

Changes to Airside ID Passes – February 2024

Issued: 21st February 2024

Changes to Airside Passes

In January 2022, a new regulation was introduced relating to airside ID passes. This requires what is known as an **Accreditation Check** to be performed for every new airside pass issued or renewed from 1 January 2022. An Accreditation Check (AC) is a form of intelligence check, undertaken by a government agency, using a passholder's primary details. The process is well established, and Heathrow is fully compliant for all new and reissued IDs.

The regulation also requires all existing passholders – such as those who held an airside pass prior to 1 January 2022 and have not needed a renewal - to have an Accreditation Check by 1 July 2024. Failure to secure an AC ahead of this date will mean the ID pass becomes invalid.

The Accreditation Check requirement does not apply to landside pass holders or any temporary employment or temporary visitor passes.

What do I need to do?

To make the process of obtaining an Accreditation Check easier we have created a new application within airport gateway called 'Accreditation Check'.

What questions are on the Accreditation check application?

The primary details needed to complete the AC form are:

- ID Pass Number
- Full name
- Date of birth
- Personal email address and phone number
- Current home address (with period of residence)
- Nationality
- National Insurance number
- Identity document number and expiry date

Frequently Asked Questions

I have received an email notification advising that the accreditation check has been completed, what do I need to do next?

Once you have received the email, you must then submit the accreditation check application to the ID Centre for final clearance.

Once the Accreditation Check application has been cleared by the ID Centre, does the applicant need to go to the ID Centre or get a new ID pass?

No, this is all processed in the background and updated electronically, so there is no requirement to attend the ID Centre or have a new airside pass issued.

If an applicant's name has changed since their Airside pass was issued - what should I do?

It is the authorised signatory's responsibility to ensure the applicant's airside pass reflects their correct name by submitting a change of details application. Once this is complete, you may proceed with submitting the Accreditation check application.

What type of IDs are affected by the AC?

All permanent Airside IDs

Do I need to apply for a new ID?

No.

What application should I complete as an authorised signatory?

Accreditation Check application through Airport Gateway

What documents am I required to upload as part of the application?

No documents are required to be uploaded as part of the Accreditation Check application.

What if an applicant does not have an approved Accreditation check by July 1st, 2024? Will there be any grace period?

Their ID pass will become invalid and therefore the pass holder will be unable to access the critical part of the security restricted area and a new full airside application will need to be submitted.

The applicant is already due for a re-issue; do I still need to complete the Accreditation check application separately?

Any IDs which are up for renewal before 1st of July 2024, will already go through an AC check as part of the standard application process.

If you have any questions or wish to contact the ID Centre for support, please email idgetresurgery@heathrow.com