

Form ID6 - APPLICATION FOR A DUBLIN AIRPORT ACCESS PERMIT

Reference Number *Assigned by the AIC*

CONDITIONS OF ISSUE

- 1 - This form must be completed in BLOCK CAPITALS.
- 2 - Section A must be completed by the applicant, Section B must be completed by the Mission (signatory may not approve his/her own application) and Section C must be completed by the Authorised Signatory in the Protocol Division, Department of Foreign Affairs & Trade (DFAT).
- 3 - The applicant must include a photocopy of their DFAT diplomatic i.d. card with this application, the original DFAT diplomatic i.d. card must be produced in AIC at the time of Access Permit issue.
- 4 - The applicant must include a Basic Security Awareness Training (BSAT) Certificate with this application.
- 5 - This application must be returned to:

Diplomatic Privileges and Immunities Section
Protocol Division
Department of Foreign Affairs & Trade
79 St Stephen's Green
Dublin 2
- 6 - Failure to complete any part of this form will result in the form being returned and the issue of the Access Permit being delayed.
- 7 - The completed application form accompanied by authorisation from the Department of Foreign Affairs & Trade must be received by the daa at least 10 full working days in advance of Access Permit issue.
- 8 - The Access Permit must be worn and displayed in a prominent position at all times while Airside.
- 9 - The instructions of Airport Police, Authorised Officers or Airport Search Officers must be complied with at all times.
- 10 - The Access Permit must be surrendered to an Authorised Officer when requested.
- 11 - Lost or stolen permits must be reported to the Access & Identification Centre or Airport Police immediately: Phone: 814 4262/814 4630 Email: aic@daa.ie
- 12 - Access Permits are strictly non-transferable. Application forms for which no permit is collected within 3 months will be destroyed and reapplication will be required.
- 13 - An Access Permit does not carry automatic right of entry – access is only permitted while carrying out official duties
- 14 - **Access Permits remain the property of the daa. They must be surrendered upon cessation of posting, date of expiry, where authorisation is withdrawn or when a new Access Permit is issued for any reason, to:**

Access and ID Centre
Arrivals Road - daa
Dublin Airport
Co Dublin
- 15 - Authorisation may be withdrawn if an Access Permit appears altered in any way.

SECTION A - TO BE COMPLETED BY THE APPLICANT

Is this your first time applying for a Dublin Airport Access Permit?

Yes

No

If No, what was your Access Permit reference number?

PERSONAL INFORMATION - BLOCK CAPITALS

Mr/Mrs/Miss/Ms

Forename

Surname

Home Address

Date of Birth

dd/mm/yyyy

Nationality

Phone Number

SECTION B - To be completed and Authorised by the Diplomatic Mission

Mission Name

Mission Address

Mission Phone Number

Applicants Job Title

Applicants Start Date

dd/mm/yyyy

Applicants Finish Date

dd/mm/yyyy

(if known)

I as Head of Mission (or person authorised to sign on behalf of Head of Mission) confirm that the individual named on this application is a suitable person to be issued with an Airside Access Permit. I undertake to return this applicant's access permit to the Access and ID Centre when it expires or when the applicant ceases posting/employment at the Mission.

Signature

Signature

Date:

dd/mm/yyyy

Note: Applicants are only granted access required to carry out their official duties

SECTION C - TO BE COMPLETED BY approved Authorised Signatory

I as the Authorised Signatory, confirm that the individual named in this application is a suitable person to be issued with an Airside Access Permit for access to controlled areas in Dublin Airport. I confirm that this person requires access to the restricted area in pursuit of their official duties.

Please state the operational need for this applicant to hold an access permit

Meeting or accompanying passengers (and baggage) visiting for official purposes, Attendance for diplomatic cargo and mails or Liaison with US CPB and US pre-clearance

Approved by Authorised Signatory

Signature

Authorised Signatory In BLOCK CAPITALS

Access Permit Ref:

Date:

dd/mm/yyyy

TO BE COMPLETED BY APPLICANT AT TIME OF ACCESS PERMIT ISSUE

I hereby acknowledge receipt of (i) Access Permit (ii) Dublin Airport Security Briefing

I confirm that the information contained in this form is complete and accurate.

I agree to abide by the terms and conditions of the issue of the Access Permit and have been made fully aware of my responsibilities as an Access Permit holder.

I understand and will comply with the responsibilities of being an Access Permit holder and accept that failure to comply with Dublin Airport's Bye Laws and Security Regulations may result in the withdrawal of my Access Permit.

I hereby declare that the above information is both true and correct and any misrepresentation may result in denial of or withdrawal of my Access Permit.

Applicants Signature:

Date:

dd/mm/yyyy

AIC Issuing Officers use ONLY

The Applicant produced the following evidence of his / her identity:

Identification Produced

ID Number

Issued By:

Date:

dd/mm/yyyy

For AIC Admin Only

Date Received:

Date Processed: