

# Application Airport badge

For instructions how to complete see overleaf.



**MAASTRICHT  
AACHEN  
AIRPORT**

## Employee / Badge holder

Surname	:			
Given Names	:			
Date of Birth	:			
Address	:			
Postal code	:	City/Town	:	
Country	:			
Nationality	:	Place of Birth	:	
Phone number 1	:			
Phone number 2	:			
E-mail address	:			

**Badge Office**  
Vliegveldweg 90  
6199 AD Maastricht Airport

Tel. +31 (0)433589837  
E: [passenbureau@maa.nl](mailto:passenbureau@maa.nl)

## Employer (at MAA registered company)

Company name	:			
Registration Number	:	MAA-		
Function badge holder	:			
Kind of employment	:			



## Access area's

<input type="checkbox"/>	1) Landing area + SRA(-CP) + Demarcated Area
<input type="checkbox"/>	2) SRA(-CP) + Demarcated Area
<input type="checkbox"/>	3) Demarcated Area

## Signatures

Employee (Badge holder):	Employer (Authorised representative) :	Check of ID-information by badge office Maastricht Aachen Airport
Signature: Non digital	Signature: Non digital	Signature:
Date:	Date:	Date:

## To complete by badge office

<input type="checkbox"/>  Luggage sorting area	<input type="checkbox"/>  Warehouse
<input type="checkbox"/>  Apron and roads	<input type="checkbox"/>  SRA (-CP) with tool equipment
<input type="checkbox"/>  Export cargo	<input type="checkbox"/>  Exempt from security check to enter SRA(-CP)



**Use original forms only, use of copies is no allowed.  
Print double-sided.**

### Instructions how to complete the application

- The application form must be **completed digitally**, only the signature must be done by writing.
- A personal airport badge will only be issued to persons who are permanent, temporary or trainee-employed by a company registered by the airport.
- Enter the personal details of your employee completely.
- Complete the employer details of your employee. Copy the registration number from the Company Registration form.
- Form must be **signed in writing** by the authorised employer and badge holder.
- The light yellow part may not be completed.
- Use original forms only, use of copies is not permitted. Print double sided

### General information

A personal airport badge with a maximum validity of 5 years can only be issued by presentation of a valid passport or identity card and against payment. In addition, a deposit must be paid in advance according the pricelist. This amount will be refunded when the badge is returned in good condition. You must request a new badge in advance, at least 2 months before the expiry date (and 4 months for foreign badge holders). The airport badge holder must return his airport badge to the badge office within a maximum of 2 weeks after termination of employment, change of employer or after the validity date. If this is not done or done too late, Maastricht Aachen Airport is entitled to charge a € 150,00 fine on top of the deposit which will be charged to the badge holder in person directly.

### Important

- **To issue an airport badge, the future badge holder must successfully pass the Maastricht Aachen Airport safety & security tests in advance.**
- **The badge remains property of Maastricht Aachen Airport at all times.**
- **By signing this form, the badge holder declares that he or she will adhere to the applicable safety & security measures issued by Maastricht Aachen Airport. He or she agrees to the terms and conditions stated in this form, and personal information is shared with authorities.**
- **Loss of an airport badge must be reported immediately to MAA Airport Authority and in case of possible theft reported at the KMar office located at Maastricht Aachen Airport.**

#### To complete by badge office

Datum in	
Calamiteiten	Geel / Rood
Calamiteitenpas	Ja / Nee
Datum VGB	
Pas geldig tot	

In: ID	
In: system	

Medewerker Security	
Paraaf	

Betaling pas	Contant / Factuur
Betaling borg	Contant / Factuur
Factuurnummer	

Safety & Security test	
Datum	
Nummer	

Rijbevoegdheid	
Type	Beperkt / Algemeen
Datum	
Nummer	

Medewerker luchtvracht	
Datum	

Pasnummer	
Datum	
Door	