

PLEASE DO NOT FILL IN, FOR INTERNAL USE ONLY

Date received _____ Colour _____
Trigram _____ Access _____
Registration date _____ Biometrics yes no
Trigram _____

Advance notice Authorities

Favourable Notice Unfavourable Notice
returned to _____ returned on _____

Signature and stamp :

The form must be completed in full; incomplete forms or forms with missing documents will not be accepted and will be returned to the employer.

AWARENESS MODULES TO BE UNDERTAKEN

- 1) The **Airport Security** module (passing grade: 80% minimum)
- 2) The **Tarmac Safety** module (passing grade: 80% minimum)
- 3) The **Discrimination-Radicalisation-Internal Threat** module
- 4) The **Cyber Security** module: **information security is in your hands**
(pass mark: minimum 80%)

**Please log on to: <https://training.gva.ch> and refer to the information
(Login and Password) on the sticker provided.**

Original sticker to stick here →



For each module, the certificate of successful completion and/or completion of the training course must be printed and attached to this form.

Section A: details of the bearer of the Airport Identification Card (AIC)

Personal details (in accordance with identity card or passport)

Last name : _____ Maiden name: _____

First name(s): _____ Date of birth : _____

Sex: Male Female (tick appropriate box)

Current address (Street, N° , Postcode, Town, Country) :

N° telephone : _____ E-mail : _____

Family Filiation

Father - Surname: _____ First name : _____

Mother - Maiden name: _____ First name : _____

Nationality/residence permit (tick appropriate box)

Swiss citizen Other nationality : _____

Work permit: B C G Other

Valid until : _____ Application in progress

History of place(s) of residence over the last 5 years

Country	Full address (Street, N° , postcode, town)	From dd/mm/yyyy to dd/mm/yyyy					
		day	month	year	day	month	year

History of activities and inactivity over the last 5 years: please note in chronological order, from the most recent to the oldest, any period of activity or inactivity exceeding 28 days, such as your jobs, periods covered by unemployment benefit, school periods, periods spent abroad, periods of military/civil service, periods of inactivity, etc.

Country	Employer (activities, trips abroad, schools, other)	Full address (Street, N° , postcode, town)	From dd/mm/yyyy to dd/mm/yyyy					
			day	month	year	day	month	year

Consent for biometric fingerprinting

As part of its legal and regulatory obligations in terms of security, Geneva Airport must put in place all necessary and appropriate measures to ensure that all persons wishing to enter the security restricted area have the right to do so. Employees working on the airport must hold an Airport Identity Card (AIC) authorising them to enter this area. The AIC must **be** checked (in particular for validity, authorised areas, etc.) each time the employee enters the security zone, and Geneva Airport must ensure that the person presenting the card is in fact its holder.

At present, AICs **are** checked by security staff; this will continue to be the case in the future. However, in order to facilitate entry to the security area, Geneva Airport **has introduced** a new automatic control system at certain access points reserved for AIC holders. In order to ensure that the AIC presented actually belongs to the person wishing to enter the security zone, the automatic checks must use biometric data.

Data processing and storage

In addition to the personal data processed for obtaining and using the AIC, the following additional personal data are processed for automated checks:

- Fingerprints

This data is only stored on the physical AIC card and no copy is kept in Geneva Airport's IT systems, nor in any other system. When the AIC card is scanned at a control point, the system will only check that the biometric data on the AIC card matches that of the person wishing to enter the security area. The biometric data is not recorded. The data is not transmitted to third parties.

Biometrics must be used in order to use the automatic passageways; otherwise, access to the security zone will only be possible via the passageways guarded by an agent. Consent may be withdrawn at any time by contacting the Access Process Group, in which case the biometric data will be deleted from the AIC.

We ask you to tick one of the options below:

- I agree that my biometric data listed above may be collected and used for the purposes and within the framework detailed above.
- I refuse to allow my biometric data listed above to be collected and used for the purposes and within the framework detailed above.

Criminal record

Please indicate by ticking the appropriate box (yes/no) whether you are currently the subject of legal proceedings and/or a conviction related to:

1. Offences - not time-barred at the date of the request

- Any act of unlawful intervention against aviation ; No Yes
- Interference with air navigation systems ; No Yes
- Hijacking ; No Yes
- Offences on board an aircraft in flight ; No Yes
- Illegal transport of weapons or explosives on board an aircraft ; No Yes
- Transmission of false information about threats against of civil aviation ; No Yes
- Illegal entry into an aircraft or airport area; No Yes
- Sabotage of an aircraft or aircraft equipment; No Yes
- Injury to life or limb ; No Yes
- Crimes, offences creating a collective danger (fire, etc.) No Yes
- Offences linked to terrorist or extremist activity. No Yes

2. Offences - time-barred 5 years from the date of the request

- Crimes against property (theft, damage to property, fraud, etc.); No Yes
- Crimes and offences against freedom (threats, kidnapping, coercion, home invasion, etc.) ; No Yes
- Crimes and offences against sexual integrity ; No Yes
- Drug-related crime ; No Yes
- Crimes and offences under the Federal Foreign Nationals Act (RS 142.20), particularly organised illegal immigration. No Yes

3. Infractions of the Road Traffic Act

- Leading to imprisonment in the event of breach of a suspended sentence No Yes

4. Infractions of the Arms Act

No Yes

No Yes

5. Infractions of the law on explosives

6. Any other offences not mentioned in points 1, 2, 3, 4 and 5

No Yes

ATTENTION: if you have answered "yes" to any of the above questions, please provide any information or documents relating to the offence in question (copy of judgment/conviction, letter from the authorities, etc.).

Declaration by the applicant for the Airport Identity Card (AIC)

IMPORTANT

- I, THE UNDERSIGNED, CONFIRM THAT THE PERSONAL INFORMATION PROVIDED IS **COMPLETE AND TRUE**, OTHERWISE GENEVA AÉROPORT MAY REFUSE THE APPLICATION AND, IF APPLICABLE, WITHDRAW MY AIRPORT IDENTITY CARD.
- I AGREE TO COMPLY AT ALL TIMES WITH THE DIRECTIVES AND RESTRICTIONS ISSUED BY GENEVA AIRPORT, IN PARTICULAR THOSE CONTAINED IN SERVICE ORDER N 3 (<https://files.gva.ch> ; Login : os3 - Password : AIG-os-3).
- I AGREE THAT GENEVA AÉROPORT MAY CALL UPON THE RELEVANT AUTHORITIES TO VERIFY ALL CRIMINAL ASPECTS CONCERNING ME (INCLUDING MY CRIMINAL RECORD, ANY PENDING CRIMINAL PROCEEDINGS, ETC.) AND TO PROVIDE PRIOR NOTICE TO GENEVA AÉROPORT.
- I AGREE THAT GENEVA AÉROPORT MAY TRANSFER MY APPLICATION FOR AN AIRPORT IDENTITY CARD TO THE APPROPRIATE AUTHORITIES.
- **I, THE UNDERSIGNED, EXPRESSLY ACCEPT THAT THE COMPETENT AUTHORITIES, IN PARTICULAR THE POLICE, MAY COMMUNICATE TO GENEVA AÉROPORT THE REASONS AND ANY RELEVANT INFORMATION CONCERNING THE NOTICE ISSUED AGAINST ME.**
- I AGREE THAT GENEVA AÉROPORT MAY VERIFY THE INFORMATION PROVIDED IN MY APPLICATION FOR AN AIRPORT IDENTITY CARD.
- I UNDERSTAND AND ACCEPT THAT GENEVA AIRPORT IS AUTHORISED AT ANY TIME TO REFUSE OR WITHDRAW THE AIRPORT IDENTITY CARD WHEN THE CONDITIONS FOR ISSUANCE OR HOLDING ARE NOT OR NO LONGER MET (OS3 art. 4.2.1 to art. 4.2.3).

