



**PROCEDURE FOR ISSUING AIRPORT ID CARDS**

LEONARDO DA VINCI AIRPORT -ROME FIUMICINO

ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY – IN ANYCASE OF CONFLICT THE ITALIAN TEXT SHALL PREVAIL

EDITION: 2

Revision: 6

Version: 07February 2025

**DOCUMENT APPROVAL FLOW**

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**1. GLOSSARY**

DEFINITIONS	DESCRIPTION
PNS - <i>Programma Nazionale per la Sicurezza</i> [National Safety Programme] for civil aviation	The Programme aims to define the responsibilities for implementing the common basic standards referred to in Article 4. Reg. 300/2008
ENAC	<i>Ente Nazionale per l'Aviazione Civile</i> [Italian Civil Aviation Authority]
Airside	Manoeuvring area of an airport, adjacent land and buildings, or parts thereof, access to which is limited.
Sterile Area (Security Restricted Area)	Part of the airside area where, in addition to access restrictions, additional security measures are taken.
Critical Parts of Security restricted Areas	At least all parts of an airport to which screened departing passengers have access, as well as those parts through which screened departing hold baggage can pass or where it can be stored, unless it concerns protected baggage for security purposes. An aircraft, bus, baggage trolley or other means of transport, or a telescopic gangway, are considered part of an airport. At Ciampino airport, the Sterile Area and the Critical Parts of the Sterile Areas coincide with the Airside area.
Landside area	Parts of the airport, adjacent land and buildings or parts of buildings that are not within the airside area.
Manoeuvring Area	Part of the airport used for take-off, landing and ground movement of aircraft with the exception of aprons.
Apron Area	Part of the airport intended for the movement of aircraft on the ground and for their parking.
APRON - Aircraft Ramp	Portion of airport grounds (airside) intended for the parking of aircraft and for embarkation/disembarkation of passengers and goods and their preparation for departure.

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Airport Operator	The individual entrusted, under the control and supervision of ENAC, along with other activities or exclusively, with the task of administering and managing, according to criteria of transparency and non-discrimination, the airport infrastructures and coordinating and controlling activities of the various private operators present within the airport or within the airport system in question. ADR S.p.A. is the Airport Operator for Ciampino Airport
Applicant entity	Company/Entity authorised to apply for airport entry ID cards ( <i>tesserini di ingresso in aeroporto - TIA</i> )
TIA - <i>Tesserino di Ingresso in Aeroporto</i> (Airport Entry ID Cards)	This refers to a valid card that allows access to the specific area.
Country of residence	This refers to the country in which a person has resided continuously for at least six months.
Discontinuation in the report of studies or employment.	Refers to a discontinuation lasting longer than 28 days.


## 2. REGULATORY FRAMEWORK

- Regulation of the Parliament and Council 300/2008
- EU Regulation 2015/1998
- Navigation Code Article 718
- National Civil Aviation Security Programme
- ENAC SEC05A Circular
- Security Training Manual
- AVSEC DOC 10804-GUIDANCE ON POINT 11.1.3 (C) OF REGULATION (EU) 2015/1998
- ENAC NOTE PROT-28/0272023-0025601-P
- GENDISP-DG-31/05/2023-000044-P
- GENDISP-DG-03/07/2024-0000054-P
- DELIBERATION N. 60/2024 CISA

## 3. APPLICABILITY

The provisions of this procedure apply, for the issuance of an airport entry ID card (*tesserino di ingresso in aeroporto - TIA*), to anyone intending to access, even temporarily, the landside and airside areas of the airport as identified in point 1.2.5.1.2. of the PNS (National Security Programme), for a "legitimate reason".

“**Legitimate reason**” as regards people, refers to travel, work, training,

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information/education:

- a) travel is associated with boarding, as a passenger, escort or crew, on a flight that is scheduled to depart from the airport within the hours following access to the security restricted area;
- b) work refers to any activity for which the person is employed and which must be carried out within the areas where the person is accessing and during the period in which the person is accessing; this includes, for example, tasks performed by emergency services and contractors or inspection tasks related to public institutional activities;
- c) training is any training activity associated with tasks that must be carried out or to be carried out in the future within these areas once the training period has ended and, therefore, access to these areas is required to acquire knowledge and familiarity with the areas in question. matter, or activities taking place in the area;
- d) information/education includes escorted visits for visitors who need to acquire knowledge and understanding of airport activities for specific reasons, for example, for those involved in the development and drafting of aeronautical legislation who must necessarily view the airport environment. School visits are also included, as well as tourist and similar initiatives organised by the operator subject to approval by the competent authority.

The airport entry ID card must be displayed by the holder in a visible way and for the entire period in which he/she is in the airport areas. The use of the TIA is strictly personal and cannot be transferred to third parties and is exclusively connected to the performance of work at the airport where it was issued.

An electronic "access control" system is active at the airport which, in accordance with the provisions of the National Civil Aviation Security Programme, allows people other than passengers holding an airport ID card (TIA) to open certain doors and/or turnstiles placed to safeguard controlled access areas.

An essential prerequisite of the system in terms of airport security is the absolute prohibition of "*queuing*" and/or "*multiple passages*" of persons other than passengers, each of whom must trace their own passage.

Each person other than passengers, once the door has been opened using the TIA, will have to wait for it to close completely in order to prevent fraudulent use thereof by passengers and/or unauthorised third parties.


Any anomalies and illicit uses must be promptly reported to the Police Office.

#### **4. ENTITIES IN CHARGE**

##### **ENAC - Lazio Airport Directorate**

ENAC is responsible for the supervisory and control activities relating to the correct application of the provisions of this procedure for the issue of airport entry badges for people, adopted by the airport operator, as well as the authorization activity for the execution of the request for release TIA.

The aforementioned supervisory and control activity is to be carried out through sample inspections according to programmes prepared by the competent airport management. To this end, ENAC is guaranteed access to the database of the airport operator's registration office.

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### State Police Department

The airport of the State Police office is responsible for:

- checking any criminal records in all States of residence at least during the last 5 years;
- verifying intelligence data and any other information relevant for the competent National Authorities which may, in their opinion, be relevant to the suitability of a person to perform duties that require enhanced background checks.

### Airport Operator

The Airport Operator, via its ID Card Issuing Office, is responsible for the procedure for issuing the personal entry ID card, with specific reference to:

- a) completeness and compliance of the request submitted by the applicant;
- b) the existence of a legitimate reason related to operational needs at the entrance to the regulated areas (staff who work permanently in the terminal) and to the security restricted areas (in compliance with the provisions of point 1.2.1.1.1.);
- c) type of ID card to be issued based on the application and operational needs, in relation to the configuration of the airport areas reported in the programme for airport security;
- d) submitting the applicant's data to the Border Police Department locally competent for ascertaining any criminal records in all the states of residence at least during the last 5 years;
- e) the issuance of the entry ID card at the airport, in the event of a positive outcome of the enhanced background check (point 1.2.3.1 of Reg. UE 1998/2015);
- f) rejection of the application in the event of a negative outcome of the background check (point 1.2.3.1 of Implementing EU Regulation 2015/1998);
- g) creation and management of the archive and documentation relating to people's entry into the airport.
- h) The airport operator must therefore prepare a specific procedure governing the procedure for issuing tickets valid at the entrance to the airport for people.

The Airport Operator guarantees, at all times, access to the database of the Registration Office for ENAC security inspectors.


In addition, the Airport Operator, in compliance with the CISA Deliberation N. 60/2024 airport card fees, is responsible for:

1. Verify the payment by the applicant of the fixed fee to be paid to Enac (to be made exclusively for the request of TIA with photo);
2. Verify the request has been made on the Enac website of State Entities and categories entitled to exemption

## 5. APPLICANT ENTITIES

The applicant is solely responsible for the accuracy and truthfulness of the information and data specified in the application, being aware of the responsibilities provided for, specifically, by Article 76 of Presidential Decree 445/2000 and subsequent amendments and additions.



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All public and private parties concerned (authorities/state bodies, airport operators, commercial operators, sub-licensees, sub-contractors, suppliers, etc.) who request access to airport areas must prove the existence of a legitimate reason.

As a result of the decision N.60/2024 of 20 December 2024, from 20 February 2025 the release of the TIA with photo, for applicants, is subject to payment of a fixed fee equal to 2.00 euros to be paid to ENAC for the authorization activity.

The applicant, only after having registered on the ENAC web services portal, at the following link: <https://serviziweb.enac.gov.it/public/login> and having made the payment of the fixed fee, through the Pago Pa system, can obtain a payment receipt with an IUUV code and reference ID.

In the event that TIA's request is made on behalf of a Company, the first step will be to create an association between the user accessing the portal and the Company for which you intend to request the TIA, through the link:

<https://serviziweb.enac.gov.it/portal/features/myCompanies>

With the IUUV code and ID obtained, it will be possible to start the investigation for the application for the release of the TIA.


It will be the responsibility of the Manager to verify the above payment in order to start the request for the issuance of the card.

In addition, the above-mentioned resolution provides that for all certificates issued to date as an exemption, continue to apply the same regime of gratuity, prior access to the web services portal ENAC in the section specifically dedicated to State Agencies.

The Applicant is required to notify the ID Card Issuing Office of any changes relating to the Company, the organisation, the administrators, the corporate purpose, etc., such as to compromise the maintenance of the requirements that led to the issue of permits. Aeroporti di Roma, the Ground Handling Service Providers and/or Self-Handlers referred in Legislative Decree 18/99 (certified according to categories 2 and/or 3 with more than 100 employees on fixed-term contracts, or certified for categories 5.7 and 11 with more than 100 employees on fixed-term contracts) must appoint one or more persons, for a maximum of 5, designated to submit the requests, sending their names and related documents to the ID Card Issuing Office which must be informed of any changes.

Entities may apply for an airport entry ID card for:

- their employees;
- employees of the companies with which contractual relationships are in place (procurement, subcontracting or supply contracts). In the latter case, it will be necessary to submit a copy of the contract to prove the legitimate reason for access.

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Persons belonging to the Entities and/or Companies listed below are authorised to submit an application for the issuance of an airport entry ID card:

- State Bodies
- Airport Operator Company
- Air navigation service supplier (E.N.A.V.)
- Airlines
- Sub-Licensees
- Ground handling service providers, both for categories certified pursuant to Legislative Decree No. 18 dated 13 January 1999, certified by ENAC and for categories not subject to certification (such as self-handling carriers and service providers referred to in category 1 of the aforementioned decree)
- Self-Handler Ground Handling Services
- Aviation maintenance firm not subject to certification (as per category 8 of Legislative Decree 18/99)
- Appointed Security Companies
- Known Supplier of Airport Supplies
- Known Supplier of Regulated Supplier of in-flight supplies
- Ambassadors
- Diplomatic Representatives
- Customs Officers and Customs Assistants
- Customs Agents and Shipping Company Employees
- Service Provider Companies under contract.

## **6. RESPONSABILITIES OF THE EMPLOYER WHEN RECRUITING EMPLOYEES**


In accordance with point 11.1.3 of Reg. (EU) 2015/1998, during the recruitment process, to the extent of 100%, the employer must:

a) ascertain the identity of the person on the basis of documentary evidence;

check employment, education and any interruptions occurred at least in the last 5 years. If the gap between two periods of work/training is greater than 28 days, the registrant should give evidence of how this gap has elapsed. In the case of periods for which the applicant is not able to provide any supporting documentation, this shall be verified through a series of questions during the interview phase in order to reasonably establish the declared activity.

In order to verify the above, the staff must provide the employer with sufficient documentary evidence including, but not limited to:

1. curriculum vitae;
2. supporting documents relating to the activities listed in the curriculum vitae such as:
  - a) diplomas or certificates from educational institutions;
  - b) letters of reference from previous employers;
  - c) pay slips relating to previous work;
  - d) bank statements showing the salary of the declared work, unemployment benefit, etc. as well as the payment of travel and accommodation costs in the case of long travel periods.

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The employer must keep the above-mentioned documentation for at least the duration of the contract.

The verification of these data can be entrusted to a recruitment company but, in this case, quality checks must be carried out by the employer.

## 7. TYPE OF AIRPORT ID CARDS

The following types of airport entry ID cards are provided for:


- **ID Card with photo** digitalised by the airport operator and issued to staff who work permanently at the airport, including State Bodies, with a maximum validity of five years.  
However, in the case of a contract/subcontract, the duration of the airport ID card may not exceed the shortest deadline resulting from the verification of the duration of the contract/subcontract and the duration of the employment contract, with the exception of the cases provided for in this procedure.
- **Escorted access ID card without photo (VISITOR ID card).**

The following ID cards are also allowed to enter the security restricted area:

- **Multiservice ID card with red side stripe and the note “Inspection Functions – Inspection Duties”** issued by ENAC to personnel performing inspection tasks




*Layout of Multiservice ID card with red side stripe and the note “Inspection Functions – Inspection Duties”*

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- **Multi-service id card with tricolor band and note "Exempt - Free"** issued to the heads of ENAC, and specifically, the President, the General Director and the Central Director who coordinates the local offices, as well as to the head of the airport sector of the Presidency of the Council of Ministers Information Service for Security of the Republic.

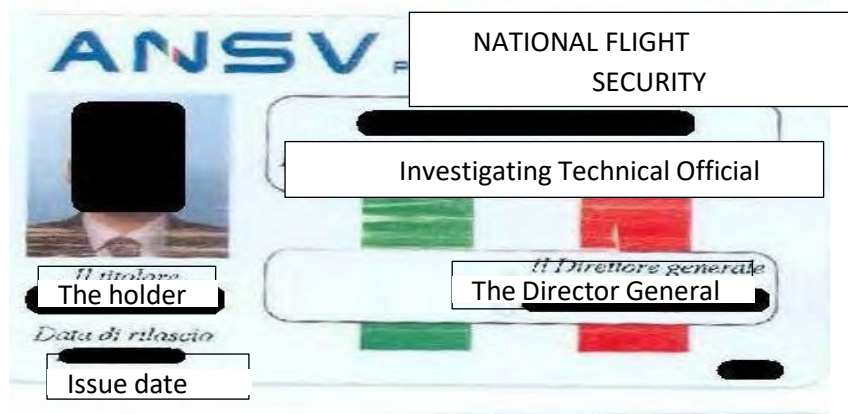


Layout of multi-service card with tricolor band and note "Exempt – Free"

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- **Identification ID card issued by Agenzia Nazionale per la Sicurezza del Volo - ANSV (Italian National Agency for Flight Security) to its staff responsible for carrying out investigations and to the Chairman.**

*ANSV ID card facsimile*




## 8. ID CARD MODELS AND COLOURS

The PNS provides for the issuance of an entry ID card at Italian national airports that allows access only to the areas of the airport where the holder carries out his/her work. Below is a table describing the colours and access areas:

Colour	Access Area
Red	All Areas
Green	External airside, internal access and air navigation infrastructure
Blue	Internal airside
White	Escorted access
Yellow	Non-sterile area
Orange	Diplomats

The **yellow “non-sterile areas”** entry ID cards are provided to staff of sub-licensees who work in the landside area as defined by EC Regulation no. 300/2008.

