

## **How to request about issuing an external ID card**

### **Step 1: Application**

1. Download the application form. The application form for an airport ID can be found [here](#).
2. Fill, sign and submit the application to the Airport ID Office (BSR).
3. The application is to be filled electronically **only**.

### **Step 2: Background Check NSAT**

Background check shall be successfully completed before you undergo any security training involving access to information which is not publicly available. Background check must **not be older than 5 years**.

After receiving approval on your background check, you are ready to schedule your General Security Awareness Training.

### **Step 3: Slovak Criminal Record and State of Residence Criminal Record**

All applicants for an external ID card are required to provide a criminal record certificate.

- The Slovak criminal record must **be less than 3 months old** at the time of the ID card application. (Criminal history records in electronic form are not accepted at this time).
- If the applicant has a primary place of residence in other country, please also include a criminal history record from that country. (State of residence criminal record must be **less than 1 year old** at the time of the ID card application).

If a criminal history record is required from a country without a criminal records authority, a certificate with the same validity can be requested from the embassy or consulate.

### **Step 4: General Security Awareness Training**

General Security Awareness Training is a requirement of EU Regulation No. 2015/1998 (point 11.2.6).

Upon successful completion of the required training, your ID card will be issued.

In a case you already have a Security Training Certificate, you need to declare, that you are continuously employed in the air transport from date you obtain the Certificate (EMPLOYMENT VERIFICATION).

### **Step 5: Traffic Order/Rules Training**

For access to yellow and violet zone you need to be instructed in Aerodrome Traffic Order (for pedestrian at least).

### **Step 6: General Notes**

To avoid delays in processing, please check the completeness of the application before sending or submitting it. Incomplete applications will be returned to the applicant.

Airport ID cards may only be handed over to a card holder who appears in person at the Airport ID Office and presents an official identity document (ID or a passport).

The applicant will be informed by the Airport ID Office (BSR) by e-mail/phone as soon as the ID card is ready to be handed over.

All external ID cards have validity up to a maximum of 2 years.

**Issuing fee:**

For the issuance of an airport ID card EUR 80.00 (without 20% VAT) will be charged. The current prices are published [here](#).

Business hours and contact of the Airport ID Office are [here](#).

## **Compulsory wearing of ID cards**

Airport ID cards and visitor badges have to be worn visibly at all times. Here are four correct ways of wearing your airport ID at a glance:

Compulsory wearing



**Strap**



**Sleeve in vest/safety jacket**



**Arm pocket**



**Clip**