

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

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

<b>Billund Airport</b>
<b>HR</b>
<b>Passagerterminalen 10</b>
<b>DK-7190 Billund</b>

### 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 PASS RESPONSIBLE (PERSON 1):

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

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

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

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

#### PROFESSIONAL ERRAND:

ID-Cards, Vehicle Passes and Driving Permits 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.

Vehicle Passes are valid for 5 years for everyone.

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

#### EXPIRED OR LOST ID-CARDS / VEHICLE PASSES:

ID-Cards and Vehicle Passes 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 Passes that are not returned as well as lost ID-Cards and vehicle passes.

#### REGARDING VEHICLE PASSES:

The ID-Card responsible must apply for Vehicle Passes by e-mail to CPN (Check Point NORD): [bilpas@bll.dk](mailto:bilpas@bll.dk)

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

#### REGARDING DRIVING PERMITS:

The person responsible for the ID-Card must complete the application form for Driving Permits on Billund airport's website. *Driving Course Awareness* will then be available to the employee on [www.e-bll.dk](http://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](mailto:Marshal@bll.dk)

#### PRICES:

See prices for ID-Cards, Vehicle Passes and Driving Permits 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.