded and that the references meet the criteria outlined in these guidelines.

GSAT, Airside Safety Awareness eLearn and CRC/CTC details will also be checked to ensure that they are within the required issue date. Full name and address are accurate and there are no disqualifying offences recorded on the clearance.

In the event that references, GSAT, Airside Safety Awareness or CRC/CTC do not meet the criteria, you will be notified, and the application will be returned to you via Airport Gateway. You will be advised of the action that needs to be taken in order to re-submit the application. Once it is established that there are no discrepancies or obvious reasons for concern with the references, the Vetting team will perform their vetting checks. This includes contacting referees to confirm the detail they provided on the reference is to the best of their knowledge accurate.

Ensure that the applicant is in possession of the same identity document checked at the Security interview and entered onto the application when they attend the ID Centre to collect their ID Pass.

References, GSAT, Airside Safety Awareness and CRC/CTC details must be retained for the duration of an applicant's operational ID Pass. It is a requirement that full 5-year reference history is held by the sponsoring company and may be required to be seen for audit purpose.

You are advised that the Vetting team will not provide information regarding an ID pass application directly to the applicant, any calls from an applicant will be re-directed back to their Authorised Signatory.

References from professional bodies or individuals such as doctors, solicitors and bank managers are not considered acceptable unless the applicant is known to them in a personal context and not just as a patient or client.

Gap references must not be provided by blood relatives and/or relatives by marriage or adoption, including cousins, partners, partners' relatives or anyone cohabiting with the applicant. Work colleagues should not provide a gap or personal reference.

References must not be sought from individuals under the age of 16, persons living at the same address as the applicant, current employees of the sponsoring company or associated sub-contracting companies.

As an Authorised Signatory for your company, it is your responsibility to ensure suitable references are obtained in support of applications and that they are bona-fide. The ID Centre will check all references submitted to ensure the criteria has been met.

Any alterations or amendments made to the content of a reference must only be done by the original referee, who should sign and date all amendments. The Authorised Signatory may endorse the reference in order to confirm additional information that will assist Gatwick Airport vetting process.

When the application has been approved for ID pass issue, you will be notified on Airport Gateway and be able to book an appointment for collection at the ID centre. **Please ensure that the applicant is in possession of the same identity document on the application when they attend the ID Centre**.

Ongoing Pass Management

General Requirements

When a company applies for any type of ID pass and that pass has been issued, the Authorised Signatory becomes responsible for the management of that pass and must ensure that they are only used for the purpose for which they were issued.

All pass holders must be made aware of their responsibilities as a Security ID Pass holder. The Authorised Signatory must ensure that all passes are returned to the ID Centre when no longer required. This may be either when an employee leaves your company, where an employee no longer needs to access the airport on a regular basis as part of their job function or the pass is expired and no longer required. If an employee's ID pass requirements or details have changed the Authorised Signatory will need to ensure that this is reflected by completing a Change of ID Pass Details application and submit to the ID Centre via Airport Gateway.

Reinstatement / Parking of an ID Pass

Full ID passes that have not been used to gain access into the Critical Part within the preceding 60 days will be parked and will no longer provide access to Critical parts of airport areas.

Authorised signatories may request the re-instatement of a parked ID pass when an ID pass has not been used for a period of 6 months or more, up to a maximum of 12 months by completing and submitting a reinstatement application on Airport Gateway. The pass will then be reinstated and granted an exemption from parking for 7

days only, if the pass is not used within that period, it will automatically re-park. Reinstatement of ID passes is monitored and may be rejected if it is proven that an individual does not attend the airport on a regular basis.

A letter of continuous employment will need to be supplied for reinstatements when an ID pass has been parked for 6 months or more.

Authorised signatories must notify the ID Centre 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 and a new CRC will be required for periods of up to 12 months of non-use.

For further information on the parking and reinstatement of an ID pass please refer to the current Gatwick Airport Directive.

Seasonal Worker - Career Break - Extended Unpaid Leave

The above will require prior approval from the ID Centre Account Leader

Where there is to be a break in continuous employment or periods where an employer is unable to account for an employee, the ID Centre Account Leader must be notified. The ID Centre will need to know 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 ID pass, otherwise it may be cancelled in error and a new ID Pass Application will then be required and a charge incurred.

When the employee returns, the Signatory will be required to conduct a new Security interview and obtain references covering the period of absence and submit these together with a completed Reinstatement application and covering letter on Airport Gateway. The application and references will be subject to the full application vetting process. Once approved the Signatory will be notified.

If the pass expires during the period of absence or for periods of absence over 12 months and has not already been returned to the ID Centre for safekeeping, the ID Pass must be returned for cancellation, and a Full Application will be required.

Non return of an expired or Un-surrendered ID pass to the ID Centre will incur an admin charge.