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The ID card issued for access to the critical parts of security restricted areas must also identify a specific AREA or AREAS of the airport to which the holder has the right to access.

These areas are identified through the use of one or more numbers as listed below:


N	Access Area
1	All Areas
2	Internal area or areas of critical parts (departure halls, piers and internal other buildings) with the exception of the areas referred to in number 3 below
3	Baggage handling areas
4	Cargo areas
5	Aircraft and their adjacent areas
6	Aprons
7	Manoeuvring Area
8	Air navigation service infrastructure

**It should be noted that area 6 (aprons) also includes the airport perimeter. Access to the perimeter is allowed, for the time strictly necessary, exclusively for service reasons.**

For greater understanding, a colour facsimile of the layout of the airport entry ID card and of the “visitor” ID card is appended to this procedure (appendices 10, 11, 12 and 17).

It should be noted that the **RED 1** ID card can only be requested for the following categories of entities:

- Law Enforcement, Fire Brigade, State Bodies with functions of Navigation Police, Air Health;
- Inspection staff of the Ministry of Labour and the Italian National Health Service (ASL - Local Health Authorities);
- Executives of the following companies who work permanently at the airport:
- ADR Group
- ENAV
- CNA
- Ground assistance service providers
- Security officers of the ADR Group, ENAV, CNA, Ground Handling Service Providers and Security Companies;
- ADR Airport Manager;
- Airport emergency staff (doctors, paramedics, rescue drivers);
- Operational safety staff (follow-me and ADR operational safety officers);
- ADR staff with strictly operational duties of Safety Management System, Occupational Safety, Operation and Maintenance, Development and Infrastructure, Engineering Project Management, Infrastructure and Network Services;

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- Airport managers of air navigation companies with a power of attorney for airport managers pursuant to the Navigation Code;
- Area heads of ADR Security reported by that company;

It should also be noted that the following staff shall be issued with a **BLUE 2** ID card:

- Sub-licensees for commercial businesses located in a sterile area;
- Contractors of works, supplies and services operating on behalf of the Operator/Provider of ground assistance services/CNA/Sub-licensees of commercial establishments (primary entity) who, in order to carry out their duties, need to access the Critical area Terminals.

As regards the latter category, where, on the basis of needs (duration and type of work) the contractor (secondary entity) needs to access the terminal premises via the Apron, or the type of intervention cannot be managed through access via landside, express authorisation must be requested to access via the Apron area.

The primary subject with direct relations with the Operator shall coordinate with the latter to define the methods and times. In turn, the ADR contact person coordinates with the Terminal and Movement Area manager in order to verify compliance with internal procedures, providing the ID Card Issuing Office with explicit authorisation to request a Green 2-6 ID card, the validity of which cannot exceed actual duration of the activities.

Any requests for exemptions must be sent by certified email to the Lazio Airport Management, on the applicant's letterheaded paper, specifying the reasons, the task and the type of activity to be carried out throughout the airport grounds, for the assessment and possible acceptance by said body.

## **9. PROCEDURE FOR ISSUING AIRPORT ENTRY ID CARDS**

### **9.1 GENERAL CRITERIA**

All applications for an airport entry ID card in typewritten or block capitals format, according to the appended forms, must be sent to the airport operator via WEB, at least **10 working days** prior to the date as of which access must be guaranteed.


Applications are forwarded via the WEB to the ID Card Issuing Office. The web service can be access after accreditation. For information and access procedures, please visit the website [www.adr.it](http://www.adr.it) to the following link:

<https://www.adr.it/bsn-tesseramento>.

Once accredited, all companies (Applicant Entities or private companies) in order to proceed with the submission of the request for release of magnetic TIA with photos to the Membership Office, must make prior access to the site:

<https://serviziweb.enac.gov.it/public/login> or the payment of a fixed fee of 2,00 euro.

In the case of State Entities, on the aforementioned site, you will choose the option "Request for issuing airport cards for state entities" specially designed for such subjects.

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In the event of requests for clarification from the ID card issuing office on the files entered via WEB, if the company does not respond within 6 months, the file shall be automatically cancelled and it will be necessary to resubmit the documentation as for the first application.

**The release of the ID card is subjected to the control of personal background (background check standard for yellow and background check cards strengthened for blue, green, orange and red) by the State Police - Air Border Police Office. The ID card will be issued only if the background check is passed.** During the first issuance, the airport operator shall ensure and provide, at the same time as the airport safety training, **information** on the methods of access and the infrastructural characteristics of the airport and the telephone security contact details in case of events relevant for security purposes.

The permit may be issued, following payment of the fee specified by the operator, up to a maximum of 6 months from the date of the application, after which it will be necessary to resubmit the entire documentation.

**At the time of first issuance , the TIA can only be delivered to the holder following presentation of a valid identity document.**

When issuing an airport id card, the lack or non-compliance of the necessary documentation is verified, the id card cannot be issued until the practice is not regularized. A **new TIA** cannot be issued, provided that any previous airport ID card (be it expired or valid) has not been previously or simultaneously returned.

The Rome Airport ID Card Issuing Office is located in the Epua 1 building and is open on the following days and times: Mon-Fri 08:15/15:45, continuously.

## **10. DOCUMENTATION TO BE SUBMITTED FOR THE ISSUANCE/RENEWAL OF AIRPORT ENTRY ID CARDS**

The airport entry ID card can be issued following submission, to the ID Card Issuing Office via WEB, of the following documentation:

- a) **Receipt** of payment made to Enac;
- b) **Application** on letterheaded paper (Annex 1);
- c) Legible photocopy of a valid **Identity Document** of the person/persons for whom the ID card is requested;
- d) in the event of renewal and/or amendment of the previous TIA, a **copy of the previous ID card**;
- e) a copy of the certificate of attendance on a security training course, in compliance with the provisions of the Security Training Manual adopted by ENAC. The issuance of an airport ID card that does not authorize access to the sterile area (**yellow colored point 1.2.5.1.2** of the national civil aviation security programme) requires the security training course referred to in category **A14 or A13 of the aforementioned Manual**.

Category A13 is not required if one of the following categories is held: A1, A4, A5, A11, A12, A12-bis, by those who have completed the training process and have





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obtained a certification, if applicable. It is understood that, upon issuing the TIA, the certificate must be valid. The certificate will be accepted only if issued by instructors who appear in the list of "certified security instructors" published on the ENAC website. The certification of a person's training in a Member State is recognized in Italy following confirmation by the competent authority of the actual acquisition of skills. The security certificate will be accepted only if the name of the person who provided the course is included in the list of instructors certified by ENAC.


The expiry of the validity of the security course does not result in the forfeiture of the ID card, given that it is the employer's responsibility to verify its validity. **In the event of discontinuation of work and/or in cases in which skills have not been exercised for more than 6 months, it will be necessary to carry out a "recurrent training" course** . The certificate of attendance on the security course is strictly personal and monitors the employee. Below is the summary table of the courses and the duration of periodic training:

CATEGORY	TRAINING
A1	Annual
A4	Annual
A5	Annual
A11	Annual
A12	Every Three Years
A12-BIS	Every Five Years
A13	Every Five Years
A14 (yellow-coloured ID cards only)	Every Five Years

- f) A copy of the certificate of attendance of an Airport Safety training course in compliance with the provisions of EU Regulation no. 139/2014, part ADR.OR.D.017, i):
- **YELLOW or BLUE-coloured ID cards Airport Safety Course:**
    - Module 1 Rules of Conduct and Airport Emergency Management. The certificate issued is valid for 5 years.
  - **GREEN or RED-coloured ID cards Full Airport Safety Course**
    - Module 1 Rules of Conduct and Airport Emergency Management. The certificate issued is valid for 5 years.
    - Module 2 Airside Safety. The certificate issued is valid for 24 months from the date of issue, in order to maintain the requirements for airside access.

If a valid certificate is held from the Rules of Conduct and Airport Emergency Management course, it shall suffice to complete only Module 2 Airside Safety.

It is understood that, upon issuing the TIA, the certificate must be valid. For the training of their staff, entities and companies operating at the airport may require.

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ADR to qualify their instructors according to the criteria set out in the Airport Manual, Part B, Paragraph 3.2.2.


For information and methods of delivering courses, please visit the website [www.adr.it](http://www.adr.it) on page: <http://www.adr.it/bsn-training> (percorso: home/per il business/training)

- g) Declaration of residence and Declaration of professional activity, studies and any interruptions** of more than 28 days in the last five years in the manner provided for by Presidential Decree No. 445 of 28 December 2000, as amended; in this document the person concerned also declares, assuming responsibility, that during the periods of interruption they have not engaged in any behaviour and/or action contrary to security to be drawn up by the person for whom the airport pass is requested The declaration must also certify the residence of the person concerned relating to at least the last five years in accordance with the procedures provided for by the aforementioned Presidential Decree 445/2000 and subsequent amendments and additions For those who in the last five years have been resident abroad for a period of more than six months, certification or attestation issued by the competent authority of the foreign state is required, accompanied by an Italian translation authenticated by the Italian consular authority certifying its conformity to the original, that he/she has not been convicted of any criminal offence and is not the subject of measures concerning the application of security and prevention measures, civil decisions and administrative measures entered in the criminal record, and that he/she is not aware of being subject to criminal proceedings (Annex 14A or 14B - English version). Notwithstanding the foregoing, the Airport Operator is entitled to request additional documentation for the purpose of ascertaining residence during the last 5 years.

**Methods of exemption from the requirement of legalization and translation established by law or international agreements:**

- **Reg. (EU) 2016/1191- only for EU States**

Regulation (EU) 2016/1191 promotes the free movement of citizens by simplifying the requirements for submitting certain public documents in the European Union. The same applies to documents certifying the absence of a criminal record, provided that public documents concerning that fact are issued to a Union citizen by the authorities of their Member State of nationality. Thus, the translation requirement ceases to apply if the document is in the official language of the Member State or in an unofficial language accepted by that State. The public document relating to residence and absence of criminal record is accompanied by a 'multilingual standard form' provided that the national authority to which the public document is submitted considers the information in the multilingual standard form to be sufficient for the processing of the public document. Multilingual standard forms are issued by an authority and bear the date of issue, signature and, where appropriate, the stamp or seal of the issuing authority.

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In case of 'reasonable doubts' about the authenticity of documents, the regulation allows for the use of a cooperation mechanism between the authorities of EU countries (IMI, the Internal Market Information System).

Below is the link to the Ministry of European Policies:

<https://www.politicheeuropee.gov.it/it/comunicazione/notizie/documenti-pubblici-in-vigore-nuovo-regolamento-ue/>

- **Hague Convention of 5 October 1961 - only for acceding states**

In countries that have signed the Hague Convention on the abolition of legalisation of foreign public documents, the 'apostille' can be used. The apostille is affixed by the internal authority designated by each State; the apostilled document is directly recognised in the Member State of destination. It is a procedure by which a special stamp is issued on the back or appendix of the certificate of pending charges or criminal record. This stamp certifies that the signature of the official who signed the document is authentic and valid. The affixing of the apostille for these certificates is the responsibility of the public prosecutor of the district to which the judicial office in which the pending charges or criminal record were issued belongs. The apostille procedure makes the document valid only in countries that are parties to the Hague Convention and is the only form of legalisation required between participating countries, without the need to go to the Italian consular representation and request legalisation. Below is the link for more details:

<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>

- h) the **UNILAV Form** or other equivalent documentation certifying the regularity of contributions (such as, for example, a pay slip) must be submitted

It is the responsibility of the Employer to verify the validity of the security and safety courses for employees.

**NB:** in order to properly substantiate the legitimate reason behind the issuance of the airport ID card, the Airport Operator reserves the right to request the appropriate clarifications/documents in support of the request.

## **11. ADDITIONAL DOCUMENTATION TO BE SUBMITTED BY APPLICANT ENTITY CATEGORY**

### **11.1 STATE BODIES**

As a result of the CISA, regarding the tariff regime of entry cards, for the TIA issued free of charge, will continue to apply the system of gratuity, after access to the portal "WEB Services" in the section specifically dedicated to State Agencies "Request for issuance of airport cards for state agencies". Please note that the receipt must be attached to the application.



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a) For personnel belonging to the Police Forces referred to in art. 16 of Law 121/81 in service at the airport, which, according to the respective regulations, is obliged to carry the firearm, is exempted from screening on the person and objects carried by it. A card will be issued containing the note "EXEMPT SECURITY CONTROLS by P.N.S." and the indication of the **CAT. A** for the introduction of prohibited articles (v. chap. 19). It will be the care of the interested agencies to specify in the application the names for which such exemption is demanded and the introduction of the forbidden articles in sterile area. In the case of a request for civil servants of the Police Forces, no exemption note shall be provided. These categories are not obliged to submit the documentation referred to in Chapter 10 lit. g).

b) ENAC, the Customs and Monopolies Agency and the Fire Department

- To the Director of Airport and the ENAC inspection staff as part of a special list of names sent by the Director of Airport;
- to ENAC personnel in service at the State Ceremonial Airport;
- to the personnel of the Agencies of the Customs that carries out with continuity an activity of contrast to the traffic of narcotic substances making part of appropriate nominative list introduced from the Agency of Customs and the Monopolies
- to the staff of the Fire Department in operational airport service an airport entrance card will be issued with the addition of the note "EXEMPT SECURITY CHECKS FROM NSP".

Such personnel, once they have obtained the TIA, are exempted from the screening of the person and not of the objects they carry. These categories are not obliged to submit the documentation referred to in Chapter 10 lit. g).

c) To all other categories of State Entities will be issued an ID card bearing the crest of the Republic, without any note.

