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

**Strictly Private and Confidential**

**Name**

**Address**

**[DATE]**

Dear Sir/Madam,

**Re: [NAME] …………………………………… Date of Birth: ……………..……………**

**Address:……………………………………………………………………………………….**

The above-named applicant has indicated that you are prepared to provide a gap reference to accompany the application for an Airport Security ID Pass. They have authorised us to contact you for verification of identity, activities (e.g., travel) whereabouts (e.g. country of travel) and/or status (e.g., homemaker, carer) for the following period/s:

From: **[DATE] ………………….** To: **[DATE] ………………….…….**

I should 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 Heathrow ID Centre and possibly with the Control Authorities.

**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.**

The following must not provide gap references on behalf of an ID Pass applicant: blood relatives, current or ex relatives by marriage, relatives by adoption - including cousins, current or ex partners and their relatives, persons living at the same address, current employees of the ID Pass Sponsoring Company or individuals under the age of 16 years.If you fall into this category, please advise me.

In addition, please note that you may also be contacted by the Heathrow ID Centre 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,

**Name**

**Position in Company**

**GAP 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.**

***Please ensure that the details provided on this reference are from your own personal knowledge, as any inconsistency in the provided information may delay the issue of an Airport Pass for the applicant.***

**The dates covered for this gap period are from DD/MM/YYYY to DD/MM/YYYY**

1. The dates of the gap(s) being covered are accurate.

Please select: Yes  No

If “no” please provide correct dates:

*(DD/MM/YYYY)*

*(DD/MM/YYYY)*

From: To:

1. How long have you known the applicant?
2. Are you related to the applicant? *\* (see below)* Please select: Yes  No

*\*The following must not provide gap references on behalf of an ID Pass applicant: blood relative, current or ex relatives by marriage, relatives by adoption - including cousins, current or ex partners and their relatives, persons living at the same address, current employees of the ID Pass Sponsoring Company or individuals under the age of 16 years.*

*If you have answered “****Yes****” do not proceed but please contact the person signing the covering letter.*

If you have answered “**No**”, please confirm in what capacity is the applicant known to you. (e.g., f*riend, neighbour, work colleague…)*

1. Are you and the applicant in regular contact? (At least once every 28 days) Please select: Yes  No

Please confirm method of contact:

1. Was the applicant in the United Kingdom during this period? Please select: Yes  No

If the answer is “**No**” please provide details of the countries of residence or travel, please also include the dates for each period spent outside the UK:

1. Was the applicant employed during this period? *(This includes any type of employment/assisting in a family business, volunteering, cash in hand work, self-employed etc)*

Please select: Yes  No

If you have answered “yes” please provide details:

1. If you have confirmed that the applicant was **NOT** employed, please provide specific details to the below questions:
2. What the person was doing during this specific period:

*EXAMPLE: Applicant (Name) was at home looking for work, attending several interviews during this time. They were also socialising with friends/completing an online course/house renovation/looking after family.*

1. Where they were residing during this period:

*EXAMPLE: Applicant (Name) was residing at 123 Hight Street, Heathrow TW123 456. If the applicant has lived at more than one address during this time, please specify.*

c.

1. Please confirm how they were supporting themselves financially during this period:

*EXAMPLE: The applicant was being supported by parents/spouse/savings.*

c.

1. Please confirm whether the applicant was claiming any type of benefit/income support during this period.

Yes  No

If the answer is “**Yes**”, please provide further information

*EXAMPLE: The applicant was claiming Universal Credits/Child support*

1. Are there any further comments you would like to make in relation to the applicant’s character?
2. Please state your Profession or Occupation:
3. If you are going to be unavailable for contact at any time during the next 6 weeks, please enter these dates below.

**Thank you for your cooperation. Your comments will be most useful in assisting us**

**to reach a decision on this application.**

|  |  |
| --- | --- |
| Address: |  |
| Email: |  |
| Daytime / Home Telephone Number: |  |
| Mobile Telephone Number: |  |
| Print Name: |  |
| Signature: |  |
| Date: |  |