Critical / Restricted Part Pass (including Gatwick Airport Cargo Areas)
ID passes issued by Gatwick Airport that permit access to the Critical Part of the airport including Cargo or Maintenance areas follow the same ID Pass Application process as for a Critical Part pass, except, references and CRC are not required to be seen by the ID Centre. However, references and CRC must be obtained by the company and kept on file for audit purpose. Access levels for these pass types will be determined by the ID Centre.

Un-surrendered ID Pass
Authorised signatories must ensure that all Full and Landside ID passes are collected from anyone in their company who no longer require the ID pass, ensuring that they are returned to the ID Centre for cancellation to avoid an admin charge.

The ID Centre must be notified immediately if an employee leaves your employment whilst remaining in possession of an ID pass, a stop can be placed on the system to ensure the ID pass cannot be used and cause a breach of security.

If an ID pass sponsored by your company is not returned, it is a requirement that you write to the individual by email, recorded or registered mail and keep a record of your efforts to contact the individual.
The ID Centre will require evidence from your company of the action you have taken, to secure the return of the outstanding ID pass, it is not sufficient for you to say that you have spoken to the individual and asked them to return the pass.
The individual should be reminded that the ID pass which they were issued, remains the property of Gatwick Airport and should not be returned to any other Airport.

Companies who fail to return full and landside IDs to the ID Centre will be charged for each pass not returned. In addition, the facility to obtain future passes may be restricted or withdrawn.

Change of Personal Details or Access Requirements
If an employee has any change to their personal details e.g. hair colour, appearance (to include the wearing of glasses), name, job title or change of access requirements, the authorised signatory must submit a Change of ID Pass Details application on Airport Gateway authorising the change of ID pass details. The individual will be

required to attend the ID Centre with their current ID pass, to have their records amended and ID pass reissued. **An appointment will be required and can be booked once the change of details application has been approved by the ID centre.**

Revalidation

Company contacts are provided with monthly reports indicating when passes are due to expire. The authorised signatory is responsible for completing the application authorising any ID pass re-validations and submitting it to the ID Centre on Airport Gateway for the pass to be extended.

For passes that display a visible expiry date, the pass holder will need to attend the ID Centre with their current ID pass for a revalidation. **An appointment will be required.**

Full Airside Pass Renewal (Every 5 years)

It is a CAA requirement that all ID pass details, including photograph, and GSAT details are renewed every 5 years. Airside Safety Awareness eLearn (needs to be redone every 2.5 years) The Authorised Signatory is required to obtain an accreditation check through Airport Gateway, this forms part of the Full Airside Pass renewal application on Airport Gateway. The individual is required to attend the ID Centre with a valid photographic form of identity for the renewal. **An appointment will be required and can be booked once the application is approved by the ID centre**.

Record Keeping

Your company will be expected to keep accurate records of all ID passes requested, as well as the ID numbers allocated to each pass.

Access to Controlled Buildings, piers, lifts, lounges and machinery utilising ID pass technology

An increasing number of buildings and utilities are accessed via the ID pass issued at Gatwick Airport. Access to these areas is controlled by the building tenant or the department responsible for that area. If your company requires access to a specific area that is not obtainable via the access level granted on an ID pass, complete a CEM request form which can then be emailed to the ID Centre Account Managers, link to form -> **CEM Request Form**

Pin Numbers

Pin numbers are not automatically issued by the ID Centre. Companies who have a requirement for PIN number access should request them when applying for the initial ID pass or contact an Account Leader in writing stating the reason for PIN allocation.

TUPE Transfer

In the event of TUPE (Transfer of Undertakings Protection of Employment) please contact the ID Centre Account Leaders who will guide you through the TUPE process. **idcentre@gatwickairport.com**

Staff Car Parks

Staff Car Parks at Gatwick Airport are controlled by the Staff Car Park department. Access to Staff Car Parks at Gatwick is by the use of the ID pass. If Staff Car Parking is required for new staff the authorised signatory should complete the appropriate section of the application or for existing pass holders Authorised Signatory should email details to **staffparkin@gatwickairport.com**. Parking is not available to 1–7-day pass holders.

Staff Car Parking Request Form

A staff car parking request form MUST be completed for any person wishing to park at Gatwick. Please be aware that o**nly authorised signatories are able to request for staff car parking.**

Staff Car Park A Factsheet:

Staff Car Park Factsheet

Vehicle Passes

These are applied for through Airport Gateway and approved by the ID centre. Once approved the signatory can print them off themselves for use. There are 2 types of Vehicle Pass

- Permanent Apron Vehicle Pass
- Temporary Airside Vehicle pass

Only licensed companies may apply for vehicle passes. The following should be read in conjunction with the guidelines for obtaining Airside Driving Permits (ADP) and Airside Vehicle Passes (AVP) in accordance with the relevant Gatwick Airport Directives (GADs).

Please contact AirDat for information relating to Airside Operator licence (AOL) which is required for vehicles operating Airside.

