

All persons applying for a airport permanent personal pass must provide correct and complete information on their all places/states of residence within 5 (five) recent years in a chronological order (from backwards to present, i.e. till fill-in date of the application). You are also required to provide in this section complete information on the place/state of residence gaps (e.g., if you were away, etc. explain what you have been doing during that time and indicate name, surname, the family connection and telephone number of a person who can verify this).

“State of residence” shall be any country in which the person has been resident continuously for 6 months or more and “a gap” means any gap of more than 28 calendar days.

From.....-.....-..... (day) (month) (year)	
– to-.....-..... (day) (month) (year)	
From.....-.....-..... (day) (month) (year)	(residence address, city, country)
– to-.....-..... (day) (month) (year)	
From.....-.....-..... (day) (month) (year)	(residence address, city, country)
– to-.....-..... (day) (month) (year)	
From.....-.....-..... (day) (month) (year)	(residence address, city, country)
– to-.....-..... (day) (month) (year)	

All persons applying for a airport permanent personal pass must provide accurate and complete information on their all educational institutions and (or) workplaces within 5 (five) recent years in a chronological order (from backwards to present, i.e. till fill-in date of the application). You are also required to provide in this section complete information on education and (or) employment gaps (e.g., if you did not work for a certain period of time or suspended your studies, etc. explain what you have been doing during that time and indicate name, surname, the family connection and telephone number of a person who can verify this).

“A gap” in the record of education or employment shall mean any gap of more than 28 calendar days.

From.....-.....-..... (day) (month) (year)	
– to-.....-..... (day) (month) (year)	
From.....-.....-..... (day) (month) (year)	(name, address, city, country and phone number of a workplace/educational institution)
– to-.....-..... (day) (month) (year)	
From.....-.....-..... (day) (month) (year)	(name, address, city, country and phone number of a workplace/educational institution)
– to-.....-..... (day) (month) (year)	
From.....-.....-..... (day) (month) (year)	(name, address, city, country and phone number of a workplace/educational institution)
– to-.....-..... (day) (month) (year)	
From.....-.....-..... (day) (month) (year)	(name, address, city, country and phone number of a workplace/educational institution)
– to-.....-..... (day) (month) (year)	

2. CONFIRMATION

(Please mark correct answer using symbol "X")

	YES	NO
Have you ever been convicted of a serious or very serious offense, regardless of whether your conviction has expired or has been revoked?		
Have you ever been convicted of a mild, moderate or negligent offense, and the conviction has not expired yet or has not been revoked?		
Have you been imposed any administrative penalties for violations of aviation security requirement during a previous one-year period?		
Are there any court obligations imposed on you in accordance with the procedure established by the Law on Organised Crime Prevention?		
Have you ever been convicted of a misdemeanour and have not served the sentence imposed (except for cases when a person has been released from serving the sentence)?		
Do you abuse alcohol, narcotic, toxic, psychotropic or other psychoactive substances?		

I CONFIRM that all the information provided in this application is detailed and correct,

I AGREE that my personal data will be checked in accordance with the procedures established by law,

I AGREE that, in order to check my personal data, personal and professional information about me will be collected from previous employers, educational institutions, state institutions and other persons indicated,

I AGREE that, if it turns out that the information provided by me is incorrect, false or incomplete, I may be held legally liable in accordance with the procedures established by the legal acts of the Republic of Lithuania.

I AGREE that, in accordance to the Rules of Passes and Access Control of the Vilnius International Airport while operating on the airside, my personal belongings, including those which are placed in the locker, would be subjected to detail examination in order to determine possible violations listed in section 141 to the Rules of Passes and Access Control of the Vilnius International Airport e.g. list of prohibited items to possess on the airside, including personal locker.

.....
(Name, surname, signature of applicant, date)

3. DETAILS OF A PERMANENT PERSONAL PASS

(to be completed by a manager of a company/institution)

I hereby confirm that a permanent personal pass is necessary for the person to perform his/her job functions in the following areas of the airport:

LSA	S	L	B	K	A
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(Cross out the unnecessary ones)

I hereby confirm that the permanent personal pass needs to be:

Activated	Not activated
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(Cross out the unnecessary one)

at the electronic door access control system as a part of a permanent personal pass system.

Motives for obtaining an authorisation at airport:

.....
(specify the functions to be performed by the employee and in which areas)

1. I hereby guarantee that the above mentioned employee has been familiarised with the rules of passes and internal regulations of the Airport for which the permanent personal pass is required, and that the permanent personal pass (electronic keycard) issued to a person will be returned IMMEDIATELY to the Aviation security division of the Airport that has issued the pass at the request of an airport representative, upon termination of the employment contract, upon the change of employer, the change of position, the change of the need to access the airport areas, which required the issue of a permanent personal pass, upon the expiry of a permanent personal pass, or upon the annulment of a permanent personal pass by a representative of the Airport.

2. I hereby guarantee that in the event of a loss, theft or a failure to return a permanent personal pass (electronic keycard) of the Airports by a person, the Aviation security division of the Airport that has issued the pass will be IMMEDIATELY notified thereof.

3. I hereby confirm that all the details provided by me for the issue of a permanent personal pass are correct.

(Position)

(Signature)

(Name, surname, date)

TRAINING COURSES ATTENDED BY THE EMPLOYEE

Training courses	Training completion date	Trained by
Training of persons requiring unescorted access to security restricted areas (Modules No. 1, 2, 3, 4, 7, 8, 9 according NCASTP)	(year) (month) (day)	
Aviation security awareness training of Vilnius Airport	(year) (month) (day)	
Aviation security awareness training of Kaunas Airport	(year) (month) (day)	
Aviation security awareness training of Palanga Airport	(year) (month) (day)	

5. TO BE COMPLETED BY THE EMPLOYEE RESPONSIBLE FOR PASS ISSUE

Application received on (day) (month) (year)	Pass issue date (day) (month) (year)	Pass expires on: (day) (month) (year)
Pass No.	Card No.	PIN code

I hereby confirm that the provided form details have been verified and are correct:

.....
(Name, surname, signature, date)

I hereby UNDERTAKE that in the event of a loss, theft or a failure to return a permanent personal pass, I will IMMEDIATELY notify the Aviation security division (Pass office) of the Airport that issued the pass.

I confirm the receipt of the pass:
(Name, surname, signature, date)

Pass was returned: 20..... - -