**PASS APPLICATION FORM -**

**FOR BEIS STAFF OR CONTRACTOR PHOTOGRAPHIC ACCESS PASS**

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| Passes are issued subject to agreement by the Departmental Security  Unit only. Your pass is an official document and is the property of the Departmental Security Unit | |
| For queries regarding general photographic passes please contact the pass office. | **0207 215 2903** |
| For queries regarding security clearances please contact security vetting. | **0207 215 4333** |

**For Pass Office use only:**

|  |  |
| --- | --- |
| Clearance Level |  |
| Expiry Date |  |
| Current Date |  |

|  |  |
| --- | --- |
| **Applicant Details** | |
| **Name** |  |
| **Email address** |  |
| **Contact number** |  |
| **Sponsoring Directorate** | **Digital** |
| **Date of Birth** |  |
| **BEIS staff number** |  |
| **Level of clearance held.**  **(BPSS,CTC,SC or DV)** |  |
| A letter confirming recruitment checks complete should be attached for **BPSS** and can be obtained from BEIS HR.  For **CTC, SC, DV** onlyproof of clearance can be obtained from [vettingenquiries@beis.gov.uk](mailto:vettingenquiries@beis.gov.uk) | |
| **Type of pass (Staff pass or contractor pass)** | **Contractor** |
| **Clearance expiry date** |  |
| **Contractor or fixed term appointment start and end date (if applicable)** | **26th August 2021 – 30 June 2022** |
| **Usual place of work if not 1VS** | **Remote** |
| **If not 1VS how often to you need to attend 1VS** | **3 days per week** |
| **Do you need to attend for Committee/Board meetings?** | **NO** |
| **Do you meet the criteria set out in the pass policy?** | **YES** |
| **Is security team approval required? If so, please explain** | **NO** |
| **Sponsor Details** | |
| **Name of sponsor** | **Alexis Castillo-Soto** |
| **Email address** | **alexis.castillo-soto@beis.gov.uk** |
| **Contact number** | **66523** |
| **Position (BEIS sponsors must be HEO or above)** | **DD** |
| **Please confirm that the applicant has the security clearance indicated in this application.** | **YES** |

**Proof of security clearance (Letter or e-mail) is attached from the relevant HR or Personnel security department. Pass applications will not be accepted without proof of security clearance.**

**What next?**

1. This form is to be submitted via email from the line manager/sponsors departmental email account to the [Pass Office](mailto:Pass.Applications@bis.gsi.gov.uk)
2. No signature is required.
3. As sponsor you are responsible for collecting the applicant's pass on the applicant's last day with BEIS and returning the pass immediately to the Pass Office for safe destruction.
4. Once you have submitted the application, you should expect to hear from the Pass office within 3 working days.

**Please return this form to the** [**Pass Office**](mailto:Pass.Applications@bis.gsi.gov.uk)

Please note: If any of the information requested is not correctly supplied we will need to return your application and the issue of a pass will therefore be delayed.