

## Dublin Airport Identification Card - Application Process

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 AIC approval process, as follows;

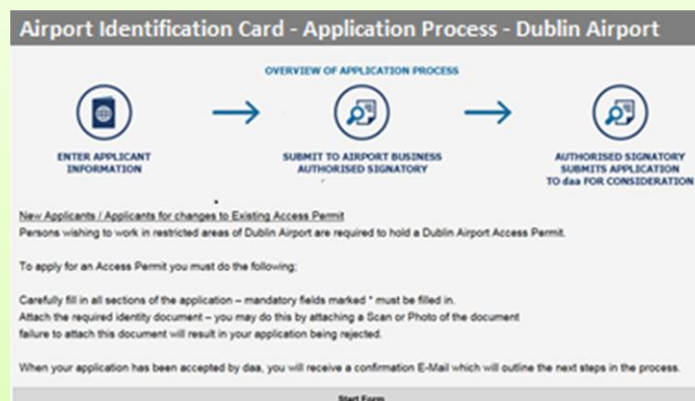
AIC Application

Garda Vetting Process

Mandatory Training

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, Driving License or State issued photo identification.

**Foreign Police Certificates** – Where an applicant has lived or worked outside of Ireland for four (4) months or more from the age of 18, the applicant must attach a basic police disclosure for every country/jurisdiction. The certificate/s must be dated within the last 6 months and where applicable must be translated into English by a certified translator.

**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 or the Authorised Signatory or the certificate may be E-Mailed to [AIC@daa.ie](mailto:AIC@daa.ie)

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

## Garda Vetting Process

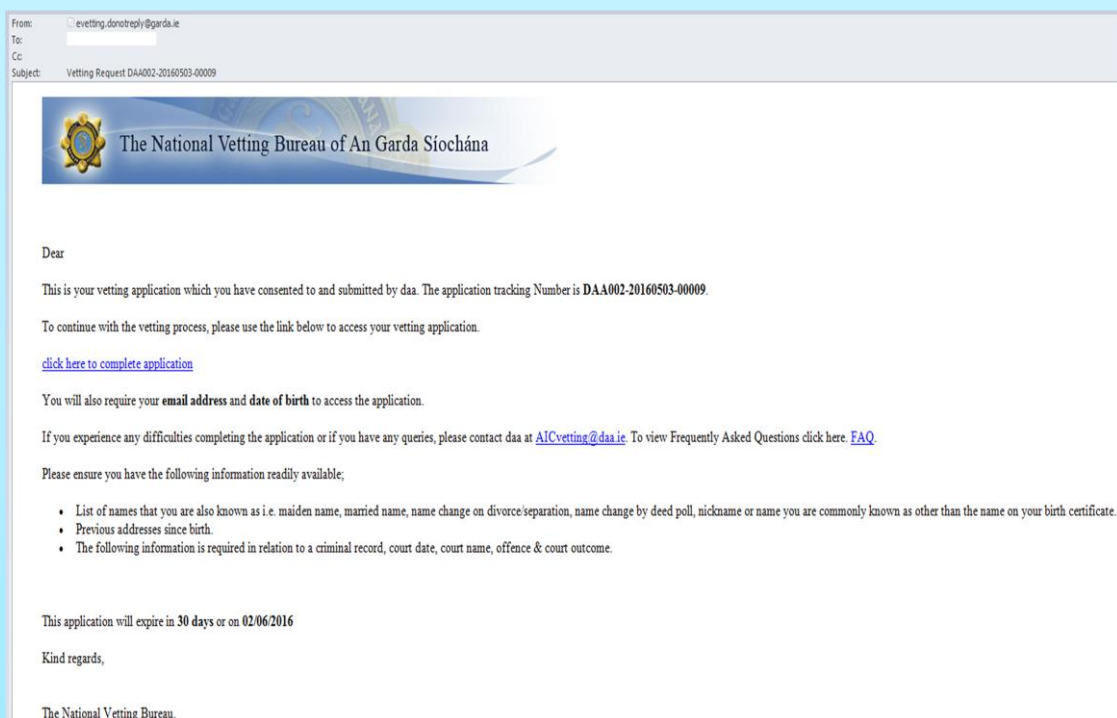
National and EU Regulations require that all persons holding an AIC at Dublin Airport are subject to a background check. This check has three elements:

