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Temporary ID Pass Guidelines

2025

Status: Unrestricted

Contact for all ID pass applications:

Email: [Passoffice@newcastleinternational.co.uk](mailto:Passoffice@newcastleinternational.co.uk)

Phone: 0191 2143532

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Section One

Introduction

There are two types of temporary passes available:

**Temporary Visitor Pass**

A temporary visitor pass allows escorted access to the critical parts of the airport for a period of up to 7 days. Temporary visitor passes are issued for one off or infrequent visitors to the airport for the below reasons:

* Contractor carrying out short term essential work
* Drivers making impromptu collections and deliveries
* Work experience, familiarisation, training and interviews
* Emergency maintenance
* Airside visit
* Emergency extension

A maximum allocation of 14 days for this pass type can be issued in a rolling 12-month period to an individual. Consecutive passes should not be issued and a 3-day break between pass issue is required. In exceptional circumstances, the provision to allow consecutive issue may be considered, provided the reason for the request is stated on the application. An emergency extension can only be granted on an active temporary pass.

**Temporary Employment Pass**

Where a period greater than 14 days is required, an application for a temporary employment pass should be made. This will allow the applicant to commence employment whilst the background checks are being completed.

A temporary employment pass for 1-14 days access will require evidence that a criminal record check (CRC) has been applied for. Evidence of applying for a criminal record check will need to be dated within 21 days of the pass application. If access is required beyond 14 days, then a valid CRC certificate will be required.

An individual can hold a maximum of 60 days escorted access across both pass types and the pass days must run consecutively.

Section Two

Requirements for a Temporary Visitor Pass Application

* A copy of the applicant’s photo identity document in colour. This must be a passport or driving licence.
* Tools of the trade if necessary.
* A current headshot of the applicant. This cannot be the same photo that is on the submitted identity document.
* Same form of photo ID must be brought on day of visit.

Requirements for a Temporary Employment Pass Application

* A copy of the applicant’s photo identity document in colour. This must be a passport or driving licence.
* Tools of the trade if necessary.
* A copy of a Criminal Record Check (CRC) and/or Overseas Criminal Record Check (OCRC) that has been issued within the last 26 weeks.
* Proof of valid Right to Work if necessary.
* A current headshot of the applicant. This cannot be the same photo that is on the submitted identity document.

Please see section 3 of the full airside pass guidelines document for further guidance on the photo ID document, and section 6 for guidance on the CRC/OCRC check.

Section Three

How to submit a Temporary Pass Application

Applications can be made by companies that have joined the airport’s ID pass scheme and become a sponsoring company on AirportGateway®. To submit a temporary ID pass application, you must be employed by the sponsor company and be a signatory for that company.

The signatory will create a temporary pass application on AirportGateway®. A summary is created as you complete the application on the portal which should be used as a checklist before submitting.

Temporary pass applications must be complete and fully compliant at the point of submission to the airport ID Security Pass Office team. Sponsoring companies are responsible for the printing of all temporary passes.

The team will criteria check each application after your final check and submission to ensure it has been completed in full without omissions or errors. When an application is compliant to Civil Aviation Authority (CAA) and airport standards, the turnaround from submission to clearance can be completed within days (weekdays) of submission. If non-compliant, the team will reject your application and highlight what needs to be rectified.

Section Four

Escorting Requirements

Temporary visitor and temporary employment pass holders must be escorted at all times by a full airport ID pass holder. The escort ratios are as follows:

Visitor pass 1:6

Temporary Employment Pass 1:3

Authorised signatories are responsible for ensuring that pass holders conducting escorting duties have received the appropriate training as detailed in the approved syllabus for General Security Awareness Training.

The escort must keep the individuals they are escorting in line of sight at all times. They must under no circumstances leave them unescorted. If the escort needs to be changed, there must be a handover to ensure the new escort is fully aware of their responsibilities to the temporary pass holder.