

Application badge offices

For instructions on 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	:				
Bank account (IBAN)	:				
E-mail address	:				

Badge Office

Vliegveldweg 90
6199 AD Maastricht Airport

Tel. +31 (0)433589837
security.badgecenter@maa.nl

Employer (at MAA registered company)

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

Office badge area

Building	:	
Floor	:	
Office number	:	
Period of issue (Max 2 Jaar)	:	
Reason Office badge	:	

Signatures

Employee (Badge holder):	Employer (Authorized representative) :	Check of ID-information by badge office Maastricht Aachen Airport
Signature: Non digital	Signature: Non digital	Signature:
Date:	Date:	Date:



Instructions on how to complete the application

- The application form must be **completed digitally**, only the signature must be done by writing.
- A personal office badge will only be issued to people 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.
- The form must be **signed in writing** by the authorized employer and badge holder.
- Use original forms only, use of copies is not permitted. Print double sided

General information

MAA office badges with a maximum validity of 2 years can only be issued upon presentation of a valid passport or identity card and against payment of the applicable fee. You must request a new badge timely in advance. The badge holder informs badge center of all changes of data provided to MAA and must return the badge to the MAA badge center within a maximum of 2 weeks after termination of employment, change of employer, or upon expiry or immediately on request of MAA. If this obligation is not met, or is met late, MAA is entitled to impose a fine as published in the MAA security rates, which will be charged to the badge holder in person. By filing this application form the foreseen badge holder states that all related rules and obligations are known and accepted.

Important

- **The badge always remains property of Maastricht Aachen Airport.**
- **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 office 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.**
- **In case of misuse of the badge or violation of MAA safety and security rules, the pass will be immediately revoked.**