



# AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO IDENTIFICATION AND ACCESS CONTROL

## TERMS AND CONDITIONS

### TEMPORARY PASS

THIS DOCUMENT IS A SUMMARY OF THE TERMS AND CONDITIONS SET OUT BY THE AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO FOR THE USE OF A SECURITY ID BADGE AT PIARCO AND ANR ROBINSON INTERNATIONAL AIRPORTS.

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| <p>a) Temporary Security Identification Badges remain the property of Airports Authority of Trinidad and Tobago.</p> <p>b) Temporary Security Identification Badges issued in the name of a given holder shall be used solely by such holder and exclusively for job-related purposes. Security Identification Badges are not transferable in any circumstances.</p> <p>c) Lending or exchanging Temporary Security Identification Badges is strictly prohibited.</p> <p>d) The holder of Temporary Security Identification Badge shall advise the Identification and Access Control Office (IACO) without delay of any substantial change in the information provided at the time of issue (name, address, employer, etc.), as well as any change in physical appearance.</p> <p>e) The holder of a Temporary Security Identification Badge issued in his/her name with the utmost care and will be held accountable for its use. In the event of breakage or damage, the holder will be fined a fee of \$45.00 per-unit replacement fee.</p> <p>f) Imposition of a non-refundable monetary penalty of Two Hundred (\$200.00) Dollars upon the authorised signatory of the sponsoring company/organisation/entity.</p> <p>g) In the event of the loss/theft of the Temporary Security Identification Badge, the holder must first report the loss to his/her employer and the IACO within 24 hours. The IACO can be contacted at 1-868-669-2288 ext. 4101, or email <a href="mailto:passoffice@tntairports.com">passoffice@tntairports.com</a> Replacement of the stolen/lost Badge must be accompanied by request for replacement from the applicant company stating the circumstances under which the pass was lost/stolen. The letter of request for replacement must be accompanied by a Lost/Stolen Report from the Trinidad and Tobago Police Service (TTPS), an Affidavit from a Commissioner of Affidavit, and a request letter from the employer is required.</p> <p>h) Future request for Temporary Security Identification Badges will not be issued unless the previous badge is accounted for.</p> <p>i) The holder of the Temporary Security Identification Badge, on the day having completed the required task shall without delay, return all Security Identification Badges in his/her possession to the IACO or his/her employer. Failure to do so may result in charges of theft being filed against the holder with the TTPS.</p> <p>j) Anyone NOT in possession of the required Temporary Security ID Badges shall be prohibited from entering or remaining in an area designated as a restricted area.</p> <p>k) A Temporary Security Identification Badge holder is prohibited from entering or remaining in a restricted area other than which is not specified on the badge.</p> | <p>l) The Temporary Security Identification Badge holder who received within the framework of his functions, tools or any other articles, must keep them under his supervision at all times when being in a restricted area,</p> <p>m) A Temporary Security Identification Badge holder entering or remaining in a restricted area must ensure that his/her Security ID Badge is worn above the waist on the outer garment at all times.</p> <p>n) A Temporary Security Identification Badge holder entering a Restricted Area may be subject to pre-entry screening by Airports Authority Security personnel.</p> <p>o) All Temporary Security Identification Badge holder will be subjected to submit to such verification may result in seizure of the Security Badge and evicted.</p> <p>p) All Temporary Security Identification Badge holders shall present valid identification upon request by Airports Authority Security personnel.</p> <p>q) A Temporary Security Identification Badge holder entering a restricted area shall be subject to random searches by Airports Authority Security personnel. Refusal by the holder to submit to such search shall automatically result in the seizure of his/her Security Badge and eviction from the restricted area.</p> <p>r) A valid AATT issued Permanent Identification Badge holder is allowed to escort up to five (5) Temporary Pass holders in a restricted area.</p> <p>s) The Permanent Identification Badge holder escorting visitors/temporary pass holders is responsible for the actions of the escorted persons. Escorts must inform AATT Security if they lose control of escorted persons.</p> <p>t) Escorted persons must remain under visual and verbal control of their escort whenever in a restricted area.</p> <p>u) Whenever the holder of a Security Badge is a passenger on a commercial airline flight, such Security Identification Badge holder shall submit to security screening at the pre-boarding Check Point. Upon return on board an international flight such security badge holder shall be prohibited from circumventing the Customs Check Point operated by Customs and Excise.</p> <p>v) Any transaction relating to the Temporary Security Identification Badges can be disclosed to the authorised signing officers of the requesting company.</p> <p>w) In the event of failure to comply with one or more of the above-mentioned terms and conditions, AATT shall be entitled to suspend, revoke or deactivate the Security Identification badges for a determined period which may extend to full revocation depending on the severity of the offence(s).</p> |
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I HEREBY AGREE TO COMPLY WITH THE ABOVE MENTIONED TERMS AND CONDITIONS WITH RESPECT TO THE POSSESSION AND USE OF THE SECURITY ID BADGE ISSUED IN MY NAME, AND TO ABIDE BY ALL REGULATIONS SET OUT BY AIRPORTS AUTHORITY OF TRINIDAD AND TOBAGO.

LAST NAME, FIRST NAME	COMPANY
SIGNATURE	DATE <span style="color: grey;">dd/mm/yy</span>