

INFORMATION ABOUT THE ID-CARD / VEHICLE AUTHORISATION RESPONSIBLE AT BILLUND AIRPORT

APPLICATIONS FOR ID-CARDS MUST BE SENT VIA E-MAIL TO ID-KORT@BLL.DK (ALTERNATIVELY, BY POST TO HR). EACH APPLICANT MUST PASS THE SECURITY AWARENESS COURSE AT WWW.E-BLL.DK, AND BE APPROVED BY THE POLICE, BEFORE AN ID-CARD TO BILLUND AIRPORT CAN BE ISSUED.

Billund Airport
HR
Passagerterminalen 10
DK-7190 Billund

INFORMATION ABOUT YOUR COMPANY:

Company name:
Company address:
Company zip code and city:
Company CVR-No.:
Company phone number (direct):

Describe briefly your company's purpose at Billund Airport
With whom at Billund Airport have you established an agreement?
E-mail address of the person you have entered into an agreement with:
Telephone number (direct) of the person you have entered into an agreement with:

INFORMATION ABOUT THE ID-CARD / VEHICLE AUTHORISATION RESPONSIBLE (PERSON 1):

Full name:	
Title / Position:	
E-mail address:	
Phone number (direct):	

Date	Signature

GUIDELINES FOR ORDERING ID-CARDS AND VEHICLE AUTHORISATION TO BILLUND AIRPORT:

WHO CAN BE RESPONSIBLE FOR ID-CARDS / VEHICLE AUTHORISATIONS?:

The company itself decides who is responsible for signing the applications for ID-Cards, Vehicle Authorisations and Driving Authorisations.

PROFFESIONAL ERRAND:

ID-Cards, Vehicle Authorisations and Driving Authorisations can only be issued based on a professional and operational function at the airport.

REQUIREMENTS FOR BACKGROUND CONTROL OF THE EMPLOYEES AT THE COMPANY WHO HAS OR WANTS ID-CARDS FOR BILLUND AIRPORT:

All employees of the company who need ID-Cards for Billund Airport must complete an extended background check with satisfactory results before the ID-Cards can be issued. See EU regulation 2015/1998 item 11.0.3, 11.1.3. and 11.1.5 [Link](#) and Retsinformation [Link](#)

It is the company's responsibility to carry out ID- and CV-checks and to be able to document this at all times.

See Trafikstyrelsen's guidance material for background checks and security clearances [Link](#).

EXPIRY DATE:

An ID-Card for employees with an address in Denmark is valid for 5 years from the day the Police has approved the employee. An ID-Card for employees with an address outside of Denmark is valid for 1 year from the day the Police has approved the employee.

A Vehicle Authorisation is valid for 5 years from the date of issue or for a shorter period in the case of time-limited projects.

Driving Authorisations must be continuously renewed and the holder of the Authorisation will always be notified three months before expiry.

EXPIRED OR LOST ID-CARDS / VEHICLE AUTHORISATIONS:

ID-Cards and Vehicle Authorisations that have expired or are no longer in use must be returned to HR at Billund Airport.

Please note that the company will be charged a fee for ID-Cards and Vehicle Authorisations that are not returned as well as lost ID-Cards and Vehicle Authorisations.

REGARDING VEHICLE AUTHORISATIONS:

The ID-Card responsible must complete the application form for Vehicle Authorisations on Billund Airport's website.

When the Vehicle Authorisation is ready for pickup, CPN (Check Point NORD) will send an e-mail to the ID-Card responsible with further information.

REGARDING DRIVING AUTHORISATIONS:

The person responsible for the ID-Card must complete the application form for Driving Authorisations on Billund airport's website. *Driving Course Awareness* will then be available to the employee on www.e-bll.dk

When the *Driving Course Awareness* has been passed, the ID-Card responsible/the employee must make an appointment for driving with the Marshalls via: Marshal@bll.dk

PRICES:

See prices for ID-Cards, Vehicle Authorisations and Driving Authorisations at Billund Airport's website [Link](#).

EXPEDITION TIME:

ID-Cards can be issued in HR's opening hours:

Monday – Thursday: 08:00 – 15:30.

Friday: 08:00 – 15:00.