



FORM

DESIGNATION AUTHORISED VISITORBADGE REQUESTOR

Lead Contractor:

--

Sub Contractor:

--

On behalf of Lead Contractor:	VAT nr	
Responsible Lead contractor:		
Duration of contract:	from	until

Data Authorised Visitorbadge Requestor (AVR) – max.20:

1. First name	Name	E-mail (non-generic)	Telephone Number
Authorised visitorbadge requestor's signature:			
2. First name	Name	E-mail (non-generic)	Telephone Number
Authorised visitorbadge requestor's signature:			
3. First name	Name	E-mail (non-generic)	Telephone Number
Authorised visitorbadge requestor's signature:			
4. First name	Name	E-mail (non-generic)	Telephone Number
Authorised visitorbadge requestor's signature:			
5. First name	Name	E-mail (non-generic)	Telephone Number
Authorised visitorbadge requestor's signature:			



FORM

DESIGNATION AUTHORISED VISITORBADGE REQUESTOR

6. First name	Name	E-mail (non-generic)	Telephone Number
Authorised visitorbadge requestor's signature:			
7. First name	Name	E-mail (non-generic)	Telephone Number
Authorised visitorbadge requestor's signature:			
8. First name	Name	E-mail (non-generic)	Telephone Number
Authorised visitorbadge requestor's signature:			
9. First name	Name	E-mail (non-generic)	Telephone Number
Authorised visitorbadge requestor's signature:			
10. First name	Name	E-mail (non-generic)	Telephone Number
Authorised visitorbadge requestor's signature:			



FORM

DESIGNATION AUTHORISED VISITORBADGE REQUESTOR

Declaration and Commitment of the Authorised Requestor (ABR) and the Authorised Visitorbadge Requestor (AVR)

The authorised requestor and the authorised visitorbadge requestor(s) hereby declare that they have taken note of the terms of use as set out in the *Regulations authorised visitorbadge requestor* and the [Acceptable Use Policy \(AUP\)](#). They fully accept the content of these documents.

The authorised visitorbadge requestor undertakes to:

- Submit requests only for persons who will actually be present during the visit at the airport;
- Submit requests using valid and up-to-date data;
- Immediately report any theft, damage or (temporary) suspension of activities via Service Now;
- Return all access means (visitorbadges) immediately when they are no longer required*.

The authorised requestor ensures that the authorised visitorbadge requestors manage their files correctly, in accordance with this document and the Regulations authorised visitorbadge requestor.

Brussels Airport Company and/or the competent authorities reserve the right to carry out regular audits of file management. During these audits, it will be verified whether the parties concerned act in accordance with the applicable modalities and rules. In case of identified non-compliance:

- The mandate of the authorised visitorbadge requestor may be revoked;
- The (Sub)Contractor may lose the right to submit further requests.

This form must be fully and correctly completed, signed and returned by email to:

onlinebadgeportal@brusselsairport.be

Brussels Airport Company reserves the right to share information with authorised third parties (such as law enforcement or government authorities) if this is necessary to comply with legal obligations or in response to a lawful request.

** When access is no longer required (e.g. such as cancellation or rescheduling of the visit), the authorised vehicle requestor undertakes to immediately and spontaneously return access means such as visitorbadges to the front office of the Airport Service Centre, and to report this immediately via Service Now so that the Security Services can take the necessary measures.*

Drawn up aton/...../.....

Signed for approval by an Authorised Requestor (ABR) of the company.

Name & signature