**<<<<Company Headed Paper>>>>**

**Strictly Private and Confidential**

**Name**

**Address**

[**DATE**]

Dear Sir / Madam, (It is recommended that an actual name is used as the addressee)

**Re [Name]: ………………… NI Number: ………………… Date of Birth: ……………..**

The above named has applied to [**SPONSORING COMPANY NAME**] for the position of [**POSITION**] and has given us permission to contact you for a reference. He/she has advised us that he/she was employed with your company from [**DATE**] to [**DATE**]**.** The employment is at an airport in the UK, and this means that an Airport Security ID Pass must be issued.

**Please return this page along with the reference.**

**You are respectfully advised that it is an offence, under the Aviation Security Act 1982, as amended by the Aviation and Maritime Security Act 1990, to knowingly give false information, either for the purpose of, or in connection with, an application for an Airport Security ID Pass.**

I would therefore be grateful if you would complete the attached questionnaire and return it to me as soon as possible. This information will be required to secure an identity pass and information will be shared with the Airport ID Centre and possibly with the relevant Control Authorities.

**If this request has been sent by email, it is acknowledged that no company stamp / compliment slip / letter headed paper will be available. To ensure compliance with company policy therefore, the entire email history chain must be kept intact.**

You may be contacted by the ID Security Team to verify this reference.

We may not be able to offer employment unless this reference is returned and verified, therefore an early reply would be appreciated.

On behalf of the applicant, thank you for your cooperation in this matter. I assure you that your reply will be treated in the strictest confidence.

Yours faithfully, (sincerely if name is used as addressee above)

**Name**

**Position in Company**