

How do I apply for a Lelystad Airport pass?

Employees who work on Lelystad Airport need a Lelystad Airport pass. This will be requested by your employer. Before you can receive a Lelystad Airport pass you need to pass a security background check.

For employees who need access to the Southern Area (Demarcated Area) a VOG (Certificate of Conduct) is sufficient. The VOG can be submitted by the employee himself/herself at his/her municipality or online via Justis by the employer.

If the employee needs access to SRA-CP (Security Restricted Area - Critical Part) on the Northern area, a VGB (Declaration of no Objection) is necessary. The employer shall request the VGB via the AIVD (General Intelligence and Security Service).

Note: The application for a VOG or VGB can take up to 8 weeks. Or even longer if the employee has been living abroad for a longer period of time.

This link from Justis explains how to apply for a VOG.

<https://www.justis.nl/producten/vog/certificate-of-conduct/>

The link below explains how you can request a VGB via the AIVD.

<https://english.aivd.nl/topics/security-screening/the-security-screening>

When the employee is in possession of a VOG or VGB the employer can submit a pass application to Lelystad Airport. The application form can be found at www.lelystad-airport.nl/badgecenter.

This form must be filled in digitally, after which it can be printed out, be provided with signature(s) and stamps. After that the document has to be scanned again and emailed to the badge center:

toegangszaken@lelystad-airport.nl

The badge center will process the request within two business days. The employee will receive an email with further information, as well as a link to the online agenda where he/she can make an appointment to receive the pass.

In order to receive the pass, it is necessary that the employee will successfully complete the Safety & Security exam. Theory for this test can be found on the website (pocketbook Safety & Security) and the employees will receive a link to an e-learning tool via email. The exam will be made at the Badge Center, after successful completion of the exam, the pass will be printed and given out.

When picking up the pass, the employee must bring the following documents to the Badge Center:

- The original VOG / VGB
- The original pass request form
- A proof of identity or passport (note: a driver's license is **not** a valid proof of identity!) In the absence of one of the above documents, there will be no pass issuance.

Note: Do the employee's details change? Then you must submit a new application form.

If the actions mentioned above have not been carried out correctly, the application for a Lelystad Airport pass cannot be processed.