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

**Strictly Private and Confidential**

**Heathrow ID Centre**

**D’Albiac House**

**Courtney Way**

**Heathrow Airport**

**TW6 1SD**

[DATE]

Dear Heathrow ID Centre,

**Re: [Name]………………………Address ………………………………………………….**

**­­­­­­­­­­**

**Date of Birth: ………………… NI Number:……………………………………..**

This is to verify that **[APPLICANT NAME]** has been employed by **[YOUR COMPANY NAME]** from **[DATE]** until present day.

**I am aware 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.**

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

Yours sincerely,

**Name**

**Position in Company**

Company/Organisation name: .......................................................................................

Address: ………………………………………………………………………………………

…………………………………………………………………………………………….……

…………………………………………………………………………………………………

Email: ………………………………………………...………………………………….……

Daytime Telephone …………………………. Mobile number: ………………………….

number:

Print name: ………………….……………… Signature …………………………………

Occupation: ………………………………... Date: ……………………………….………

Company Stamp:

**Please authenticate your reply by using your company stamp in the space provided, or by attaching a compliment slip/headed paper. We may not be able to offer employment until this reference has been received and verified, therefore an early reply would be appreciated.**

**Please ensure that the dates/details provided are from your company records as any inconsistency in information provided may delay the issue of an Airport ID pass.**

**Thank you for your cooperation. The information you have provided will be helpful in validating the candidate’s application.**