**<<<<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 ‘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\*

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.

As this applicant does not meet the criteria to apply for a UK Criminal Records Check; I, **<<<<Sponsor’s full name>>>>**, solemnly and sincerely declare that I have carried out the necessary checks to ensure **<<<<Applicant’s Full Name>>>** born on **<<<< Applicant’s Date of Birth>>>**, does not have any spent or unspent criminal convictions in each country where they have been a resident for 6 months or more, that would prevent them from holding an airport pass.

**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>>>>**