All vehicles entering the Critical Parts at Gatwick Airport must have aviation insurance and the company Authorised Signatory will be confirming this when signing the declaration on the application. The AVP is not transferable. Vehicle safety inspection forms or MOT certificates where applicable must be available for inspection by Gatwick Airport, Control Authorities, DfT and their agents.

Please note: AVPs cannot be sponsored by another company. Companies will need to obtain an Airside Operations licence and join the Gatwick ID Scheme if they need to obtain AVPs. AVPs will be made valid to the company expiry date held on the ID system and not to the date given on the AOL.

Airside Driving Permits (ADP)

All members of staff undertaking Airside driving duties must hold an ADP. To arrange Airside driver training please go to **www.airdat.org**

It is the responsibility of all employers requiring access to the apron or airfield areas, to ensure that the contents of Gatwick Airport Directives and notices issued by Gatwick Airport Airside Safety and Operations Department are brought to the attention of all their staff and remain accessible to them.

Link to Permits and guides:

Permits | London Gatwick Airport
Gatwick Aerodrome Manual - AIRDAT Support Centre

Gatwick Airport Directives (GAD's) or Gatwick Airport Notices (GAN's)

On joining the Gatwick ID Scheme, you will automatically be registered to receive Gatwick Airport Directives, these can either be new directives or updates to existing directives.

There are a number of Gatwick Airport Directives relating to Airport Security and ID passes that you must bring to the attention of any staff employed or contracted by you, who will be working at Gatwick Airport.

It is the responsibility of all employers to ensure that all relevant Airport Directives or Notices are brought to the attention of all their staff.

Gatwick Airport Directives regarding Security that you must obtain are as follows.

- ID Pass Holders Responsibilities
- GSAT Training
- Airside Safety Awareness eLearn (via AirDat)
- Baggage Safety Awareness (Via AirDat)
- Fire Training
- ID Escorting Responsibilities

If your company operates vehicles at Gatwick Airport you must also obtain the following Gatwick Airport Directives.

- Airside driving and vehicle operations
- Airside Operators Licence
- Airside Vehicle Passes - Managing the Airside environmental impact of motorised vehicles and equipment

You may also require the following Gatwick Airport Directives.

- Security of tools and knives whilst Airside
- Tools of the trade (T Pass)
- Tools of the trade (Categories)
- Aircrew entering the restricted zone – ID Verification
- Terms and conditions for the use of Staff Car Park

Gatwick Airport ID Pass Charges

Prices below do not include VAT April 2026/2027 ID Charges

Appendix VI: Staff Car Parking, Airside Operators Licence, Airside Services, Category 1 Waste and Staff ID Charges

Charge Category	Prices
Staff Car Parking	£805.83 per pass per year (including £10 transport levy)
Airside Operators Licence	£665.00 per annual licence
Airside Services	£0.00 per ATM
Category 1 Waste	£1.80 per bag (CAT1 or Toilet Waste), £1.00 (Domestic Waste)

Staff ID passes	Prices	Notes
Application - Full Airside Pass Initial	£30.00	Per pass
Application - Change of Details	£25.00	Per pass
Application - Full Airside Pass Renewal	£25.00	Per pass
Application - Landside Pass Initial	£30.00	Per pass
Application - Temporary Visitor Pass	£30.00	Per pass
Application - Temporary Id Pass	£30.00	Per pass
Application - Damaged or Faulty	£30.00	Per pass
Application – Diplomat	£30.00	Per pass
Application - Lost or Stolen Id Pass	£30.00	Per pass
Application - Full Vehicle Pass (Non-EV)	£30.00	Per pass
Application - Full Vehicle Pass (EV)	£0.00	Per pass
Application - Temporary Vehicle Pass	£30.00	Per pass
Apron Vehicle Pass Safety Levy	£10.00	Per pass
Total Apron Vehicle Pass with Levy (Non-EV or Temporary)	£40.00	Per pass
Total Apron Vehicle Pass with Levy (EV)	£10.00	Per pass
Un-surrendered pass	£325.00	After 60 days
Accreditation Check	£9.95	Per check
Pass Validation	£7.82	Per Pass

*In 2016 GAL introduced a levy of £10 per apron vehicle pass issued as the number of unreported vehicle incidents was increasing and reached concerning levels. GAL income from the levy is used to fund safety initiatives.

** CAA Accreditation Check is £9.95 excluding VAT). This charge value is the current cost per check charged by the CAA (for users that do not engage directly with the CAA for this service). This charge will be subject to change if the CAA amend the price they charge. Where possible, GAL will try to give at least 3 months' notice of any change to vetting charges and try to only apply them from 1st April.

It is a requirement of the EC300 Regulation and Department of Transport that all ID passes are returned to the ID Centre. The ID Centre operates a receipting system for the return of ID passes.

Current charge for staff parking is £64.91 plus VAT per allocation, per calendar month or part thereof.