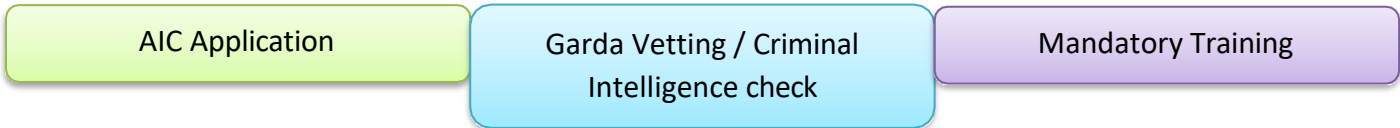


Airport Identification Card Application Process – Dublin Airport

Persons working in restricted areas of Dublin Airport are required to hold approved credentials. These credentials include Airport Identification Cards (AIC's) and Escort Passes, both of which are issued at the ID Centre, Dublin Airport

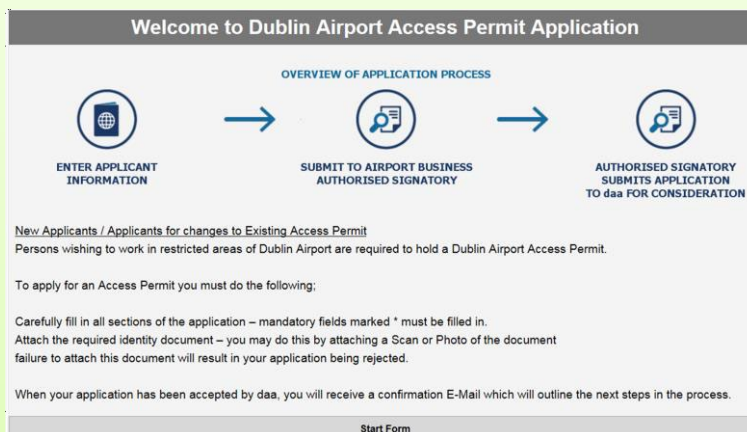


There are a number of elements in the Airport Identification Card (AIC) approval process, as follows;



The ID Centre, Dublin operates a system of Authorised Signatories for businesses requiring to hold Airport Identification Cards for Dublin Airport. Authorised Signatories are nominated by their employer; they receive training from the ID Centre and sign an agreement to comply with 'The Duties of Authorised Signatories'

Airport Identification Cards Application



All applications for AIC's at Dublin Airport are processed via the 'ID1 online' portal. Access to the online portal is only available when a registered Authorised Signatory sends a link to an applicant.

Applicants for AIC's are required to fill in the online application and to submit it to the Authorised Signatory for consideration. Applications approved by the Authorised Signatory will be forwarded by the Authorised Signatory to the ID Centre, Dublin Airport for consideration and approval.

Proof of Identity - Applicants will be required to electronically attach a proof of identity document. Passport or Driving License are the only acceptable forms of identification.

Airside Driving – If the applicant is required to drive vehicles airside at Dublin Airport the applicant must attach a current valid driving license to the online application.

BSAT - Applicants applying for an AIC are required to complete Basic Security Awareness Training (BSAT). A BSAT Certificate must be submitted to the ID Centre prior to AIC Issue. BSAT Certificate may be attached electronically to the online application by the applicant, the Authorised Signatory or it can be emailed to aic@daa.ie

Paper copies of the BSAT will not be accepted in the ID Centre.

Garda Vetting / Criminal Intelligence check

National and EU Regulations require that all persons holding an AIC at Dublin Airport are subject to a background check. This check has four elements:

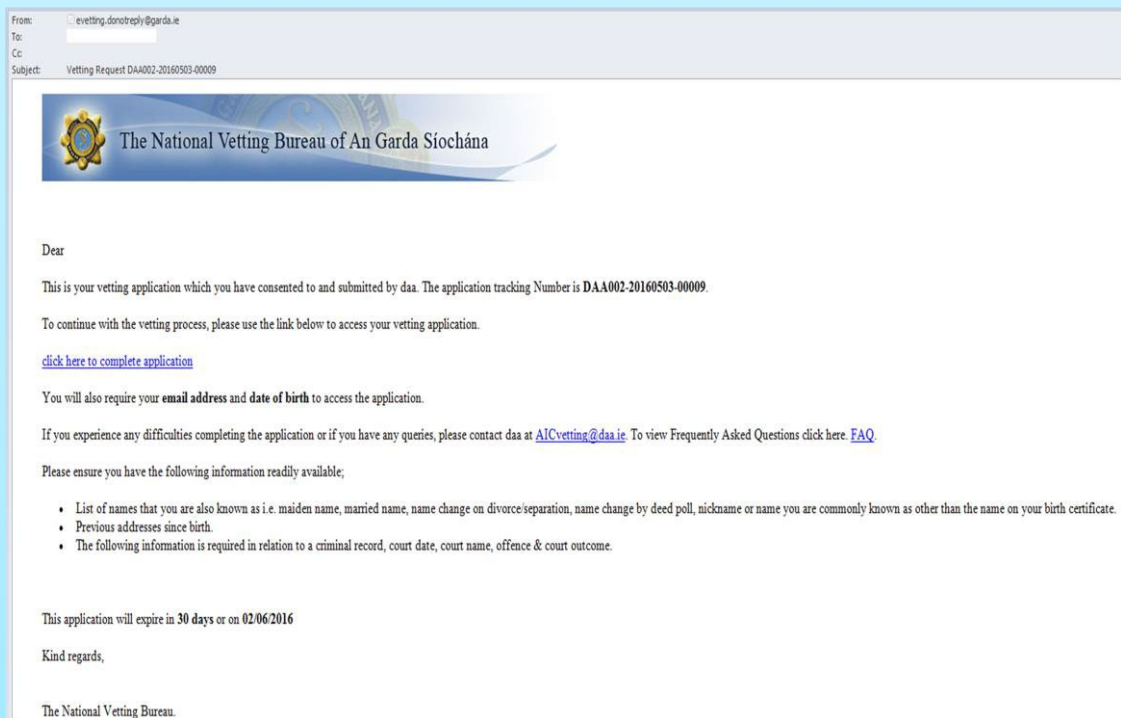
- Identity
- Previous experience
- Criminal History
- Criminal Intelligence check

In Ireland the criminal history and criminal intelligence check is carried out by An Garda Síochána.

National Vetting Bureau - Vetting is carried out by means of the E Vetting system. The E Vetting process is as follows:

1. Applicants submit a Vetting Invitation. This Form is available in the ID Centre, from an Authorised Signatories and can also be sent as an attachment by the Authorised Signatory with the ID1 online portal link.
2. The Vetting Invitation Form must be completed in full by the applicant, all fields marked * are mandatory fields and must be completed.
3. A proof of current address document is required.
4. Applicants must attach, as proof of current address, a utility bill or bank statement. This must be issued within the last six (6) months, copies of these documents are not acceptable. The completed Vetting Invitation Form and proof of address must be returned to the ID Centre – Dublin Airport, Arrivals Road, Terminal 1, Dublin Airport or emailed to aic@daa.ie

The ID Centre shall send the applicant a link to the National Vetting Bureau website.



6. The applicant, using the E Vetting system enters all required details and completes their online vetting application. Applicant submits E Vetting application.
7. The completed application is reviewed by the ID Centre and if approved it will be submitted to the National Vetting Bureau for processing.



8. The National Vetting Bureau will send an email confirming that the vetting process is being undertaken. This mail contains your application number. The applicant can use this number and their Date of Birth to check the status of their application by using the email received from the National Vetting Bureau.
9. The National Vetting Bureau will send an email confirming that the vetting process is being undertaken. This mail contains your application number. The applicant can use this number and their Date of Birth to check the status of their application by using the email received from the National Vetting Bureau.
10. The result of the vetting process is sent to ID Centre, Dublin Airport,
11. The result of the Criminal Intelligence check is sent to daa.

Mandatory Training

Access to certain areas including Apron and Manoeuvring Area are only permitted following the applicants successful completion of mandatory training courses.

These courses may include:

- Apron Safety Awareness
- Manoeuvring Area Safety Awareness
- Apron Driving
- Perimeter Road Driving

All enquiries relating to the above courses should be directed to the Authorised Signatories or to airside.training@daa.ie

If you work in the terminal or pier buildings and have no requirement to access the Apron or Manoeuvring Area the above training requirement does not apply.

Information on my Application

The ID Centre issues each Authorised Signatory a daily email alert which provides a status update on applications approved by them.

Applicants should contact their Authorised Signatory for any updates or enquires relating to their application.

The ID Centre will issue each applicant for an AIC with an E-Mail notifying them when the ID Centre has commenced the processing of their application

This E-Mail will provide you with important information regarding the application process.

A further e-mail will be sent to you each time there is an update relating to the status of your Garda Vetting, Criminal Intelligence check, BSAT training or Ramp Training (if applicable).

The ID Centre, Dublin Airport issues each Authorised Signatory a daily email alert which provides a status update on applications approved by them.

Applicants should contact their Authorised Signatory for any updates or enquires relating to their application.

Ready for Issue

When your Authorised Signatory confirms that your Airport Identification Card is ready for issue, you should attend the ID Centre.

You will need to bring your Driving License or Passport with you, your driving license if you applied for driving at Dublin Airport.

The ID Centre is located on the Arrivals Road, Terminal 1, Dublin Airport.

The ID Centre is open Monday to Friday from 09:00hrs to 16:00hrs

You can contact The ID Centre at aic@daa.ie

Enquiries relating to the Airside Training courses should be directed to the Authorised Signatories or to airside.training@daa.ie