Last name: _____ First name: _____

Place and date : _____ Signature: _____

Signature of parent or legal guardian if applicant is a minor: _____

Please provide a photocopy of both sides of a valid identity document

Section B: information about the company (employer)

Tick the appropriate box:

- Appointed company Tour operator or affiliate
 Sub-contractor appointed by (name of company/corporation) : _____

Company

Company name : _____

Current address (Street, N° , Postcode, Town, Country) :

Validity of the Airport Identity Card (tick the appropriate box)

- Maximum 6 months, **non-extendable**: from _____ to _____
 Maximum 5 years: from _____

Information on the activity of the holder of the Airport Identity Card (AIC)

Profession (exact position in the company) : _____

For Geneva Airport staff: Department _____ Service (abbreviation) _____

Reason for request (description of activity/operational need) :

Declaration by the company (employer)

Company (signatures approved, registered and deposited with Geneva Airport)

By signing the form, the person in charge (certified and approved) of the company with our services confirms that he/she is in agreement with his/her employee and undertakes to confirm the authenticity of the declarations provided.

Last name : _____ First name : _____

Tel : _____ Mobile : _____

E-mail : _____

Stamp :

Date and place : _____

Signature : _____

**Section C: information on the principal
Mandating airport authority**

Company name :

Current address (Street, N° , Postcode and Town) :

**Access areas required for operational needs
Subject to validation by Geneva Airport**

- D** International departures area and France sector **B** Luggage sorting area
- R** Return to public area without passing through a customs post
- H** Casino **B+** EBS (**Restricted access: complete attached form**)
- Tarmac access Freight building access

Other specific accesses _____

Declaration by the principal :

Full name of contact person : _____

Function : _____

Tel : _____ Mobile : _____

E-mail : _____

Stamp :

Date and place : _____

Signature : _____

Declaration of security

In accordance with the Swiss National Aviation Security Programme (NASP) and in particular its appendices 1-A and 4-C (List of prohibited articles) as well as the Geneva Airport Security Programme (GVA).

I declare :

- > That I and my colleagues, on behalf of the company I represent, will comply with the requirements of Community legislation and the **rules laid down by Geneva Airport**;
- > That I **will cooperate fully** with the requests and procedures of Geneva Airport security officers;
- > That I **will inform** the airport (avsec.office@gva.ch) in writing of any suspicious situation, serious offence or inappropriate behaviour that I have noticed and which could compromise the level of security or safety at the airport;
- > That I have received **appropriate training** and that I am aware of my safety **responsibilities**;
- > That the items listed in points C, D and E that I may be carrying, insofar as they are authorised by the Federal Law on Weapons, Weapon Accessories and Ammunition of 20 June 2017 (LArm, RS 514.54) [OS n°3 Art. 4.7], will remain under my constant supervision and protected so that they **are not accessible to passengers**.

C) objects with a sharp point or cutting edge - objects with a sharp point or cutting edge likely to be used to cause severe injury, in particular :

- items designed for chopping, such as axes, choppers and mincers,
- ice axes and ice picks,
- razor blades,
- cutters,
- knives with blades longer than 6 cm,
- scissors whose blades, measured from the axis, exceed 6 cm,

D) work tools - tools likely to be used either to cause severe injury or to endanger the safety of the aircraft, including :

- crowbars,
- drills and drill bits, including portable cordless electric drills,
- tools with a blade or shaft longer than 6 cm that could be used as a weapon, such as screwdrivers and chisels,
- saws, including portable cordless electric saws,
- torches,
- sealing guns and nail guns.

