

# Form ID6 - APPLICATION FOR AN AIRPORT IDENTIFICATION CARD

Reference Number *Assigned by the ID Centre*

## 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 the ID Centre - Dublin Airport at the time of Airport Identification Card 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 D02 VY53
- 6 - Failure to complete any part of this form will result in the form being returned and the issue of the Airport Identification Card 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 Airport Identification Card issue.
- 8 - The Airport Identification Card 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 Airport Identification Card must be surrendered to an Authorised Officer when requested.
- 11 - Lost or stolen permits must be reported to the ID Centre - Dublin Airport or Airport Police immediately: Phone: 814 4262/814 4630 Email: aic@daa.ie
- 12 - Airport Identification Cards are strictly non-transferable. Application forms for which no AIC is collected within 3 months will be destroyed and reapplication will be required.
- 13 - An Airport Identification Card does not carry automatic right of entry – access is only permitted while carrying out official duties.
- 14 - **Airport Identification Cards 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 They must be surrendered upon cessation of posting, date of expiry, where authorisation is withdrawn or when a new Airport Identification Card is issued for any reason, to: ID Centre - Dublin Airport, Arrivals Road, Terminal 1, Dublin Airport.**
- 15 - Authorisation may be withdrawn if an Airport Identification Card appears altered in any way.

## **SECTION A - TO BE COMPLETED BY THE APPLICANT**

Is this your first time applying for an Airport Identification Card for Dublin Airport?

Yes

No

If No, what was your Airport Identification Card 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

(if known)

*dd/mm/yyyy*

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 Airport Identification Card. I undertake to return this applicant's Airport Identification Card to the ID Centre - Dublin Airport 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 Airport Identification Card 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 Airport Identification Card

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**

*Block Capitals*

**AIC Ref:**

**Date:**

*dd/mm/yyyy*

**TO BE COMPLETED BY APPLICANT AT TIME OF AIC ISSUE**

I hereby acknowledge receipt of (i) Airport Identification Card (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 Airport Identification Card and have been made fully aware of my responsibilities as an Airport Identification Card holder.

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

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

**Applicants Signature:**

**Date:**

*dd/mm/yyyy*

**ID Centre - Dublin Airport use ONLY**

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

**Identification Produced**

**ID Number**

**Issued By:**

**Date:**

*dd/mm/yyyy*

**For ID Centre -  
Dublin Airport  
Admin Only**

**Date Received:**

**Date Processed:**