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

**<<<<Sponsor address>>>>**

**<<<<Date>>>>**

Confidential

Heathrow ID Centre

D’Albiac House

Courtney Way

Heathrow Airport

TW6 1SD

Dear Heathrow ID Centre,

**Sponsor Declaration**

I confirm that the applicant of this temporary ‘Visitor’ or ‘Employment’ pass:

* Is required to undertake the airside activity/visit for legitimate business reasons
* Requires access to the zones requested for legitimate business reasons
* Will be informed of their responsibilities as a pass holder prior to the visit\*
* (Where a temporary visitor pass has been applied for): I confirm that the ‘Right to Work’ criteria has been met in accordance with Home Office guidelines.

With regards to the colleague(s) undertaking escorts duties, they will be informed of their responsibilities\* as an Escort and the zones to be visited.

**I acknowledge that to make any false statement in connection with an application for an airport ID pass that grants airside access, is a criminal offence under the Aviation Security Act 1982 as amended by the Aviation and Maritime Security Act 1990 and will lead to an automatic refusal of the application.**

*\*See ID Pass Standard for guidance*

Yours Sincerely,

**<<<<Signature>>>>**

**<<<<Full Name>>>>**

**<<<<Company Position>>>>**

**<<<<Company Name>>>>**