**11.2 Staff managed directly by AEROPORTI DI ROMA and by GROUND ASSISTANCE and/or SELF-HANDLER SERVICE PROVIDERS as per Legislative Decree 18/99 (certified according to categories 2 and/or 3 or certified for categories 5.7 and 11 with over 100 employees on a fixed-term contract).**


These individuals must submit, **in addition** to the provisions of Chapter 9:

- the "Employer's Self-Declaration" with the declarant's document attached (Annex 2 for first release or Annex 3 for TIA reactivation for fixed-term contract staff).
- For **Fixed-Term Contract** employers **Annex 2** for the first release and **Annex 3** for TIA renewal
- For **Open-Ended Contract** employers **Annex 4** for the first release and renewal

The **validity** of the airport entry ID cards shall be as follows:

- **Open-Ended Contract:** 5 years
- **Fixed-Term Contract:** 2 years.

Within 2 years, following any termination of the employee's fixed-term employment contract, the airport entry ID card shall be automatically disabled for access by the

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system. Also, within 2 years, in order to reactivate the TIA, the applicant must send to the ADR ID card issuing office:

- ✓ the application form ( Annex 1) with the indication of the new termination of the employment contract and, if available, the INPS/INAIL position or the UNILAV form or other equivalent documentation certifying the regularity of contributions (such as, for example, a pay slip);
- ✓ the self-declaration of the Employer with appended the document of the declarant (Annex 3);
- ✓ in the event of termination of the employment contract for more than 28 days, the professional declaration, education and training (Annex 14);
- ✓ in the event of termination of the employment contract for more than 6 months, the certificate of "recurrent training" of the security course.

Ground Handling Service providers, subject to certification, **exclusively for their own staff**, can specify, in the application form, **the type of qualification** required for carrying out their activities:

- ramp agent/check-in agent/lost and found
- single airport operator (*operatore unico aeroportuale - OUA*)

### **11.3 E.N.A.V., CNA, GROUND ASSISTANCE SERVICE PROVIDERS (not included in chapter 11.2), GROUND ASSISTANCE SELF-HANDLER SERVICE PROVIDERS and SECURITY COMPANIES**

These individuals, including those previously authorized by ENAC to operate at the airport, must present, **in addition** to the provisions of the previous Chapter 9:

- the self-declaration of the employer with appended the document of the declarant (Annex 4);

The **validity** of the green-coloured airport entry ID card for areas 2, 3, 4, 5 and 6, shall be as follows:


- **Open-Ended Contract:** 5 years
- **Fixed-Term Contract:** based on the term of the employment contract.

The CNA and Ground Handling Service providers, subject to certification, **exclusively for their own staff**, can specify, in the application form, **the type of qualification** required for carrying out their activities:

- ramp agent/check-in agent/lost and found
- single airport operator (*operatore unico aeroportuale - OUA*)

### **11.4 AVIATION MAINTENANCE FIRMS NOT SUBJECT TO CERTIFICATION (as per category 8 of Legislative Decree 18/99) AND AIRPORT SERVICE PROVIDER NOT SUBJECT TO CERTIFICATION**

These individuals must submit, **in addition** to the provisions of Chapter 9:

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- the “Employer’s Self-Declaration” with appended the document of the declarant (Annex 4);
- agreement with the airline operating continuously at the airport.

**Maintenance companies and Airport Service Providers not subject to certification** must have signed the Agreement with the Airport Operator and be included in a special list drawn up by Aeroporti di Roma.

If the activity regulation agreement with the Manager lapses, the ID card access areas shall be changed based on any other agreements with ADR (e.g., sub-licensing of spaces).

The **validity** of the airport entry ID cards shall be as follows:

- **Open-Ended Contract:** based on the validity of the agreement with the airline, in any case not longer than one year\*.
- **Fixed-Term Contract:** based on the validity of the agreement with the airline, in any case not longer than one year or based on the employment contract, if shorter\*.

\*If the contract does not indicate the expiry date, the ID card will be issued for a maximum of one year.

For all subjects with other types of services (VAT number or or occasional collaboration contracts), a card will be issued for a maximum of one year.

### 11.5 SUB-LICENSEES

Sub-Licensees, i.e., companies with a sub-license agreement for spaces to be used for the exercise of commercial activities and state property stipulated with the airport operator, must submit, in addition to the provisions of Chapter 9, the “Employer’s Self-Declaration” with the declarant’s document attached (Annex 4).

The **validity** of the airport entry ID cards shall be as follows:

- **Open-Ended Contract:** the validity cannot exceed the expiry of the sub-licence;
- **Fixed-Term Contract:** the validity cannot exceed the expiry of the sub-licence or the term of the employee’s employment contract, if shorter.


In the case of procurement/supply agreements by sub-licensees, the **ID card cannot be issued for a period exceeding twelve months.**

### 11.6 KNOWN SUPPLIER OF AIRPORT SUPPLIES

These individuals will need to submit, in addition to the provisions of Chapter 9:

- the “Employer’s Self-Declaration” with appended the document of the declarant (Annex 4).

In the event that they use third-party transporters, included in the Safety Programme sent to the operator, they must also submit:

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- the “Employer's Self-Declaration” with appended the document of the declarant (Annex 4);
- a copy of the transport agreement.

The **validity** of the airport entry ID cards shall be as follows:

- **Open-Ended Contract:** the validity shall be equal to the validation expiry date.
- **Fixed-Term Contract:** the validity of the ID card cannot, in any case, exceed the shorter expiry date resulting from the verification of the duration of the validation and the employee's employment contract.

The **validity** of the airport entry ID cards for transporters shall be as follows:

- **Open-Ended Contract:** the validity shall be equal to the validation deadline or shorter, based on the term of the transport agreement.
- **Fixed-Term Contract:** the validity of the ID card cannot, in any case, exceed the shorter expiry date resulting from the verification of the duration of the validation, the employee's employment contract and the transport agreement.

#### 11.7 KNOWN SUPPLIER OF REGULATED SUPPLIER OF IN-FLIGHT SUPPLIES

In case a company has been designated as Known Supplier by at least two Regulated Suppliers of in-flight Supplies, will have to present an application to the id office to apply to become an applicant body.

These Subjects must submit, in addition to the provisions of chapter 10:

- the "Declaration replacing the employer" with the document of the declarant (Annex 4).

If they use third-party carriers, they must additionally submit:


- the "employer self-declaration" with the document of the declarant (Annex 4);
- copy of the transport contract.

The **validity** of the airport id cards shall in no case exceed the shortest duration among the submitted certifications and will be:

- CTI: the validity will be equal to the expiry of the certification
- CTD: The validity of the card will not exceed the shorter term between the duration of the certification and that of the employee's employment contract.

The **validity** of airport id cards for **carriers** will not be allowed in any case exceed the shortest of the certifications submitted by the known supplier; and will be of:

- CTI: the validity will be equal to the expiry of the validation or shorter according to the duration of the contract of carriage;
- CTD: The validity of the card will not exceed the shorter term resulting from the verification of the duration of the validation, the employment contract of the employee and transport contract.

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## 11.8 AMBASSADORS

Applications must be sent to the following email address: [cerimoniale@enac.gov.it](mailto:cerimoniale@enac.gov.it)

The person holding the office of S.E. Ambassador (or Mission Chief) shall be issued with an airport entry ID card (color **Orange 2**) upon submission of the authorization of the competent ENAC Department, following receipt of the following documentation:

- **Minute s** on the Embassy's letterheaded paper;
- a copy of the **Ministry of Foreign Affairs ID card** specifying the type and duration of the assignment.

Ambassadors are not required to submit the documentation specified in Chapter 9, sections a), e), f) and g).

The **validity** of the airport entry ID card for **Ambassadors** shall be equal to or less than 5 years, based on the duration of the assignment specified on the Ministry of Foreign Affairs ID card.

**Embassy employees** must submit a copy of the identity document of the person, possibly a Ministry of Foreign Affairs ID card or, alternatively, a copy of the passport and any residence permit (in the cases provided for by the regulations in force) and are not required to submit the documentation specified in Chapter 9, sections a) and g).

The **validity** of the airport entry ID card for **Embassy employees** shall be equal to or less than 1 year, based on the duration of the assignment.

## 11.9 DIPLOMATIC REPRESENTATIVES

Applications must be sent to the following email address: [cerimoniale@enac.gov.it](mailto:cerimoniale@enac.gov.it)

Authorized persons shall be issued with an airport entry ID card of the following color: Blue 2, which permits access to the baggage hall and transit lounge.


Diplomatic Missions shall ensure that the following are submitted to transit through the ENAC State Ceremonial Office:

- **Minute s** of the application for the airport ID card specifying the name, position and duration of the assignment.
- A copy of the person's identity document, possibly a **Ministry of Foreign Affairs ID card** or, alternatively, a copy of the passport and any residence permit (in the cases provided for by the applicable regulations).

Employees of Diplomatic Missions in Italy are not required to submit only the documentation specified in Chapter 9, sections a), and g).

The **validity** of the airport entry ID card shall be equal to or less than 1 year, based on the duration of the assignment.



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### 11.10 CUSTOMS BROKERS OR CUSTOMS ANALYSTS

These subjects are registered in the register of Customs Brokers. They act for customs of the holder of the goods, in direct or indirect representation, also in order to ensure the customs declaration must be contradictory.

Below you will find the documentation to be submitted, in addition to the provisions of Chapter 10:

- the "Declaration replacing the employer" with the document of the declarant (Annex 4);
- certificate of habitual activity at the airport of Fiumicino, issued by the Custom Office of Rome.

The id card for the Custom Analyst will be of Blue color 2-4 with the note "Doganalista", while the id card for the Customs Broker will be in a Blue 2-4 card.

The **validity** of the airport entrance cards will be:

- CTI: validity will be up to 5 years
- CTD: the validity of the card will be equal to the duration of the employee's employment contract and in any case not more than five years.

### 11.11 CUSTOMS AGENTS AUXILIARY

These subjects shall assist the customs agent or the owner of the goods, carrying out executive tasks such as visits to customs warehouses and the delivery or withdrawal of customs documentation. The auxiliary staff acts under the responsibility of the customs agent on which it depends.

Below you will find the documentation to be submitted, in addition to the provisions of Chapter 10:

- the "Declaration replacing the employer" with the document of the declarant (Annex 4);
- certificate of registration in the register of auxiliary staff employed by one of the subjects referred to in Chap. 11.10 of this procedure, issued by the Customs Office of Rome.

The ID card will be Blue 2-4.


The **validity** of the airport id cards will be:

- CTI: validity will be maximum 2 years
- CTD: the validity of the card will be equal to the duration of the employment contract of the employee and in any case will not exceed 2 years.

### 11.12 AUTHORISED ECONOMIC OPERATOR (AEO)

These subjects shall be entered in a special register kept at union level. They shall act for customs purposes as owners of the goods or as direct representatives of the latter for the purpose of ensure the necessary contradiction in the customs declaration. They can be both natural and legal people.

Below you will find the documentation to be submitted, in addition to the provisions of

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Chapter 10:

- the "Declaration replacing the employer" with the document of the declarant (Annex 4);
- certificate of habitual activity at the airport of Fiumicino, issued by the Customs Office of Rome for AEO natural persons and, in the case of AEO legal person, only for natural persons entitled to legally represent the legal person before the customs administration.

The certificate will last for the duration of the employment contract where applicable, however not exceeding 5 years, and may be cancelled in case of suspension or revocation of the status of AEO.

The ID card will be Blue 2-4.

The **validity** of the airport id cards will be:

- CTI: validity will be maximum 5 years
- CTD: the validity of the card will be equal to the duration of the employment contract of the employee and in any case will not exceed 5 years.

### 11.13 PERSON ACTING INDIRECTLY IN CUSTOMS

These subjects, natural or legal persons, shall act for customs purposes by lodging custom declarations, on behalf of the holder of the goods under a representative mandate.

Below you will find the documentation to be submitted, in addition to the provisions of Chapter 10:

- the "Declaration replacing the employer" with the document of the declarant (Annex 4);
- certificate of habitual activity at Fiumicino airport, issued by the Customs Office of Rome. In the case of a person with the nature of a legal person, the certificate will be issued for natural persons and in the case of legal persons, the certificate will be released only for natural persons. entitled to represent. The attestation it will last for the duration of the employee's employment contract where applicable, and however not exceeding 2 years.

The ID card will be Blue 2-4.


The **validity** of the airport id cards will be:

- CTI: validity will be maximum 2 years
- CTD: the validity of the card will be equal to the duration of the employment contract of the employee and in any case will not exceed 2 years.

### 11.14 SERVICE SUPPLIERS

In the event that a company has two or more procurement contracts with Applicants, said company must draw up the application for issuing the TIA exclusively for its direct employees.

These companies will need to submit, in addition to the provisions of Chapter 9:

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- the self-declaration of the employer with appended the document of the declarant (Annex 4);
- a copy of all existing contracts with the various Applicants.

The **validity** of the airport entry ID cards shall be as follows:

- Open-Ended Contract: 1 year or shorter, if the longest procurement contract was less than 12 months.
- Fixed-Term Contract: shorter than one year, if the longest contract or employee contract was less than 12 months.

It should be noted that service providers **are not authorized** to apply for Visitor ID cards in person.

#### **11.15 LABOUR CONTRACT OR SELF-EMPLOYED WORKERS WITH A DIRECT/INDIRECT EMPLOYMENT CONTRACT WITH AN APPLICANT ENTITY LISTED IN CHAPTER 5**

The labour or self-employment contract is defined as the contract by which "a person is obliged to perform towards a financial reward, a work or a service, working independently and without the constraint of subordination to the customer" (art. 2222 cod. civ.).


In the case of self-employed workers, the TIA request may only be received by an applicant (v. chap. 5). In addition to the provisions of Chapter 10, and depending on the category of persons with whom the self-employed have contractual relations, the following documentation must be submitted:

- the "Declaration replacing the employer" with the declarant's document (Annex 5);
- any copy of the chamber certificate attesting participation within the company as a owner.
- in the case of a self-employed person with a VAT number, attach a copy of the DURC certifying that the contributions are regular or a declaration of registration with the Professional Insurance Funds.
- in the case of an occasional self-employed person without a VAT number, that is to say, within the definition contained in art. 2222 c.c., attach a copy of the prior communication to the Territorial Labour Inspectorate competent for the territory, carried out by the customer, by e-mail or electronically (transmission mode mandatory from 1 May 2022) in compliance with art. 14, D.L. n. 146/2021 conv. from L. n. 215/2021 - communication obligation of the occasional self-employed (ex art 2222 c.c.).

The duration of the airport entrance cards may not exceed the shorter deadline resulting from the verification of the supply chain of the contracts submitted.

#### **12. APPLICATION FOR "TRAINING ON THE JOB"(TOJ) ID CARD**

"On the Job" training is aimed at responding to the needs of the requesting companies to coach and train students in the work activities for which they will subsequently be hired. To submit an application for a "TOJ" card, the following documentation will need to be submitted:

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- Application on letterheaded paper (Annex 1).
- A copy of the identity document.
- A declaration by the applicant on the obligations imposed by the law on insurance matters with the declarant's document attached (Annex 19).
- A declaration of professional activity, education and training (Annex 14).
- A copy of the "Security" training certificate (except for staff already holding an airport entry ID card). It will not be necessary to submit this document if the TOJ staff is already attending a security course of Categories A1, A4, A5, A11, A12 and A12-*bis*; in this case, a certificate of attendance issued by the Security School must be submitted.

A copy of the **Airport Safety** course certificate (except for staff already holding an airport entry ID card).

When collecting a TOJ ID card, staff already holding a valid airport entry ID card must leave the latter in storage at the ADR ID card issuing office for the duration of the training.

It should be noted that the ID card, with an access note stating "TRANING ON THE JOB", presupposes the obligation to escort only during work by the staff of the Applicant company holding a valid airport entry ID card.

The **validity** of the airport entry ID cards shall be **45 days** from the date of application.

### **13. APPLICATION FOR A DUPLICATE AIRPORT ID CARD FOR PART-TIME WORKERS**


For those who have a double employment contract, the sum of working hours of which does not exceed 48 hours per week, two ID cards shall be issued in the name of said person, with an indication of the company they belong to.

Applications for ID cards shall follow the normal process for the investigation and subsequent issuance upon delivery of the employee's employment contracts certifying the type, expiry date and working hours.

### **14. APPLICATION FOR A "DAILY DUPLICATE" – ID CARD NOT PERTAINING TO THE CARDHOLDER**

Persons in possession of an airport entry ID card, who have forgotten it, can apply, at the ID Card Issuing Office for a day card with the same color features and access areas as that assigned by filling in an application form appended to this procedure (Annex 8).

An ID card shall be issued with the note "Daily duplicate" following the payment of a fee, after verifying the validity of the airport ID card and checking the personal data using the applicant's identity document. At the same time as the ID card is issued, the ID Card Issuing Office shall enable the daily duplicate with the same credentials as those of the forgotten ID card. Should the person ascertain that the airport ID card has been lost, she must immediately take action, as specified in Chapter 17

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below.

## **15. CHANGE OF COMPANY OR OF THE EMPLOYER IN THE EVENT OF APPLICATION OF THE SOCIAL CLAUSE OR SIMILAR AGREEMENTS**

For operators already in possession of a valid airport entry ID card who need to change the company name on the airport entry ID card, the new employer must submit the following documentation:

- Application on letterheaded paper (Annex 1)
- Self-declaration of the employer with appended the document of the declarant (Annex 4)
- Agreement between the parties certifying the passage of staff.

Whilst the courses (airport security and safety) and the same access areas are valid, a new airport entry ID card shall be issued with an expiry date equal to the valid ID card or sooner, if the new contract has a shorter term.

## **16. APPLICATION FOR A “VISITOR” ID CARD (ESCORTED ACCESS)**

In accordance with the provisions of the PNS, people who, due to "unexpected, sudden, unplanned and/or programmable or occasional situations", need an escort, must be in possession of a VISITOR ID card on which the personal details of the escorted person shall be indicated and of whomever carries out the escort.

Escorted access has a maximum validity of 24 hours.

The escort must be provided by the Airport Operator or by the Entity/Company in whose interest the entry must take place.


Persons authorized to escort must:

- be in an appropriate number for the number of escorted persons;
- hold a valid ID card;
- keep the escorted person or persons always under direct visual control or clearly visible, not obscured by any vehicle, object, building, weather conditions and sufficiently close to carry out adequate interventions in case of need.

Notwithstanding the fact that anyone in possession of a valid airport ID card is authorized to escort "Visitor" staff, the Companies/Bodies have the right to send the Airport Operator (ID Card Issuing Office) a list of their staff authorized to carry out the escort service.

The escort can only be carried out in areas to which the authorized person has access.

The “Visitor” permit can be withdrawn only by the escort. Exceptionally, in the event of impossibility on the part of the escort, the applicant company may request authorization to withdraw the "Visitor" permit even from a person other than the escort. At the end of the escort service, it will be the responsibility of the escort to collect the visitor ID card and return it as soon as possible to the ID Card Issuing Office.

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## 16.1 DOCUMENTATION TO BE SUBMITTED FOR ESCORTED ACCESS

The visitor ID card shall be issued following submission, to the ID Card Issuing Office, of the following documentation:

- Application on letterheaded paper (Annex 9A)
- A legible photocopy of the identity document of the escorted person (if necessary, a photocopy of the residence permit or entry visa must also be attached).

The escort must hold a valid TIA.

The Visitor ID card can be issued within one hour of entering the Application and no more than **3 access permits can be issued for the same person within 30 days.**

Any requests for **exemptions** must be addressed, via certified email, to ENAC and for information to the ADR Security Manager, on the applicant's letterheaded paper, specifying the reasons and the type of activity to be carried out airside, for assessment and acceptance by said body.

Escorted access has a maximum validity of 24 hours and can only be requested for unexpected, sudden, unplanned and / or programmable or occasional situations. Only those holding a valid airport ID card shall be authorized to escort and only to the areas in which said ID card permits access.

On the days and at the closing times of the ADR ID Card Issuing Office, it will be possible to obtain an "Escorted Access" permit by contacting the **State Police Department**, submitting a duplicate copy of Annex 9B to this procedure.

**Enac, Presidency of the Council of Ministers, Border Police, Carabinieri, Guardia di Finanza, Customs Agency, Fire Department and Aeroporti di Roma SpA** have access permits with numbered escorts for the fulfilment of their institutional tasks. These permits will be used only in cases of **emergency, institutional needs and/or during the closing hours of the ID Office.**

**For this type of ID cards a new layout has been created and it will replace the previous ones (see Annexes 12 and 17). Therefore, the ID cards previously issued must be returned to the ID Office.**

The Operator must also enter the following documentation in the IT system of the ID Card Issuing Office in order to quantify the 3 accesses every 30 days:


- Annex 9B
- A legible photocopy of the identity document of the escorted person (if necessary, a photocopy of the residence permit or entry visa must also be attached).

**For airside access, access with aforementioned escort must always be accompanied by the completed and signed Annex 9B and the visitor's identification document.**

## 17. PROCEDURES IN THE EVENT OF LOSS OR THEFT OF AIRPORT ENTRY ID CARDS

In the event of theft or loss, the holder of the airport entry ID card must:

- immediately report this to the Public Security Authority.

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- immediately inform the airport operator (by sending a copy of the report);
- immediately inform the employer.  
The copy of the report must be delivered to the Membership Office or sent by email to the following email address: [tesseramentofco@adr.it](mailto:tesseramentofco@adr.it)  
The communication to the airport operator (ID Card Issuing Office) is necessary for the operator to disable said ID card as required by the PNS and for the subsequent transmission of the list of lost/stolen/expired ID cards to all access gates.

## **18. APPLICATION FOR REISSUING AN ID CARD DUE TO THEFT/LOSS OR DAMAGE**

The re-issuance of the TIA due to Loss/Theft and Damage takes place following the submission of the following documentation:

- application for re-issuance to be drawn up on the applicant's letterheaded paper (Annex 18);
- a copy of the Loss/Theft Report;
- a copy of the damage ID card that must be returned when the reprint has been issued

## **19. LIST OF ITEMS PROHIBITED ON AIRPORT ENTRY ID CARDS**

The applicant must apply for authorization for entry into the sterile/critical area of the prohibited items listed in Annex 13 in order to exercise their functions.


The Police Forces will have to submit, to the ID Card Issuing Office, an application on letterheaded paper containing the list of their staff who need to enter these items.

Once the process has been completed, the ID Card Issuing Office will be responsible for entering the indication of these items on the airport ID card, specifying the reference category referred to in Appendix 1A.

Applicants, not belonging to the Police Forces, must therefore submit an authorisation request via certified email to the State Police, in order to obtain the authorisation, to the following certified email address: [dipps405.0100@pecps.poliziadistato.it](mailto:dipps405.0100@pecps.poliziadistato.it)

Once the procedure has been completed, the Applicant shall be responsible for submitting the request for the release of the airport ID card including the authorization obtained (**Annex 13 with authorization stamp**). The party concerned shall be issued with an airport ID card with the reference category, as per Appendix 1A.

Normal work tools are no longer considered prohibited items for people other than passengers and, if brought into the security restricted area, they must be subjected to normal security checks and, subsequently, kept in a place not accessible to passengers.

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## **20. ACCESS TO THE MANOEUVRING AREA (AREA 7)**

The categories of persons authorized to request access to the maneuvering area, listed below, must complete the application form (Annex 1) by ticking the box corresponding to area 7:

- staff assigned to the ordinary maintenance of the systems and equipment located in this area;
- staff assigned to the ordinary maintenance of the lighting systems and equipment located in this area;
- staff in charge of sweeping the maneuvering area.

## **21. ACCESS TO CARGO TERMINAL (CARGO CITY)**

### **21.1 CRITICAL PART of STERILE AREA**

Airport operators who need to access the restricted area of the Cargo City - cargo handling warehouses and airside area in front of them, including the canopies, for loading/unloading of goods - will need to apply for a "Blue 4" airport ID card.

### **21.2 NON-STERILE AREA**

Entry into the area in front of the Cargo City is permitted only to airport operators in possession of:

- Yellow-colored ID card with the note "Cargo City Access",
- Blue- and Green-colored ID card if Area 4 is included and
- Red 1 ID card.

Individuals who need access due to the picking up or delivery of goods or to carrying out customs operations thereupon or other activities such as, by way of example and not limited to, company meetings, business meetings, training events, extraordinary maintenance of IT equipment, visitors who must **occasionally** access the area in front of the goods warehouse, etc., must register with the concierge service located at the entrance to the aforementioned area and obtain the access title ("visit permit").

## **22. STAFF STABILISATION FROM FIXED-TERM TO OPEN-ENDED CONTRACT FOR AIRPORT OPERATOR STAFF AAND GROUND ASSISTANCE PROVIDERS SUBJECT TO CERTIFICATION**

*Aeroporti di Roma and Ground Handling Service Providers of Appendix A to Legislative Decree 18/99*

*having, as requirements, the certification according to categories 2 and/or 3, or the certification of both categories 5.7 and 11 with more than 100 fixed-term contract employees.*

These individuals must submit the documents referred to in Chapter 9 with the exception of the airport security and safety course, if valid and, in addition:

- the self-declaration of the employer with appended the document of the declarant (Annex 3);





## PROCEDURE FOR ISSUING AIRPORT ID CARDS

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- in the event of termination of the employment contract for more than 28 days, the professional declaration, education and training (Annex 14);
- in the event of termination of the employment contract for more than 6 months, the certificate of "recurrent training" of the security course.

The application can only be submitted if the airport entry ID card, previously issued to fixed-term contract staff, is valid at the time of the application.

The new airport entry ID card shall be valid for 5 years from the date of the first background check. The new airport entry card will be valid for 5 years from the date of the last background check.

### **23. STAFF HOLDING AN AIRPORT ID CARD FOR ANOTHER ITALIAN AIRPORT**

A new airport entry ID card can be issued to an individual who **already holds** another valid **airport ID card**, issued at another Italian airport, without the need for:

- a background check and
- Security Training course certification.

At the time of first issuance, the airport operator shall ensure and provide, at the same time as the airport safety training, the **information** on the methods of access and the infrastructural characteristics of the airport relevant for security purposes.

The documentation required for issuance purposes includes:

- application on letterheaded paper (Annex 1);
- a copy of the airport ID card for another airport.
- documentation required for the various Applicants, as provided for by this procedure.


The validity of the ID card issued shall be equal to that of the ID card issued by the other airport.

### **24. RETURNING AIRPORT ENTRY ID CARDS AND METHOD OF VERIFICATION FOR ACTIVE CARDS NON-RETURNED**

In accordance with the NSP, the airport entry ID card must be returned to the airport operator, which shall disable and destroy it:

- a) at the request of the competent authority, the airport operator or the issuing entity, as appropriate;
- b) following termination of employment;
- c) following a change of employer;
- d) as a result of the change in the need to access areas for which authorization has been granted;
- e) following the expiry of the card;
- f) after collection of the card.

The employer, if unable to come into possession of the airport card of his/her employee

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for return, must communicate without delay to the airport operator the details of the card to be disabled and the reasons for it.

In addition to the cases indicated in the NSP, the cards may be suspended, with the consequent obligation of the company or the employee to return it to ADR, in the event that the legitimate reason ceases, e.g. contract between the Applicant and the company (see chapter 3 of this procedure).

The ID card must be returned within 15 days.

In cases b) and c) and d) it is the employer’s responsibility to immediately collect and return the airport cards to the ID Office without delay. The company is jointly and severally liable with the holders for airport entry cards not returned.

## **25. VERIFICATION OF ACTIVE AND TO-BE-RETURNED AIRPORT ENTRY ID CARDS DUE TO LAPSE OF THE LEGITIMATE REASON**

The requesting bodies are responsible, by means of a computerised system, for verifying all active and undelivered airport badges issued to their employees and contractors/subcontractors/suppliers....

In this regard, a special procedure has been drawn up and is annexed hereto (see annex. 23).

For temporary and permanent staff of ADR and subsidiaries, refer to the procedure "Return and storage of airport ID cards of ADR Group personnel" present in the company intranet.

## **26. DEACTIVATION OF AIRPORT ID CARD DUE TO INACTIVITY**


The airport ID card will be automatically deactivated if it is not used on a proximity reader inside the airport for more than 180 days. In this regard, a special procedure has been developed with the modalities of verification of the days of inactivity and possible request for reactivation (see Annex. 24).

## **27. PROCEDURES FOR CONTROLLING CARDHOLDER ACCESS TO CRITICAL AREAS AND DISABLING OF SAID ACCESS**

For the control of the ID card that enable people to access, the airport is equipped with an electronic system known as “**ACCESS CONTROL**” consisting of ID card reading devices with the aid of magnetic supports with RFID technology. This methodology, in addition to verifying the validity of individual ID cards, enables the identification of the improper use of lost, stolen or unreturned ID cards.

### **LICENCES**

Entities concerned may apply, from the Airport Operator (Annex 20), for authorized access to specific areas of the airport in accordance with the duties of the staff for which said access is requested. To enable the manoeuvring of the boarding bridges, it will be necessary to fill in the “Application for the Enabling of Airport ID Cards to the

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Boarding Bridges” (Annex 22).

Aeroporti di Roma S.p.A. ID office must be immediately notified of the possible disabling of ID cards if the ID cards must be disabled (Annex 21).

Applications can be sent to the ID Card Issuing Office or to the following email address: [abilitazionegategest@adr.it](mailto:abilitazionegategest@adr.it)

## **28. DISPUTES**


The airport operator is responsible for the procedure for issuing the permits authorising access to the airport for people and vehicles on the basis of the relative procedure. ENAC is responsible for the control and supervision of the activities carried out by the airport operator.

ENAC is also the competent body for settling any dispute that may arise in relation to the process of issuing the permits.

The Airport Management responsible for the area shall be specifically responsible for defining the outcome of the procedure:

- in cases of refusal to issue an airport entry ID card, including following a negative result of the background check.
- whenever there is a discrepancy in position between the applicant and the issuing airport operator, in order to ensure the non-discriminatory exercise of all airport activities;
- in cases of suspension and/or withdrawal of the airport entry ID card and vehicle ID cards following the lack of the requisites that justified their issue or if there are serious reasons relating to airport security.

To this purpose, the local competent Border Police Office shall report the negative results of the criminal background checks carried out to Enac.

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## **29. LIST OF ANNEXES**

**Annex 1** Facsimile of the Access Permit Application

**Annex 3** Facsimile of the Employer Self-Declaration – reactivation of the TIA for fixed-term contract staff or Transfer of contract from a fixed-term contract to an open-ended **Annex** contract

**Annex 6** Facsimile of the Employer Self-Declaration - other parties (in English)

**Annex 7** Facsimile of the Self-Certification - self-employed worker (in English)

**Annex 8** Daily Duplicate Application Form

**Annex 9A** Facsimile of the Visitor ID Card Application (opening of the ID Card Issuing Office)

**Annex 9B** Facsimile of the Visitor ID Card Application (closure of the ID Card Issuing Office)

**Annex 10** Airport ID Card Layout

**Annex 11** Visitor ID Card Layout

**Annex 12** State Bodies Visitor ID Card Layout

**Annex 13** Prohibited Items Application Form

**Annex 14B** Declaration of Professional Activity, Education and Training and Declaration of Residence

**Annex 16** Memorandum in English

**Annex 17** Aeroporti di Roma Visitor ID Card Layout

**Annex 18** Application for Re-Issuance due to Theft/Loss/Damage

**Annex 19** Facsimile of the Declaration of Assumption of Civil and Administrative Liability for the Application of T.O.J. ID Cards - student staff

**Annex 20** Facsimile of the Application for Airport ID Card Enablement

**Annex 21** Facsimile of the Application for Airport ID Card Disablement

**Annex 22** Facsimile of the Application for an Airport ID Card for the Boarding Bridges

**Annex 23** Procedure for verifying active and non-returned airport id cards

**Annex 24** Procedure for deactivation/reactivation active and unused Airport ID cards

*\*Aeroporti di Roma and Ground Handling Service Providers of Appendix A to Legislative Decree 18/99 having, as requirements, the certification according to categories 2 and/or 3, or the certification of both categories 5.7 and 11 with more than 100 fixed-term contract employees.*

Dear Registration Office - ADR S.p.A.

**SUBJECT: REQUEST FOR ACCESS PERMITS**

The undersigned declares that they are aware of the criminal liability envisaged by Art. 76 of Presidential Decree no. 445 dated 28/12/2000 in the event of false declarations, and furthermore acknowledges that, pursuant to Art. 13 of 679/2016 "GDPR" the above data are collected exclusively for office requirements and will not be used for any other purpose without the prior consent of the person concerned. . The undersigned also declares that they have read the information notice regarding the processing of personal data provided by ADR S.p.A. pursuant to Article 13 of EU Reg. 679/2016 (GDPR) available at [www.adr.it](http://www.adr.it) through the following links: FCO: <https://www.adr.it/bsn-tesseramento-fiumicino1> CIA: <https://www.adr.it/bsn-tesseramento-ciampino1>

<b>FIRST and FAMILY NAME</b> (First and family name)	NATIONALITY (Nationality)		M <input type="checkbox"/>	F <input type="checkbox"/>
	PLACE AND DATE OF BIRTH (place and date of birth) _____ - ____ / ____ / ____			
<b>TYPE AND EXPIRY DATE OF AIRPORT IDENTIFICATION CARD</b> (type and expiry date of airport identification card):	<input type="checkbox"/> CTI <input type="checkbox"/> CTD <input type="checkbox"/> TOJ <input type="checkbox"/> OTHER			
	From _____ to _____			
<b>SECONDED STAFF</b> (seconded staff)	<input type="checkbox"/> YES <input type="checkbox"/> NO		TO ____ / ____ / ____	
<b>JOB DESCRIPTION</b> (Job description)	<input type="checkbox"/> Check-in agent <input type="checkbox"/> Ramp agent lost & found Other (please specify): _____		<input type="checkbox"/> Airport worker	
<b>EMPLOYER COMPANY</b> (Employer company):				
<b>IN CASE OF OTHER NATIONAL AIRPORT ID BADGE</b> (in case of other National Airport ID badge)	No.:	EXPIRY DATE: (EXPIRY DATE): _____	AIRPORT: (AIRPORT): _____	
<b>COLOUR OF AIRPORT IDENTIFICATION CARD</b> (Select the colour with an X in the column on the left)	<input type="checkbox"/>	Red	All areas	
	<input type="checkbox"/>	Green	Airside, Internal Access and Air Navigation Infrastructure	
	<input type="checkbox"/>	Blue	Terminal area	
	<input type="checkbox"/>	Yellow	Landside	
	<input type="checkbox"/>	Orange	Diplomats	
<b>ACCESS AREAS</b> (Access areas) (Select the number with an X)	1	All areas	5	Aircraft stand
	2	Terminal area	6	Apron
	3	Screened departing hold baggage	7	Manoeuvring area
	4	Cargo area	8	Air Navigation Services Infrastructure
<b>ACCESS NOTES, IF ANY</b> (Any access notes) e.g. "including quota 2"				
<b>e-mail and phone n.</b> of the company				

**APPLICANT COMPANY**  
**(Full Name of Signatory)**  
**(Company Stamp and Signature)**

Date: \_\_\_\_\_

\_\_\_\_\_

Annex no. 3 SUBSTITUTE DECLARATION OF EMPLOYER\*.

TIA Reactivation                       CTD Personnel Contract Transformation from CTD to CTI

Dear Registration Office - ADR S.p.A.

**SUBSTITUTE DECLARATION**

(Art. 46 of Presidential Decree no. 445 dated 28.12.2000)

The undersigned \_\_\_\_\_ in their capacity as \_\_\_\_\_ of  
the Company \_\_\_\_\_

**declares**

that for Mr/Ms: \_\_\_\_\_ born  
in \_\_\_\_\_ Pr ( ) on \_\_\_\_\_, for whom the issuance of an airport pass  
has been requested, the following is ensured:

- the validity of the employee's security and safety courses;
- in the event of a period of more than 6 months' interruption of the employee's employment at the airport, the "recurrent training" of the security course shall be carried out before resuming service;
- in the case of a TIA renewal request, where there are contractual breaks of more than 28 days, the completion of the 'Declaration of professional, educational and training activities' by the employee.
- to have fulfilled all the obligations provided for by the regulations on "health and safety in the workplace", with particular reference to Article 37 of Legislative Decree no. 81/08.
- to have fulfilled the provisions of Chapter 6 of the Procedure for the issue of airport passes.

In the event of a false declaration, the undersigned declares that they are aware of the criminal liability established by Art. 76 of Presidential Decree No. 445, dated 28-12-2000. The undersigned also acknowledges that, pursuant to Art. 13 of EU Reg. 2016/679 "GDPR" the above data are collected exclusively for office requirements and will not be used for any other purpose without the prior consent of the person concerned. The undersigned also declares that they have read the information notice regarding the processing of personal data provided by ADR S.p.A. pursuant to Article 13 of EU Reg. 2016/679 (GDPR) available at [www.adr.it](http://www.adr.it) through the following links:

FCO: <https://www.adr.it/bsn-tesseramento-fiumicino1>

CIA: <https://www.adr.it/bsn-tesseramento-ciampino1>

The undersigned shall attach a photocopy of their identification document.

**Employer**

Name: \_\_\_\_\_, Surname: \_\_\_\_\_, Qualification: \_\_\_\_\_

Full signature (legible)

\_\_\_\_\_

Date: \_\_\_\_\_

**\* To be completed for personnel belonging to the following companies: Aeroporti di Roma and Ground Handling Service Providers listed in Annex A of Legislative Decree 18/99 with certification under categories 2 and/or 3, or certification under both categories 5.7 and 11 with more than 100 CTD employees**

**REPORT FACSIMILE**

**ON COMPANY HEADED PAPER** (Copy & Paste the below request onto one single paper with official Company Letterhead)

**Annex N.6 STATEMENT IN LIEU OF CERTIFICATION**

F.a.o. Airport ID Office- ADR S.p.A.

**STATEMENT IN LIEU OF CERTIFICATION**

(Article 46 DPR 28/12/2000 n. 445)

The undersigned (full name of the person who is requesting the Airport Pass) acting as (Job Description of the person making the Request, eg. Project \_\_\_\_\_ Manager) of the Company/Firm\_\_\_\_\_.

**declares**

that towards Mr/Mrs\_\_\_\_\_ born in (Place of birth), District (\_\_\_\_\_) on (Date of Birth) for whom it was requested the issuing of airport passes:

- this Company/Firm has fulfilled all its duties imposed by law with reference to Social Accident Insurance for the employment contract term;
- in case of interruption of the airport employment over 6 months, he/she will be subjected to "security recurrent training" before being employed again;
- in the event of a request for renewal of the ID card, if employment interruption exceeds 28 days, the employee will fill in the "Declaration of professional activity, education and training";
- to have completed all the formalities required by regulations regarding Security training and "Safety and health in the workplace";
- of having complied with the provisions of Chapter 6 of the Procedure for the issuance of airport cards.

The undersigned declares to be aware of criminal responsibility with regard to Legislative Decree .76 28/12/2000 n ° 445 in case of false declarations, also notes that, pursuant to Article 13 of the EU Reg. 2016/679 "GDPR", the above data are collected exclusively for office purposes and will not be used for other purposes without prior consent.

The undersigned also declares to have read the privacy policy provided by ADR S.p.A. pursuant to art. 13 Reg. UE 2016/679 (GDPR) on the website [www.adr.it](http://www.adr.it) at the following links:

- FCO: <https://www.adr.it/bsn-tesseramento-fiumicino1>
- CIA: <https://www.adr.it/bsn-tesseramento-ciampino1>

The undersigned encloses a photocopy of an identification document.

**EMPLOYER**

Name\_\_\_\_\_Surname\_\_\_\_\_ (*Manager making the request*)

Full signature (legible)

Date

\_\_\_\_\_

\_\_\_\_\_

**REPORT FACSIMILE**

**ON COMPANY HEADED PAPER** (Copy & Paste the below request onto one single paper with official Company Letterhead)

**Annex No.7 STATEMENT IN LIEU OF CERTIFICATION – SELF-EMPLOYED STATUS**

F.a.o. Airport ID Office- ADR S.p.A.

**STATEMENT IN LIEU OF CERTIFICATION**

(Article 46 DPR 28/12/2000 n. 445)

The undersigned (*full name of the person who is requesting the Airport Pass*) acting as (*Job Description of the person making the Request, e.g. Project Manager*) of the Company/Firm \_\_\_\_\_  
**declares**

that towards Mr. ....(*employee for whom the pass will be issued*) born in\_(*Place of birth*), District (..... ) on (*Date of Birth*)\_ for whom it was requested the issuing of airport passes, this Company/Firm accomplishes:

- the payment of the deposit, required by law, that covers the entire duration of the relationship;
- or, the payment of fees due and the payment of the withholding tax to cover the services supplied as a result of invoicing.

The undersigned company assures:

- in case of interruption of the airport employment over 6 months, he/she will be subjected to "security recurrent training" before being employed again;
- in the event of a request for renewal of the ID card for CTD personnel, if employment interruption exceeds 28 days, the employee will fill in the "Declaration of professional activity, education and training";
- to have completed all the formalities required by regulations regarding Security training and "Safety and health in the workplace";
- of having complied with the provisions of Chapter 6 of the Procedure for the issuance of airport cards.

The undersigned declares to be aware of criminal responsibility with regard to Legislative Decree .76 28/12/2000 n ° 445 in case of false declarations, also notes that, pursuant to Article 13 of the EU Reg. 2016/679 "GDPR", the above data are collected exclusively for office purposes and will not be used for other purposes without prior consent.

The undersigned also declares to have read the privacy policy provided by ADR S.p.A. pursuant to art. 13 Reg. UE 2016/679 (GDPR) on the website [www.adr.it](http://www.adr.it) at the following links:

- FCO: <https://www.adr.it/bsn-tesseramento-fiumicino1>
- CIA: <https://www.adr.it/bsn-tesseramento-ciampino1>

The undersigned encloses a photocopy of an identification document.

EMPLOYER

Name: \_\_\_\_\_ Surname: \_\_\_\_\_ Qualification: \_\_\_\_\_

Full signature (legible)

Date

\_\_\_\_\_

\_\_\_\_\_



**DAILY DUPLICATE request form**

Dear Aeroporti di Roma  
Registration Office

I, the undersigned: \_\_\_\_\_

employee of the Company: \_\_\_\_\_

holder of badge no: \_\_\_\_\_

colour..: \_\_\_\_\_

declare that the badge was forgotten at:

\_\_\_\_\_  
\_\_\_\_\_

and that no one will misuse it.

In the event of a false declaration, the undersigned declares that they are aware of the criminal liability established by Art. 76 of Presidential Decree No. 445, dated 28-12-2000. The undersigned also acknowledges that, pursuant to Art. 13 of EU Reg. 2016/679 "GDPR" the above data are collected exclusively for office requirements and will not be used for any other purpose without the prior consent of the person concerned. The undersigned also declares that they have read the information notice regarding the processing of personal data provided by ADR S.p.A. pursuant to Article 13 of EU Reg. 2016/679 (GDPR) available at [www.adr.it](http://www.adr.it) through the following links:

FCO: <https://www.adr.it/bsn-tesseramento-fiumicino1> CIA:  
<https://www.adr.it/bsn-tesseramento-ciampino1>

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Annex n. 9A VISITOR'S PASS REQUEST

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Dear ADR S.p.A  
Registration Office

**SUBJECT: Visitor's Pass Request**

**Date:** \_\_\_\_\_

Company requiring escorted access: \_\_\_\_\_

Escort service hours: from \_\_\_\_\_ of / / \_\_\_\_\_ to: \_\_\_\_\_ of / / \_\_\_\_\_

Employee in charge of escorting

*First name / Surname / Type and Number of airport pass /N.:* \_\_\_\_\_

*First name / Surname / Type and Number of airport pass /N.:* \_\_\_\_\_

Escorted person(s): \_\_\_\_\_  
*Name / Surname*                      *Place and date of birth*                      *Document*

Escorted person(s): \_\_\_\_\_  
*Name / Surname*                      *Place and date of birth*                      *Document*

Escorted person(s): \_\_\_\_\_  
*Name / Surname*                      *Place and date of birth*                      *Document*

Escorted person(s): \_\_\_\_\_  
*Name / Surname*                      *Place and date of birth*                      *Document*

**Grounds for the request, clearly specifying the exceptional situation and the areas concerned:** \_\_\_\_\_

---

The employee in charge of escorting undertakes to:

- 1) have the escorted person(s) kept under constant supervision
- 2) ensure with reasonable certainty that the escorted person(s) will not commit a breach of Security by immediately reporting any anomalies
- 3) verify the identity of the person and the conformity of the data on the visitor's card.

The applicant undertakes to provide the escort with the information notice on the processing of personal data for acknowledgement, available at [www.adr.it](http://www.adr.it).

Applicant's stamp (surname and first name in block letters)  
Signature of person in charge

\_\_\_\_\_

Signature of the 1st escort

\_\_\_\_\_

Signature of the 2nd escort

\_\_\_\_\_

*Only to be used when the Registration Office is closed*

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Annex n. 9B VISITOR'S PASS REQUEST

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**SUBJECT: Visitor's Pass Request Date:**

\_\_\_\_\_

Company requiring escorted access: \_\_\_\_\_

Escort service hours: from \_\_\_\_\_ to: \_\_\_\_\_  
on / / \_\_\_\_\_ on / / \_\_\_\_\_

Employee in charge of escorting:

*First name / Surname / Type and Number of airport pass /N.:* \_\_\_\_\_

*First name / Surname / Type and Number of airport pass /N.:* \_\_\_\_\_

Escorted person(s): \_\_\_\_\_

<i>Name/Surname</i>	<i>Place and date of birth</i>	<i>Document</i>
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Escorted person(s): \_\_\_\_\_

<i>Name/Surname</i>	<i>Place and date of birth</i>	<i>Document</i>
---------------------	--------------------------------	-----------------

Escorted person(s): \_\_\_\_\_

<i>Name/Surname</i>	<i>Place and date of birth</i>	<i>Document</i>
---------------------	--------------------------------	-----------------

Escorted person(s): \_\_\_\_\_

<i>Name/Surname</i>	<i>Place and date of birth</i>	<i>Document</i>
---------------------	--------------------------------	-----------------

**Grounds for the request, clearly specifying the exceptional situation and the areas concerned: \_**

---

The employee in charge of escorting undertakes to:

- 1) have the escorted person(s) kept under constant supervision
- 2) ensure with reasonable certainty that the escorted person(s) will not commit a breach of Security by immediately reporting any anomalies
- 3) verify the identity of the person and the conformity of the data on the visitor's card

The applicant undertakes to provide the escort with the information notice on the processing of personal data for acknowledgement, available at [www.adr.it](http://www.adr.it).

Applicant's stamp  
(surname and first name in block  
letters)

Signature of person in charge  
Signature of the 1st escort

Organisation's authorisation  
stamp (surname and first  
name in block letters)  
Signature of person in charge

Signature of the 2nd escort

# LAYOUT TESSERINI DI INGRESSO IN AEROPORTO

## AEROPORTO LEONARDO DA VINCI - FIUMICINO



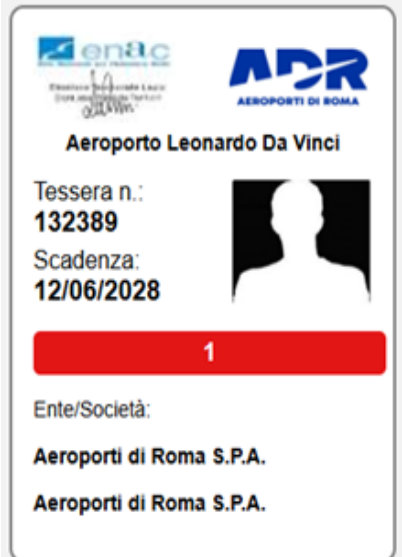
***Airport ID Office***

# MODELLO, COLORAZIONE E CLASSIFICAZIONE AREE DEI TESSERINI DI INGRESSO IN AEROPORTO

<b>COLORE</b>	<b>AREA DI ACCESSO</b>
Rosso	Tutte le aree
Verde	Lato volo esterno e accessi interni e infrastrutture della navigazione aerea
Azzurro	Lato volo interno
Bianco	Accesso con scorta
Giallo	Aree non sterili
Arancione	Diplomatici

<b>Numero</b>	<b>Area di accesso</b>
1	Tutte le aree
2	Area interna o aree delle parti critiche (sale partenza, moli ed interno altri edifici), con l'eccezione delle aree di cui al successivo numero 3
3	Aree trattamento bagagli
4	Aree merci
5	Aeromobili e loro adiacenze
6	Piazzali
7	Aree di manovra
8	Infrastrutture dei servizi di navigazione aerea

# ROSSO 1



Nome Mario  
Cognome Rossi

Luogo nascita ROMA  
Data Nascita 01/01/1991

**La presente tessera deve essere esposta in modo visibile**  
In caso di ritrovamento di questa tessera si prega spedirla a:  
ADR S.p.A. - 00054 Fiumicino Aeroporto

**CONSENTE L'ACCESSO A TUTTE LE AREE**

# AZZURRO 2



Nome Mario  
Cognome Rossi

Luogo nascita ROMA  
Data Nascita 01/01/1991

**La presente tessera deve essere esposta in modo visibile**  
In caso di ritrovamento di questa tessera si prega spedirla a:  
ADR S.p.A. - 00054 Fiumicino Aeroporto

**CONSENTE L'ACCESSO AI TERMINAL - AREA LATO VOLO**

# ARANCIONE 2



Nome Mario  
Cognome Rossi

Luogo nascita ROMA  
Data Nascita 01/01/1991

**La presente tessera deve essere esposta in modo visibile**  
In caso di ritrovamento di questa tessera si prega spedirla a:  
ADR S.p.A. - 00054 Fiumicino Aeroporto

**AMBASCIATORE – CONSENTE L'ACCESSO AI TERMINAL AREA LATO VOLO**



# GIALLO



Nome Mario  
Cognome Rossi

Luogo nascita ROMA  
Data Nascita 01/01/1991

**La presente tessera deve essere esposta in modo visibile**  
In caso di ritrovamento di questa tessera si prega spedirla a:  
ADR S.p.A. - 00054 Fiumicino Aeroporto

**CONSENTE L'ACCESSO ALLE AREE NON STERILI**

# AZZURRO 2 – 4 (nota doganalista)



Nome Mario  
Cognome Rossi

Luogo nascita ROMA  
Data Nascita 01/01/1991

**La presente tessera deve essere esposta in modo visibile**  
In caso di ritrovamento di questa tessera si prega spedirla a:  
ADR S.p.A. - 00054 Fiumicino Aeroporto

**CONSENTE L'ACCESSO AI TERMINAL E AREA CARGO**

# AZZURRO 2 – 4



Nome Mario  
Cognome Rossi

Luogo nascita ROMA  
Data Nascita 01/01/1991

**La presente tessera deve essere esposta in modo visibile**  
In caso di ritrovamento di questa tessera si prega spedirla a:  
ADR S.p.A. - 00054 Fiumicino Aeroporto

**CONSENTE L'ACCESSO AI TERMINAL E AREA CARGO**

# AZZURRO 2 – 4 + nota INCLUSO QUOTA 2



Nome Mario  
Cognome Rossi

Luogo nascita ROMA  
Data Nascita 01/01/1991

**La presente tessera deve essere esposta in modo visibile**  
In caso di ritrovamento di questa tessera si prega spedirla a:  
ADR S.p.A. - 00054 Fiumicino Aeroporto

**CONSENTE L'ACCESSO AI TERMINAL E QUOTA 2**

# VERDE 3 - 4 - 5 - 6



Nome Mario  
Cognome Rossi

Luogo nascita ROMA  
Data Nascita 01/01/1991

**La presente tessera deve essere esposta in modo visibile**  
In caso di ritrovamento di questa tessera si prega spedirla a:  
ADR S.p.A. - 00054 Fiumicino Aeroporto

**CONSENTE L'ACCESSO ALL'AREA TRATTAMENTO BAGAGLI,  
ALL'AREA CARGO, AGLI A/M E LORO ADIACENZE E AI PIAZZALI**

# VERDE 2 – 4 – 6



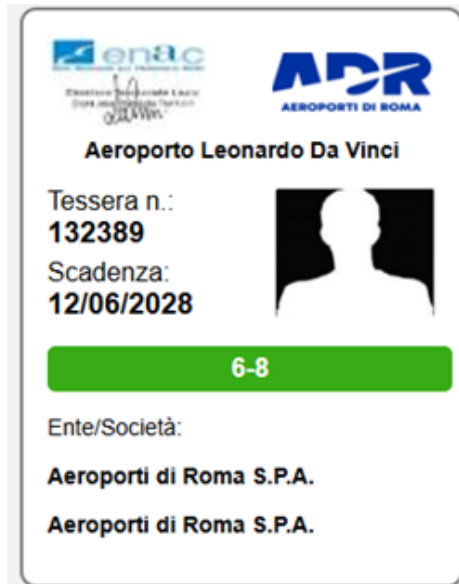
Nome Mario  
Cognome Rossi

Luogo nascita ROMA  
Data Nascita 01/01/1991

**La presente tessera deve essere esposta in modo visibile**  
In caso di ritrovamento di questa tessera si prega spedirla a:  
ADR S.p.A. - 00054 Fiumicino Aeroporto

**CONSENTE L'ACCESSO AI TERMINAL, AREA CARGO E PIAZZALI**

# VERDE 6 - 8



Nome Mario  
Cognome Rossi

Luogo nascita ROMA  
Data Nascita 01/01/1991

**La presente tessera deve essere esposta in modo visibile**  
In caso di ritrovamento di questa tessera si prega spedirla a:  
ADR S.p.A. - 00054 Fiumicino Aeroporto

**CONSENTE L'ACCESSO AI PIAZZALI E ALLE INFRASTRUTTURE  
DELLA NAVIGAZIONE AEREA**

# AZZURRO 4



Nome Mario  
Cognome Rossi

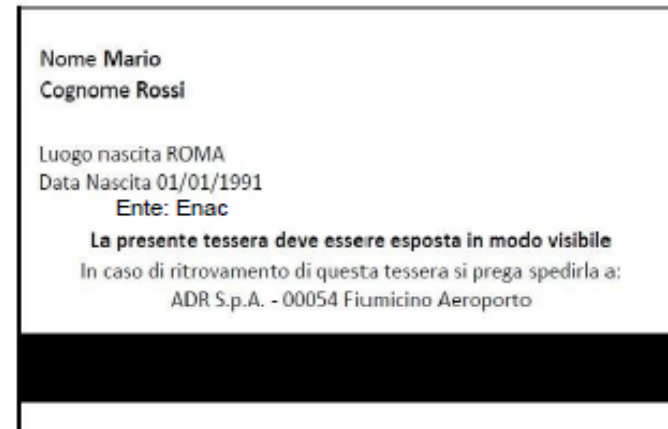
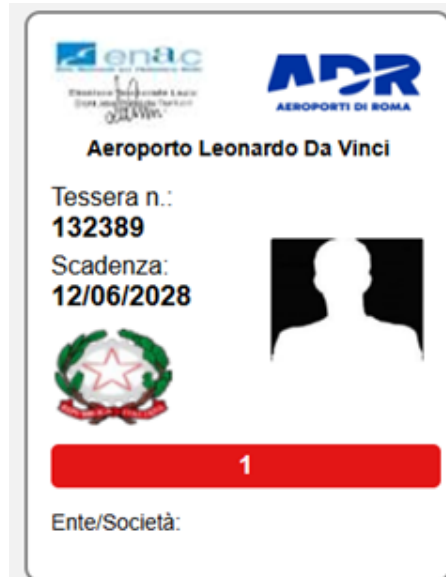
Luogo nascita ROMA  
Data Nascita 01/01/1991

**La presente tessera deve essere esposta in modo visibile**  
In caso di ritrovamento di questa tessera si prega spedirla a:  
ADR S.p.A. - 00054 Fiumicino Aeroporto

**CONSENTE L'ACCESSO ALL'AREA CARGO ZONA STERILE**

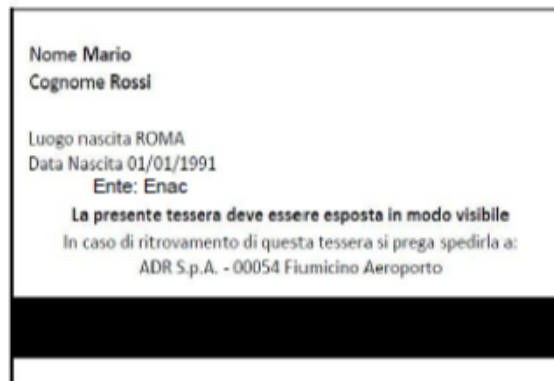


# ENTI DI STATO SOGGETTI AI CONTROLLI > ROSSO 1 + stemma ente di stato



CONSENTE L'ACCESSO A TUTTE LE AREE

**ENTI DI STATO NON SOGGETTI AI CONTROLLI > ROSSO 1 + stemma ente di stato + nota ESENTE CONTROLLI SICUREZZA**



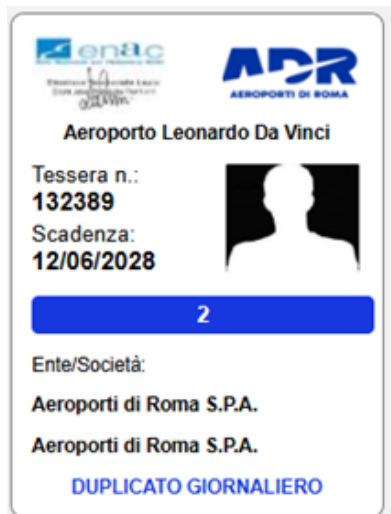
**CONSENTE L'ACCESSO A TUTTE LE AREE**

# DUPLICATO GIORNALIERO

## PROCEDURA:

Le persone in possesso di un tesserino di ingresso in aeroporto, che lo abbiano dimenticato e non ancora sostituito, possono richiedere presso l'Ufficio Tesseramento, un tesserino giornaliero con le stesse caratteristiche di colore ed aree di accesso di quello in attribuzione compilando un modulo di richiesta allegato alla procedura.

Nel campo note verrà inserita la dicitura “DUPLICATO GIORNALIERO”

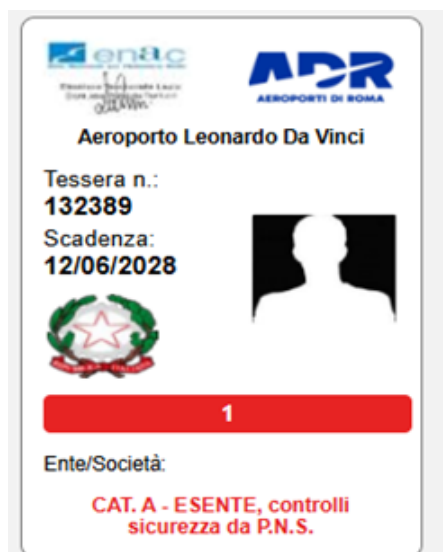


Nome Mario  
Cognome Rossi

Luogo nascita ROMA  
Data Nascita 01/01/1991


**La presente tessera deve essere esposta in modo visibile**  
In caso di ritrovamento di questa tessera si prega spedirla a:  
ADR S.p.A. - 00054 Fiumicino Aeroporto

**ENTI DI STATO NON SOGGETTI AI CONTROLLI > ROSSO 1 +  
STEMMA ENTE DI STATO + CAT. ARTICOLI PROIBITI**



**CONSENTE L'ACCESSO A TUTTE LE AREE**

# TRAINING ON THE JOB

   
Federazione Nazionale Aeroporti Italiani  
AEROPORTI DI ROMA

**Aeroporto Leonardo Da Vinci**

Tessera n.:  
**132389**

Scadenza:  
**12/06/2028**



**2 -5- 6**

Ente/Società:  
**Aeroporti di Roma S.P.A.**  
**Aeroporti di Roma S.P.A.**

**TRAINING ON THE JOB**

Nome Mario

Cognome Rossi

Luogo nascita ROMA

Data Nascita 01/01/1991

La presente tessera deve essere esposta in modo visibile  
In caso di ritrovamento di questa tessera si prega spedirla a:  
ENAC – 00054 Roma Aeroporto

# ACCESSO CON SCORTA > TESSERA VISITATORE

   
Ente Nazionale per l'Aviazione Civile    AEROPORTI DI ROMA

Aeroporto Leonardo da Vinci  
Roma Fiumicino

Tessera n.  
500004  
dalle 16:00 del 21/07/2025  
alle 16:00 del 22/07/2025

**VISITATORE**

Nome/Cognome  
Mario  
Rossi

Doc n.  
AC11111

Luogo nascita Roma  
Data nascita 10/10/68

Accompagnatori  
Mario Rossi (tess. n° 123456)  
Luigi Bianchi (tess. n° 456789)

**La presente tessera deve essere esposta in modo visibile**  
In caso di ritrovamento di questa tessera si prega spedirla a:  
ADR S.p.A. - 00054 Fiumicino Aeroporto

Programma Nazionale di Sicurezza, punti 1.2.7.2,2

*La persona che necessita di scorta, deve essere in possesso di un tesserino "visitatore"*

Annex 11

## Annex N. 12

Fac Simile Tessera Visitatore in dotazione agli Enti di Stato indicati in procedura



FAC SIMILE TO BE PRINTED ON SINGLE-PAGE COMPANY HEADED PAPER

**Request form FOR ACCESS WITH PROHIBITED ITEMS**

Dear Rome Fiumicino Airport State  
Police

Subject: access to security restricted areas by personnel who introduce prohibited items for reasons related to service.

In accordance with current regulations, it is requested that the Company

---

(or its own personnel) be allowed to introduce prohibited material belonging to the category into the security restricted areas, to be used for service purposes.

Below are the names of the employees for whom authorisation is requested:

1. Name, place and date of birth, matr. no. Prohibited item
2. Name, place and date of birth, matr. no. Prohibited item
3. Name, place and date of birth, matr. no. Prohibited item
4. Name, place and date of birth, matr. no. Prohibited item
5. Name, place and date of birth, matr. no. Prohibited item

Clearance

Stamp and Signature

STATE POLICE

(APPLICANT)

---



## REFERENCE GRID

PROHIBITED ITEMS UNDER EC REG 1998/2015 - APPENDIX 1-A	MARK WITH A "X"
<b>CATEGORY A - PISTOLS, FIREARMS AND OTHER INSTRUMENTS THAT SHOOT PROJECTILES -</b>	
<b>INSTRUMENTS CAPABLE, OR APPEARING CAPABLE, OF BEING USED TO CAUSE SERIOUS INJURY BY FIRING A PROJECTILE:</b>	
<b>INSTRUMENTS CAPABLE, OR APPEARING CAPABLE, OF BEING USED TO CAUSE SERIOUS INJURY BY FIRING A PROJECTILE:</b>	
- Firearms of all kinds, such as pistols, revolvers, rifles, shotguns;	
- Toy guns, reproductions and imitations of firearms that may be mistaken for real weapons;	
Toy guns, reproductions and imitations of firearms that may be mistaken for real weapons; - Aiming equipment;	
- Compressed air or carbon dioxide weapons, such as pistols, pellet guns, rifles and guns;	
- Rocket launchers and starter pistols;	
- Bows, crossbows and arrows;	
- Harpoon and spear guns;	
- Slingshots and catapults.	
<b>CATEGORY B - STUN DEVICES - DEVICES SPECIALLY DESIGNED TO STUN OR IMMOBILISE:</b>	
- Neutralising devices, such as stun guns, paralysing pistols (tasers) and electric shock batons;	
- Tools for stunning and killing animals;	
- Chemical substances, gases and sprays capable of producing disabling or immobilising effects, such as irritant sprays, tear gas, acids and animal repellents.	
<b>CATEGORY C - EXPLOSIVE AND INCENDIARY MATERIALS AND DEVICES - EXPLOSIVE AND INCENDIARY MATERIALS AND DEVICES CAPABLE, OR APPEARING CAPABLE, OF BEING USED TO CAUSE SERIOUS INJURY OR TO THREATEN THE SAFETY OF AIRCRAFT:</b>	
- Ammunition;	
- Detonators, triggers and fuses;	
- Reproductions or imitations of explosive devices;	
- Grenades and other military explosive materials;	
- Fireworks and other pyrotechnic items;	
- Smoke canisters and smoke cartridges;	
- Dynamite, gunpowder, plastic explosives.	
<b>CATEGORY D - ANY OTHER ITEMS CAPABLE OF BEING USED TO CAUSE SERIOUS INJURIES AND WHICH ARE NOT USUALLY USED IN SECURITY RESTRICTED AREAS, FOR EXAMPLE:</b>	
- Martial arts equipment;	
- Swords;	
- Sabres	
OTHER (please specify)	

## DECLARATION OF PROFESSIONAL ACTIVITY, EDUCATION AND TRAINING DECLARATION OF RESIDENCE

Dear ADR S.p.A.  
Registration Office

The undersigned .....born in.....

..... Prov.

or Foreign State ..... on .....resident in .....

Prov. .... at (Address)..... no. .... Post Code .....

Telephone no. (obligatory)..... Tax Identification Code.

.....  
Title of Study

.....  
(lower/secondary school diploma, degree ... specifying the date of achievement)

### HAVING ACKNOWLEDGED

Reg. (EU) 1998/2015 and Presidential Decree no. 445, Art. 76 dated 28 December 2000, as amended, and being aware of the criminal consequences in case of false declarations,

### DECLARES

To have carried out the following professional activities and/or studies in the last 5 years:

PERIOD*	PROFESSIONAL ACTIVITY/ STUDY/BREAK (Please specify job title and company name)	PLACE WHERE THE ACTIVITY TOOK PLACE (Please specify the city)	REGISTERED PLACE OF RESIDENCE OF THE PERSON (if in Italy, please specify city and street. If abroad, please indicate country)
<i>From dd/mm/yy to dd/mm/yy</i>			
<i>From dd/mm/yy to dd/mm/yy</i>			
<i>From dd/mm/yy to dd/mm/yy</i>			
<i>From dd/mm/yy to dd/mm/yy</i>			
<i>From dd/mm/yy to dd/mm/yy</i>			

\***please specify day/month/year and any breaks longer than 28 days.** The undersigned also declares that during the periods of interruption they did not engage in any behaviour and/or action contrary to security and acknowledges that, pursuant to Art. 13 of EU Reg. 679/2016 "GDPR" the above data are collected exclusively for office requirements and will not be used for any other purpose without the prior consent of the person concerned. The undersigned also declares that they have read the information notice regarding the processing of personal data provided by ADR S.p.A. pursuant to Article 13 of EU Reg. 2016/67 (GDPR) available at [www.adr.it](http://www.adr.it) through the following links: FCO: <https://www.adr.it/bsn-tesseramento-fiumicino1> CIA: <https://www.adr.it/bsn-tesseramento-ciampino1>

Date .....

Signature .....

If you have been registered as resident abroad for a period of more than six months, attach a certificate or statement issued by the competent authority of the foreign state, accompanied by an Italian translation certified by the Italian consular authority as being in conformity with the original, that you have not been convicted of any criminal offence and that you are not the subject of measures concerning the application of security and prevention measures, civil decisions and administrative measures entered in the criminal record and that you are not aware of being subject to criminal proceedings.

FAC SIMILE TO BE PRINTED  
ON LETTERHEAD

**Annex no. 18**

REQUEST FOR REISSUE OF PERMIT DUE TO THEFT/LOSS/DAMAGE

---

Dear ADR S.p.A.  
Registration Office

**SUBJECT: Request for the reissue of access permits**

---

Theft                      Loss                      Damage

Airport pass no:

**Colour**

Area of Access 1  2  3  4  5  6  7  8

ACCESS NOTES, IF ANY \_\_\_\_\_

For the following personnel belonging to the Company/Firm

**E-mail address (for any communications)**

<b>Surname</b>	<b>Name</b>	<b>Job description</b>
<b>Place and date of birth</b>		<b>Residence</b>
<b>Surname</b>	<b>Name</b>	<b>Job description</b>
<b>Place and date of birth</b>		<b>Residence</b>
<b>Surname</b>	<b>Name</b>	<b>Job description</b>
<b>Place and date of birth</b>		<b>Residence</b>
<b>Surname</b>	<b>Name</b>	<b>Job description</b>
<b>Place and date of birth</b>		<b>Residence</b>

---

**Attach documentation as per procedure**

Applicant Company/Firm

Tel.

Date \_\_\_\_\_

Stamp and signature

**Declaration of assumption of civil and administrative liability for the application for T.O.J. passes - trainee personnel**

(signatory data)

The undersigned \_\_\_\_\_

born in \_\_\_\_\_ Prov. ( \_\_\_\_\_ ) on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Identification document \_\_\_\_\_ (See Annex)

as Legal Representative

\_\_\_\_\_  
(Company name)

with registered office at (street/square) no. \_\_\_\_\_

Municipality \_\_\_\_\_ Prov. ( \_\_\_\_\_ )

Tax code or VAT code \_\_\_\_\_

REQUESTS

that "T.O.J." airport passes be issued for the following trainee personnel:

To this end, the undersigned

DECLARES  
(pursuant to Art. 47 of Presidential Decree no. 445, dated 28/12/2000)

- 1) to assume all civil and administrative liability for damage to persons and property directly or indirectly connected with the Training on the Job activity or failure to comply with the provisions of the Rules of the Airport;
- 2) that during training in the security restricted area, the aforementioned trainees will be accompanied by a person appointed for this purpose by the Company in possession of a suitable access permit.

In the event of a false declaration, the undersigned declares that they are aware of the criminal liability established by Art. 76 of Presidential Decree No. 445, dated 28-12-2000. The undersigned also acknowledges that, pursuant to Art. 13 of EU Reg. 2016/679 "GDPR" the above data are collected exclusively for office requirements and will not be used for any other purpose without the prior consent of the person concerned. The undersigned also declares that they have read the information notice regarding the processing of personal data provided by ADR S.p.A. pursuant to Article 13 of EU Reg. 2016/679 (GDPR) available at [www.adr.it](http://www.adr.it) through the following links:

FCO: <https://www.adr.it/bsn-tesseramento-fiumicino1>

CIA: <https://www.adr.it/bsn-tesseramento-ciampino1>

	Signature
(place and date)	(Legal Representative)

\* Attached: copy of the identity document of the Safety Officer/Employer

**Dear Aeroporti di Roma S.p.A.  
Registration Office**

**APPLICATION FOR AIRPORT PASS.**

Mr/Ms \_\_\_\_\_ born in \_\_\_\_\_] on \_\_\_\_\_

Employee of the company [Type text]

holder of card no. \_\_\_\_\_

Colour and access areas of the APT pass \_\_\_\_\_ **Pass expiry date** \_\_\_\_\_

C.T.I.  C.T.D.

