

Annex 16

LIST OF THE COMPANIES AUTHORIZED TO REQUEST AIRPORT PASS
Public Authorities
Airlines
Ground handling operators
Airport Management
ENAV
Security Company
Subdealers
Known Supplier for airport supplies
Known Supplier or Regulated Suppliers of in-flight supplies
Airport handling operators not submitted to Authority certification
Customs Clearance Agent or Customs Agent (Spedizionieri Doganali or Doganalista)
Auxiliary of the Customs Clearance Agent
Authorized Economic Operator (AEO)
Person acting as an indirect representative in customs
Regulated Agent
Embassy
Diplomatic Representation
Self-handlers of ground services
Aircraft maintenance company
Service Provider Company
GENERAL DOCUMENTS TO BE SUBMITTED FOR THE ISSUE OF MAGNETIC PASS
1. Application filled on headed letter specifying activities, job, expiring date and access areas.
2. "Statement in lieu of certification" (art. 46 D.P.R. 28/12/2000 n° 445), filled on headed letter of the society, signed by the Manager of the Society
3. Clear copy of operator ID
4. Clear copy of the ID of the Manager of the society
5. Copy of the Certificate of the Security training course
6. Copy of Safety Airport Certificate (form n. 1, form n. 2 or both of them)
7. Job experience, education training self-declaration during the last 5 years to be drafted by the person you are applying for the airport pass
8. UNILAV Form or equivalent documentation such as a pay slip
Every single company will be requested to present other documents according to their specific activity.
Airport passes can be issued after the background check and only if all the previous airport passes have been returned (whether or not they have expired).
All companies are required to return their airport passes to the Aeroporti di Roma ID office in case of:
Airport Authority request or Airport Operator
Termination of employment
Change of Employer
Change of authorized access areas
Expiring date
Withdrawal