E) blunt instruments - objects likely to be used to cause serious injury when used to strike, including :

- baseball and softball bats,
- sticks, batons and truncheons,

AIC holder		Employer	
Name :		Name of the person legally responsible for the company/department :	
First name :		Official company stamp :	
AIC No :			
Date :		Date :	
Signature :		Signature :	

Signature of parent or legal guardian if applicant is a minor : _____

Please provide a photocopy of both sides of a valid identity document

DOCUMENTS TO BE SUPPLIED

- Completed AIC application form and Declaration of Security
- Any document proving the applicant's activities over the **last 5 years** (on the date the application is received)
- Any document proving that you have been out of work for more than 28 consecutive days in the **last 5 years**
- Copy of valid identity document (ID card or passport)
- Copy of valid work permit for foreign nationals with applicant's current details or current permit application
- A passport-sized photo meeting the acceptance criteria detailed on the following page

DOCUMENTS TO BE SUPPLIED, VALID FOR 30 DAYS FROM THE DATE OF ISSUE AND/OR FROM THE DATE OF EXECUTION :

- Extract from the Swiss criminal record (compulsory)
- Extract(s) from the criminal record(s) of each country of domicile/residence for the last 5 years and/or of each country where professional activity has been carried out for the last 5 years.
Electronic criminal records are accepted only with the document confirming their authenticity.

Go to: <https://training.gva.ch> (see Login and Password on the front page).

- Certificate of successful completion of the **Airport Security** module test (pass mark: minimum 80%)
- Certificate of successful completion of the **Tarmac Safety** Module test (pass mark: minimum 80%)
- Certificate of completion of the **Discrimination-Radicalisation-Internal Threat** module
- Certificate of completion of the **Cyber Security** module: **information security is in your hands** (pass mark: minimum 80%)

PHOTO ACCEPTANCE CRITERIA

- The passport photo must be 35 x 45 mm (without borders).
- Scanned photos are not accepted
- The photo must be up to date and easily recognisable by the person submitting the application.
- The face of the person submitting the application must be frontal, against a neutral background with good contrast. Profile views are not permitted.
- Photos that have already been used, are dirty, damaged or folded will not be accepted.
- The eyes must be clearly visible, even when wearing glasses
- Head coverings are not permitted, except for religious reasons.
- Black and white photos are not accepted

A fee is charged annually to the company for the issue of each Airport Identification Card (AIC).

The Airport Identity Card (AIC) must be collected PERSONALLY from our offices, within a maximum of 60 days, on presentation of a valid identity document (identity card, passport). After this period, the airport identity card will be destroyed and a new application will have to be made.

Geneva Airport
Access process group
P.O. Box 100
1215 Geneva 15
Telephone: 0041 (0)22 717 80 60
E-mail: laissez.passer@gva.ch

The HBS sector (letter H) and the EBS sector (letter B+) are restricted access security zones. Access needs must therefore be duly justified by an operational reason identified and validated according to the following procedure :

As part of a new application for an airport identity card (AIC) :

1. Complete step 1 by including « Employer Validation”
2. Send the form to the following email address : secteurH-BPlus@gva.ch
3. Once the document has been received back, attach it to your AIC application

As part of a request for an AIC holder :

1. Complete step 1 by including « Employer Validation”
2. Send the form to the following email address : secteurH-BPlus@gva.ch
3. Once the returned document has been received, the applicant can go to the access process group (Laissez-passer) counter, with the fully completed document.

As part of an AIC renewal, it is not necessary to complete this document, provided that the person concerned has not changed profession and that the operational need to have access to this/these area/s restricted is always proven.

Step 1 - Identification of the applicant	
First and last name :	
Date of birth :	
Profession :	
For the airport identity card (AIC) holders : N° AIC	
Signature :	Date :

Step 1 - Description of the need	
Desired access :	<input type="checkbox"/> Sector H <input type="checkbox"/> Sector B+
Detailed patterns demand :	
Duration of need for access :	Start date : _____ End date : _____

Step 1 – Employer validation

First and last name :		
Phone number :		
E-mail :		
Signature :	Date :	Stamp of company :

Step 2 - Validation of the request by aera manager

Recipient : secteurH-BPlus@gva.ch

Last name :	First name :	Date :	Stamp and signature :
Remarks :			

Step 3 – Programming by the access process group

(à compléter par le gestionnaire si la demande n'est pas formulée dans le cadre d'une demande de carte d'identité aéroportuaire)

Last name :	First name :	Date :	Trigram :
Remarks :			