



INFORMATION ONLY

**ROYAL
AIR FORCE** **Police**
Royal Air Force Halton Sy Form 01/21 – Permanent Pass Application

 All completed forms are to be sent to: RAFP-HALPassandPermits@mod.gov.uk

Notices and guidance for completion can be found on page 3.

SPONSOR DETAILS

LINE MANAGER OR SPONSOR NAME	Sgt Carl Finch
LINE MANAGER OR SPONSOR SECTION	CDOC, RAF High Wycombe
LINE MANAGER OR SPONSOR CONTACT NUMBER	07305 901747
LINE MANAGER OR SPONSOR EMAIL ADDRESS	carl.finch692@mod.gov.uk
TYPE OF PASS REQUIRED:	☐ Initial Issue ☐ Renewal ☐ Contractor ☐ Civil Servant ☐ Social ☐ Change of details ☐ Dependant ☐ Vehicle ☐ Airfield ☐ Lost Pass** <i>**Lost Passes must have an RAF Police Ref number included**</i>
PASS REQUIRED UNTIL DATE	31 MARCH 23

PERSONAL DETAILS

SURNAME	
FORENAMES	
RANK OR TITLE	Rank if serving. Mr/Mrs etc if not serving.
SERVICE OR STAFF NUMBER	Only required for MOD personnel
SECTION OR SOCIAL CLUB	Halton Aero Club
NATIONALITY	
DATE OF BIRTH	
PLACE OF BIRTH	
GENDER	
CURRENT ID EXPIRY DATE	
PERSONAL PHONE NUMBER	
WORK CONTACT NUMBER	
HOME ADDRESS	
HOME POST CODE	
BUILDING NUMBER & SITE	
VETTING TYPE (If known by applicant)	If you have previously filled in the BPSS 5 page document then tick BPSS ☐ BPSS ☐ Basic Check ☐ Security Check ☐ Developed Vetting ☐ Other
VETTING REFERENCE NO (If known by applicant)	You will know this if you hold SC or DV
VETTING EXPIRY DATE (If known by applicant)	You will know this if you hold SC or DV

**Royal Air Force Halton Sy Form 01/21 – Permanent Pass Application****VEHICLE PASS APPLICATION**

VEHICLE DETAILS 1		VEHICLE DETAILS 2	
REGISTRATION		REGISTRATION	
MAKE		MAKE	
MODEL		MODEL	
COLOUR		COLOUR	
VEHICLE DETAILS 3		VEHICLE DETAILS 4	
REGISTRATION		REGISTRATION	
MAKE		MAKE	
MODEL		MODEL	
COLOUR		COLOUR	

Only fill this if you have approval from the Chairman to bring your car beyond the airfield barrier.

THERE IS NO REQUIREMENT FOR A CAR PASS WHEN PARKED IN THE COMMUNAL CAR PARK.

DECLARATION:

I certify that all information provided is true to the best of my knowledge and belief and I make it knowing that, it forms part of an official document and I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false or do not believe to be true.

I acknowledge that if I have failed to fully complete the application it will not be processed and I will not be notified.

I will comply with all RAF Halton Station Orders and MoD Policy, I have read and agreed to the notices and guides provided on page 3 of this application. I understand that any contravention of Orders MoD Policy or refusal to cooperate with the RAF Police and/ or Security Staffs requests will result in denial of entry, removal from the Station and prohibition of future access.

I confirm my vehicle is fully legal for use on public roads in accordance with extant legislation and I will only park in designated parking areas. I agree that if the Authorities are unable to contact me, there is an emergency or I cause an obstruction that impedes the Stations operation, they have my authority to remove my vehicle to a place of their choice at my expense.

I accept that all personnel (Service and Civilian) and vehicles entering or on the Stn may be subject to search by members of the RAF Police or Security Staff at any time as a condition of entry in accordance with RAF Haltons Control of Entry policy. Along with any refusal will result in denial of entry, removal and prohibition of future access.

SPONSOR

As the sponsor, I confirm that the applicant requires the pass in accordance with RAF Haltons [Control of Entry](#) policy.

SIGNATURE Sign here

DATE Date here

SPONSOR SIGNATURE 

DATE Date here

P&P CHECKLIST**For completion by the P&P Clerk ONLY**

- ☐ ID Verified
- ☐ Vetting Confirmed
- ☐ Sponsor Authoised
- ☐ Application fully completed
- ☐ References contacted (If applicable)
- ☐ Added to SYSIS
- ☐ Application uploaded to MoDNet

P&P NOTES OR COMMENTS

**Royal Air Force Halton Sy Form 01/21 – Permanent Pass Application****GUIDE TO COMPLETION AND INFORMATION**

NOTICE OF LIABILITY TO SEARCH	All personnel (Service and Civilian) and vehicles entering or on the Stn may be subject to search by members of the RAF Police or Security Staff at any time as a condition of entry in accordance with RAF Haltons Control of Entry policy. Any refusal will result in denial of entry, removal and prohibition of future access.
VISIBLE WEARING OF PASSES	All personnel (Service and Civilian) at RAF Halton are to wear visible ID at all times irrespective of rank/grade. Those not displaying a valid pass may be challenged by anybody and, if necessary, reported to the RAF Police or MPGS as soon as practicable.
LOSS OF PASSES	The loss of an identity document, pass or permit is to be reported by the holder or other individual discovering the loss, to the RAF Police or MPGS as soon as practicable. RAF Police - Tel: 01296 656514 or MPGS - Tel: 01296 65 Ext:6211 or 6216,
RENEWAL OF PASSES	This is the individuals responsibility, reminders will NOT be sent in any format. Personnel are to surrender any old passes prior to any further issue of passes and should be aware that it may take up to 14 days to process.
ACCEPTED PASSES FROM OTHER SITES	The following documents will be accepted for unescorted access to RAF Halton: HM Forces and MOD Civil Service MOD 90 DIDC Card. Generic MOD Pass with the foliwnng triagrams: 'MDP' (RAF Halton) 'NFI' (RAF High Wycombe)
CONTACT DETAILS FOR PASS & PERMITS	All RAF Halton Passes and Permits enquires are to be directed in the first instance to the Stn's Passes and Permits Clk. RAFP-HALPassandPermits@mod.gov.uk Contact Number: 01296 65 6823
COMPLAINTS PROCESS	If you have a complaint or an issue cannot be resolved by the Pass & Permits Clerk you are to raise this to the RAF Police Protective Security Section. RAFP-HALPS@mod.gov.uk 01296 65 Ext: 6387/ 6952/ 6825 Should the issue still not be resolved, it is to be raised to SNCO RAF Police Tel: 01296 656972. Enquires should not be made to Stn Execs, OC Police or other Sections without exhausting the full RAF Police chain stated above in the first instance.
EMERGENCIES	All personnel (Service and Civilian) at RAF Halton are to report any emergencies to the RAF Police or MPGS as soon as practicable. RAF Police - Tel: 01296 656514 / OOH: 07773959470 MPGS - Tel: 01296 65 Ext:6211 or 6216,