- Identity
- Previous experience
- Criminal History

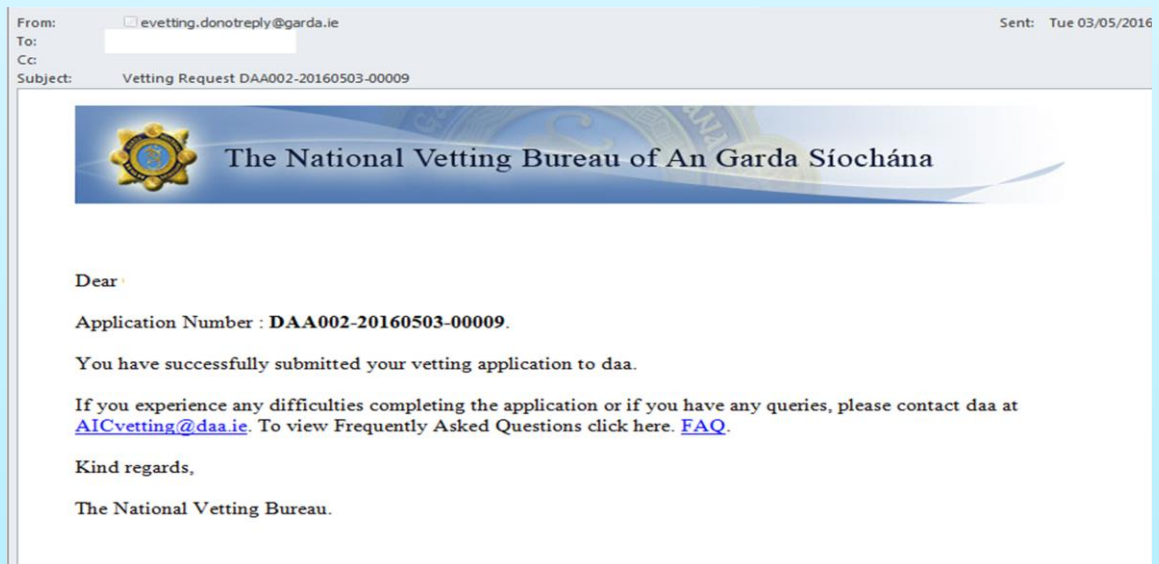
In Ireland the criminal history check is carried out by the National Vetting Bureau of An Garda Siochana.

**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 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 ID Centre, Arrivals Road, Terminal 1, Dublin Airport
5. The ID Centre, Dublin Airport shall send the applicant a link to the National Vetting Bureau website.



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



- 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.
- The result of the vetting process is sent to ID Centre, Dublin Airport.

## **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](mailto: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 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 send to you each time there is an update relating to the status of your Garda Vetting, BSAT training or Ramp Training (if applicable).

The ID Centre, Dublin Airport issues each Authorised Signatory a daily e-mail 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 AIC is ready for issue, you should attend the ID Centre, Dublin Airport.

You will need to bring the original proof of identification document and your driving license if you applied for driving at Dublin Airport.

The ID Centre, Dublin Airport is located at the side of the Airport Police Station, on the Arrivals Road beside Terminal 1.

The ID Centre is open Monday to Friday from 09:00hrs to 15:00hrs

You can contact the ID Centre by E-Mail at [aic@daa.ie](mailto:aic@daa.ie)

Enquiries relating to the Airside Training courses should be directed to the Authorised Signatories or to [airside.training@daa.ie](mailto:airside.training@daa.ie)