

AV-P-B112-01e Application for ID card

To Norwegian civil airports

26.09.2011

Access is required to the following airports: _____

Validity (**max 5 years**): _____

Reason for renewal: New employee Access to: Landside
 Expired card Airside
 Lost card Security
 Change of access Security + Airside
 Wear and tear

Authorization: Drivers permit for airside areas¹ Authorization to escort visitors²
 Access permit for maneuvering area³ Prohibited objects CSRA⁴

Specify prohibited objects: _____

Personal information

Surname: _____ First name: _____

Male Female Date of birth: _____

Job title: _____ Mobile: _____

Address: _____ Nationality: _____

E-mail: _____

Employer's information

Company: _____ Dept. / sect.: _____

Address: _____ Tel.: _____

Employer confirms that the applicant has completed mandatory courses in other contexts*(documentation must be attached)*
 Basic Security Course Airside Safety Course Radiotelephony certificate
With his/her signature, the requisitioner vouches for the personal information of the applicant:

Date: _____ Signature employer: _____

Date: _____ Signature requisitioner: _____

Repeat with capital letters: _____

Remarks: _____

For ID Office

Access level: _____ Valid to: _____ Passed Basic Security course: _____

Card no: _____ Passed HSE-exsam (OSL): _____

Approved background check: _____ Passed practical fire course (OSL): _____

Signature: _____ Passed Airside Safety-exam: _____

¹ Must have Airside Safety-exam² Must have Basic Security course³ In addition to point 1, course "Communication on the maneuvering area" must be completed⁴ Must fill out separate form

Requirements for ID card

As applicant of an ID card that will grant me admission to security restricted areas at Norwegian civil airports, I am bound to comply with the following rules:

1. I will carry my ID card visible at all times, and present it on demand within the airport's security restricted area.
2. I will present my ID card to security personnel unsolicited every time I enter and exit the airports security restricted area.
3. I will only use my ID card when I am on duty. This is a condition for my employment and exercising of my profession. The ID card is for personal use only, and must not under any circumstances be used by others.
4. I will return my ID card to the ID office / security manager, through my employer, upon the end of my employment or when the period of validity has expired.
5. I am aware that loss of my ID card must immediately and without any delay be notified to the airports ID office, through my employer.
6. I verify that the information given in this form is correct, and I will immediately notify the airport if any changes occur.
7. I am aware that access to the airport's security restricted area is dependent on the current regulations.
8. I am aware that the import, use and possession of illegal drugs in the line of duty is illegal and will result in confiscation of my ID card. I am also aware that my ID card will be confiscated if I get arrested for theft, attempt of theft or other illegal actions within Avinor / OSLs premises.
9. I consent that the police and customs can give Avinor / OSL information concerning illegal actions / violation of rules carried out by me, as mentioned above. I am aware that I partly exempt the Directorate of Customs from a legal obligation to maintain secrecy, according to Norwegian Customs Law §12-1. This consent is valid as long as I am a holder of an ID card.

I have read, understood and will comply with the regulations as mentioned above:

Place

Date

Applicant's signature

I agree that Avinor / OSL can decide to confiscate my ID card for a period of time or on a permanent basis, if I do not comply with the regulations concerning use of the ID card.

Non-disclosure agreement

Exempt from public
disclosure
Freedom of
Information Act § 6a

Applies to personnel given access to Norwegian civil airports

The agreement applies when releasing documents and/or information about civil aviation classified by the EU as Restricted / Confidential / Strictly Confidential / Exempt from Public Disclosure. This non-disclosure statement applies to my entire work at Norwegian civil airports.

I understand that

- Should unauthorized persons learn of the above-mentioned documents and/or information, it may harm Norway's interests and the international security collaboration in civil aviation.
- Receiving such documents and/or information requires a sense of responsibility, loyalty and duty.

I pledge to

- Treat documents and/or information with care, to ensure that unauthorized personnel does not gain access to information that can be used to facilitate the execution of attacks on aviation security.
- Not disperse or discuss the contents of the documents and/or information, neither orally nor in writing, to persons who have not signed similar non-disclosure agreements.
- Not disperse or discuss the contents in the documents and/or the information via electronic media (e.g., phone, fax, Internet or e-mail).

I am aware that

- Violation of the non-disclosure agreement may result in criminal liability.
- The non-disclosure agreement also applies after I have resigned.

(print in capital letters)

Name: _____ Date of birth: _____

Company _____

I understand and accept the responsibility this non-disclosure agreements imposes on me and accept the terms.

Date: _____ Signature: _____

This non-disclosure agreement is in the keeping of Avinor / OSL's ID office

Attachment for requisition for ID card

Authorization to bring prohibited objects into CSRA

Exempt from public disclosure
Freedom of Information Act § 6a

Personnel with ID card for Norwegian civil airports

This authorization grants the holder permission to bring prohibited objects into CSRA (Critical Parts of Security Restricted Area). The holder is personally responsible for keeping objects under constant supervision or properly locked and inaccessible to unauthorized personnel.

Information about prohibited objects can be found on www.luftfartstilsynet.no.

The authorization is personal and linked to a valid ID card with affixed authorization stamps. Violation may lead to confiscation of ID card.

Name: _____ Date of birth: _____

Company _____

I understand the responsibility that this authorization imposes on me, and I accept the terms.

Date: _____ Signature: _____

To be filled in by requisitioner

The authorization is requisitioned by:

Date: _____ Company: _____

Signature of
requisitioner: _____

Repeat in capital letters: _____

Attachment for requisition for ID card