**Job description:** \_\_\_\_\_ - \_\_\_\_\_

**Area(s) no.** (specify the areas of access): \_\_\_\_\_.

**PLEASE NOTE THE USE OF SUCH AUTHORISATIONS IS FOR THE EXCLUSIVE USE OF THE CARD HOLDER AND MUST BE STRICTLY LINKED TO THEIR OWN WORK REQUIREMENTS.**

**IT IS THE OBLIGATION OF THE APPLICANTS TO IMMEDIATELY NOTIFY THIS OFFICE OF THE DEACTIVATION OF THE CARDS IF SUCH AUTHORISATIONS ARE NO LONGER REQUIRED (See Annex No. 21)**

The undersigned declares that they are aware of the criminal liability pursuant to Article 76 of Presidential Decree No. 445 dated 28/12/2000 in the event of false declarations. The undersigned also acknowledges that, pursuant to Art. 13 of EU Reg. 679/2016 "GDPR" the above data are collected exclusively for office requirements and will not be used for any other purpose without the prior consent of the person concerned. The undersigned also declares that they have read the information notice regarding the processing of personal data provided by ADR S.p.A. pursuant to Article 13 of EU Reg. 2016/679 (GDPR) available at [www.adr.it](http://www.adr.it) through the following links:

FCO: <https://www.adr.it/bsn-tesseramento-fiumicino1>

CIA: <https://www.adr.it/bsn-tesseramento-ciampino1>

DATE

STAMP AND SIGNATURE

*N.B.: to avoid errors, handwritten applications will not be accepted*

**Dear Aeroporti di Roma S.p.A.  
Registration Office**

**AIRPORT PASS DEACTIVATION REQUEST**

Mr/Ms \_\_\_\_\_ born in \_\_\_\_\_ on \_\_\_\_\_

Employee of the company \_\_\_\_\_

holder of card no. \_\_\_\_\_

Colour and access areas of the APT pass \_\_\_\_\_

**Pass expiry date** \_\_\_\_\_ **C.T.I.**   **C.T.D.**

**Job description:** \_\_\_\_\_

**Area(s) no.** (specify the areas of access): \_\_\_\_\_

The undersigned declares that they are aware of the criminal liability pursuant to Article 76 of Presidential Decree No. 445 dated 28/12/2000 in the event of false declarations. The undersigned also acknowledges that, pursuant to Art. 13 of EU Reg. 679/2016 "GDPR" the above data are collected exclusively for office requirements and will not be used for any other purpose without the prior consent of the person concerned. The undersigned also declares that they have read the information notice regarding the processing of personal data provided by ADR S.p.A. pursuant to Article 13 of EU Reg. 2016/679 (GDPR) available at [www.adr.it](http://www.adr.it) through the following links:

FCO: [https://www.adr.it/bsn-tesseramento\\_fiumicino1](https://www.adr.it/bsn-tesseramento_fiumicino1)

CIA: <https://www.adr.it/bsn-tesseramento-ciampino1>

DATE

STAMP AND SIGNATURE

\_\_\_\_\_

\_\_\_\_\_

**Dear Aeroporti di Roma  
S.p.A. Registration Office**

APPLICATION FOR AIRPORT PASS

**AI PONTILI D'IMBARCO**

Mr/Ms [Type text] born in [Type text] on [Type text]

Employee of the company [Type text]

holder of card no. [Type text]

Colour and access areas of the APT pass [Type text] Pass expiry date

[Type text]  C.T.I.  **C.T.D.**

**Job description:** [Type text].

**Area(s) no.** (specify the areas of access): [Type text].

**We hereby certify that the employee has carried out theoretical training in the use of the individual types of pontoons with the following teacher/expert: [Insert name of teacher/expert] according to the technical instructions attached to the Airport Regulations and has obtained sufficient practical training to use the pontoons independently.**

**PLEASE NOTE THE USE OF SUCH AUTHORISATIONS IS FOR THE EXCLUSIVE USE OF THE CARD HOLDER AND MUST BE STRICTLY LINKED TO THEIR OWN WORK REQUIREMENTS. IT IS THE OBLIGATION OF THE APPLICANTS TO IMMEDIATELY NOTIFY THIS OFFICE OF THE DEACTIVATION OF THE CARDS IF SUCH AUTHORISATIONS ARE NO LONGER REQUIRED.**


The undersigned declares that they are aware of the criminal liability pursuant to Article 76 of Presidential Decree No. 445 dated 28/12/2000 in the event of false declarations. The undersigned also acknowledges that, pursuant to Art. 13 of EU Reg. 679/2016 "GDPR" the above data are collected exclusively for office requirements and will not be used for any other purpose without the prior consent of the person concerned. The undersigned also declares that they have read the information notice regarding the processing of personal data provided by ADR S.p.A. pursuant to Article 13 of EU Reg. 2016/679 (GDPR) available at [www.adr.it](http://www.adr.it) through the following links:

FCO: <https://www.adr.it/bsn-tesseramento-fiomicino1>

CIA: <https://www.adr.it/bsn-tesseramento-ciampino1>

DATE

STAMP AND SIGNATURE

	<b>PROCEDURE FOR VERIFYING ACTIVE AND NON-RETURNED AIRPORT ID CARDS</b>	<b>EDITION 1</b> <b>Revision: 1</b> <b>Issued: January 2024</b>
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**Annex 23**

<b>DOCUMENT APPROVAL FLOW</b>		
<b>Drafting</b>	<b>Function</b>	<b>Name</b>
<b>Issued</b>	<b>SMR – ACO - Registration</b>	<b>Barbara Pierantonio</b>
<b>Verified</b>	<b>SMR – ACO - Registration SCZ – Security Manager</b>	<b>Claudio Morlupo Massimo Ilariucci</b>
<b>Authorised</b>	<b>SCZ – Security Manager</b>	<b>Massimo Ilariucci</b>

<b>EDITIONS AND REVISIONS</b>
-------------------------------

<b>Edition</b>	<b>Revision</b>	<b>Date</b>
1	0 - Entire Document	January 2023
1	1 - Chapter 5	January 2024



## Summary

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3	RESPONSIBLE PARTIES .....	3
4	FOREWORD .....	3
5	OPERATIONAL FLOW.....	3

## 1 GLOSSARY

DEFINITIONS	DESCRIPTION
Airport Operator	The subject is entrusted with, under the control and supervision of ENAC, together with other activities or exclusively, the task of administering and managing the airport infrastructures according to criteria of transparency and non-discrimination and check the activities of the various private operators present in the airport or airport system in question. ADR S.p.A. is the Airport Operator for Fiumicino and Ciampino airports
Applicant	Company/Entity authorised to apply for airport entry passes (TIA)
Contracting/Subcontracting	With subcontracting, in particular, the contractor entrusts a third party (subcontractor), in whole or in part, with the performance of the work subcontracted to it. Subcontracting therefore relates to the performance of the contract and does not interfere with the main contract.
TIA - Airport Entry Pass	Refers to a valid badge that allows access to the specific area
"Legitimate reason" refers to work	work is defined as any activity for which the person is employed and which is to be performed within the areas where the person is accessing and during the period when the person is accessing them

## 2 **APPLICABILITY**

This procedure governs the verification of active, non-returned airport ID cards (TIA) issued to persons other than passengers who are no longer on duty due to the lapse of the legitimate reason.

## 3 **RESPONSIBLE PARTIES**

- **Applicant Entity**
- **Company to which the holder of the airport entry pass belongs**
- **Airport Entry Pass Holder**
- **Aeroporti di Roma - Registration Office**

## 4 **FOREWORD**

The Applicant Entity has the possibility, by means of a computerised system, to verify all valid airport entry cards issued to its employees and companies under contract/sub-contract/supply arrangements...

The use of the TIA is strictly and exclusively related to the performance of work at the airport where it was issued (legitimate reason).

## 5 **OPERATIONAL FLOW**

Upon logging into the ID cards Web portal, users will receive an informative message inviting them to check, in the relevant section, the active badges associated with the Entity and the contracting/subcontracting/supplying companies... and to notify ADR via PEC of any need to suspend the badges due to the lapse of the legitimate reason and subsequent redelivery of the same. The Applicant Entities can verify, in a dedicated section of the Web portal, all the active ID cards entered by them and by contracting/subcontracting/supplying companies. From this section it will be possible to save the list of passes to an Excel file for later verification.

	<p><b>PROCEDURE FOR DEACTIVATING/REACTIVATING ACTIVE AND UNUSED AIRPORT ID CARDS</b></p> <p><small>ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY – IN ANY CASE OF CONFLICT THE ITALIAN TEXT SHALL PREVAIL</small></p>	<p>EDITION 1 Revision: 1 Version: January 2024</p>
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**Annex 24**

<b>DOCUMENT APPROVAL FLOW</b>		
<b>Drafting</b>	<b>Function</b>	<b>Name</b>
<b>Written by</b>	<b>SMR – ACO - Issuance of ID Cards</b>	<b>Barbara Pierantonio</b>
<b>Verified</b>	<b>SMR – ACO - Issuance of ID Cards</b>	<b>Claudio Morlupo</b>
<b>Authorized</b>	<b>SCZ – Security Manager</b>	<b>Massimo Ilariucci</b>

**EDITIONS AND REVISIONS**

<b>Edition</b>	<b>Revision</b>	<b>Date</b>
1	0 - Entire Document	August 2023
1	1 - Chapter 2	January 2024

	<p><b>PROCEDURE FOR DEACTIVATING/REACTIVATING ACTIVE AND UNUSED AIRPORT ID CARDS</b></p> <p>ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY – IN ANY CASE OF CONFLICT THE ITALIAN TEXT SHALL PREVAIL</p>	<p>EDITION 1</p> <p>Revision: 1</p> <p>Version: January 2024</p>
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## Summary

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### 1 GLOSSARY

DEFINITIONS	DESCRIPTION
Airport Operator	The individual entrusted, under the control and supervision of ENAC, along with other activities or exclusively, with the task of administering and managing, according to criteria of transparency and non-discrimination, the airport infrastructures and coordinating and controlling activities of the various private operators present within the airport or within the airport system in question. ADR S.p.A. is the Airport Operator for Ciampino Airport
Applicant entity	Company/Entity authorised to apply for airport entry ID cards ( <i>tesserini di ingresso in aeroporto</i> - TIA)
Contractor/Subcontractor	By subcontracting, in particular, the contractor entrusts to a third party (subcontractor), in whole or in part, the execution of the work contracted to it. Subcontracting therefore relates to the performance of the contract and does not interfere in the main contract.
TIA - <i>Tesserino di Ingresso in Aeroporto</i> (Airport Entry ID Cards)	This refers to a valid card that allows access to the specific area.
"legitimate reason" for working purpose	work means any activity for which the person is employed and which must be carried out within the areas where the person is accessing and during the period when the subject accesses

	<p style="text-align: center;"><b>PROCEDURE FOR DEACTIVATING/REACTIVATING ACTIVE AND UNUSED AIRPORT ID CARDS</b></p> <p style="text-align: center;"><small>ENGLISH TRANSLATION FOR DISCLOSING PURPOSES ONLY – IN ANY CASE OF CONFLICT THE ITALIAN TEXT SHALL PREVAIL</small></p>	<p><b>EDITION 1</b> <b>Revision: 1</b> <b>Version: January 2024</b></p>
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## 2 APPLICABILITY

The use of the TIA is strictly personal, cannot be transferred to third parties, and is exclusively related to the performance of the work at the airport where it was issued (legitimate reason).

This procedure governs the deactivation/reactivation of TIAs in case of non-use for a period of more than 180 days.

Failure to use means that the TIA has not been used on proximity readers located in the airport (turnstiles, doors...).

## 3 RESPONSIBLE ENTITIES

- Requesting Body
- Company belonging to the holder of the airport ID card
- The Holder of the ID card
- The Airport Operator

## 4 OPERATING FLOW

Each time you login to the "Web Cards" portal, to the Requesting Bodies and to the Companies to which you belong (the latter only for your own staff) you will receive an information message that you will be invited to verify, in the list of active TIAs, the counting of the unused days of airport cards (0 to 180 days counter).

If you exceed 180 days of inactivity the cards will be automatically suspended. From the portal it will also be possible to save on an Excel file the list of badges for any checks.

In the case of suspension for unused, to request the reactivation of the TIA, it will be the responsibility of the Company to send an email to [tesseramentofco@adr.it](mailto:tesseramentofco@adr.it) attaching the application form (see Annex 23.1) copy of the identity card of the signatory and copy of the security recurrent training in compliance with chapter 11 of NSP. The TIA will be enabled again within 5 working days from the date of the request.

**Request for reactivation of the airport ID card due to the non-use for a period longer than 180 days**

(anagraphic data of the signatory)

I undersigned \_\_\_\_\_

Born in \_\_\_\_\_ (\_\_\_\_\_) on the \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ID Document type and n. \_\_\_\_\_ (see Annex)

in the capacity of \_\_\_\_\_ of the Applicant Entity

ask

to reactivate the airport ID card n. \_\_\_\_\_ valid till dd / mm / yyyy

registered to \_\_\_\_\_ (name and surname)

employee of the company \_\_\_\_\_ as

the person is still working at Leonardo Da Vinci Airport.

In the event of a false declaration, the undersigned declares that they are aware of the criminal liability established by Art. 76 of Presidential Decree No. 445, dated 28-12-2000. The undersigned also acknowledges that, pursuant to Art. 13 of EU Reg. 2016/679 "GDPR" the above data are collected exclusively for office requirements and will not be used for any other purpose without the prior consent of the person concerned. The undersigned also declares that they have read the information notice regarding the processing of personal data provided by ADR S.p.A. pursuant to Article 13 of EU Reg. 2016/679 (GDPR) available at [www.adr.it](http://www.adr.it) through the following link:

<https://www.adr.it/bsn-tesseramento-fiumicino1>

**Employer**

Name:

Surname:

Qualification:

\_\_\_\_\_  
(place and date)\_\_\_\_\_  
(Full signature)

*The undersigned shall attach a photocopy of their identification document.*