

Application Airport badge

For instructions how to complete see overleaf.



Employee / Badge holder

Surname	:				
Given Names	:				
Date of Birth	:				
Address	:				
Postal code	:		City/Town	:	
Country	:				
Nationality	:		Place of Birth	:	
Phone number 1	:				
Phone number 2	:				
E-mail address	:				

Badge Office

Vliegveldweg 90
6199 AD Maastricht Airport

Tel. +31 (0)433589837
E: passenbureau@maa.nl

Employer (at MAA registered company)

Company name	:	
Registration Number	:	MAA-
Function badge holder	:	
Kind of employment	:	

☐  Luggage sorting area	☐  Warehouse
☐  Apron and roads	☐  SRA (-CP) with tool equipment
☐  Export cargo	☐  Exempt from security check to enter SRA(-CP)

Access area's

☐	1) Landing area + SRA(-CP) + Demarcated Area
☐	2) SRA(-CP) + Demarcated Area
☐	3) Demarcated Area

Signatures

Employee (Badge holder):	Employer (Authorised representative):
Signature: non digital	Signature: non digital
Date:	Date:

Check of ID-information by badge office Maastricht Aachen Airport	Check of ID-information by Royal Dutch Marechaussee (KMar) at Maastricht Aachen Airport
Signature:	Signature & Stamp:
Date:	Date:



Use original forms only, use of copies is no allowed.

Print double-sided.

Instructions how to complete the application

- The application form must be **completed digitally**, only the signature must be done by writing.
- A personal airport badge will only be issued to persons who are permanent, temporary or trainee-employed by a company registered by the airport.
- Enter the personal details of your employee completely.
- Complete the employer details of your employee. Copy the registration number from the Company Registration form.
- Form must be **signed in writing** by the authorised employer and badge holder.
- The light yellow part may not be completed.

General information

A personal airport badge with a maximum validity of 5 years can only be issued by presentation of a valid passport or identity card and against payment. In addition, a deposit must be paid in advance according the pricelist. This amount will be refunded when the badge is returned in good condition. You must request a new badge in advance, at least 2 months before the expiry date (and 4 months for foreign badge holders). The airport badge holder must return his airport badge to the badge office within a maximum of 2 weeks after termination of employment, change of employer or after the validity date. If this is not done or done too late, Maastricht Aachen Airport is entitled to charge a € 150,00 fine on top of the deposit which will be charged to the badge holder in person directly.

Important

- **To issue an airport badge, the future badge holder must successfully pass the Maastricht Aachen Airport safety & security test in advance.**
- **The badge remains property of Maastricht Aachen Airport at all times.**
- **By signing this form, the badge holder declares that he or she will adhere to the applicable safety & security measures issued by Maastricht Aachen Airport. He or she agrees to the terms and conditions stated in this form, and personal information is shared with authorities.**
- **Loss of an airport badge must be reported immediately to MAA Airport Authority and in case of possible theft reported at the KMar office located at Maastricht Aachen Airport.**

To complete by badge office

Datum in		Safety & Security test	
Calamiteiten	Geel / Rood	Datum	
Calamiteitenpas	Ja / Nee	Nummer	
Datum VGB			
Pas geldig tot			
		Rijbevoegdheid	
In: ID		Type	Beperkt / Algemeen
In: system		Datum	
		Nummer	
Security Manager	S. Webers	Medewerker luchtvracht	
Paraaf		Datum	
Betaling pas	Contant / Factuur	Pasnummer	
Betaling borg	Contant / Factuur	Datum	
Factuurnummer		Door	

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